



STUDENT HANDBOOK

2026-2027

ASSUMPTION MIDDLE / HIGH SCHOOL



Mission: *To inspire excellence and personal growth grounded in Catholic principles and tradition.*

Vision: A community of academic excellence, Catholic in spirit and culture, nurturing integrity and respect.

We believe the successful education of children is achieved in large part by the partnership created between schools and parents. This handbook will familiarize you with our expectations. This is for the most part a set of policy guidelines for students, parents, teachers and staff to insure smooth day to day operations. These policies along with common sense, parental backing, and student responsibility lead to sound decisions with students being held accountable for their actions. This is by no means meant to be an all-inclusive document. Situations not mentioned in the handbook will be handled at the discretion and best judgment of the school administration. Thank you for your support.



Assumption Middle and High School is a Catholic School under the direction of the Diocese of La Crosse. As a Catholic School, we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

Non-Discrimination Policy: Every Catholic school in the Diocese of La Crosse respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment.

Reference: DSP 5101

*ACS reserves the right to revise and amend this handbook at any time during the year. When such revisions are made, all students, parents/guardians will be given electronic updates prior to the new policy or procedure going into effect.

Standards of Excellence & Growth

- Demonstrates a strong faith and love of God through prayer.
- Supports the mission of the Catholic Church
- Possesses principles of integrity including honesty, patience, fortitude, generosity, and self-control
- Recognizes and fulfills responsibility to community, society, and the world.
- Affirms principles of loyalty, commitment, sacrifice, and trust.
- Recognizes and respects the dignity and achievement of others.
- Models Christian standards of ethical behavior in the workplace including charity toward others, respect for authority, pride in achievement, and the ability to be an effective team member.
- Demonstrates an appreciation of the arts and other cultural achievements.
- Exhibits leadership skills.
- Formulates and effectively pursues worthwhile goals founded on the discernment of personal vocation
- Displays practical life skills, competency in math, writing skills, reading comprehension, scientific reasoning, use of technology, and research skills.
- Develops habits of lifelong learning and employs critical and creative thinking as well as organizational skills.

Assumption Catholic Schools Philosophy

While reflecting Gospel teachings, Assumption Catholic Schools offer a unique education committed to excellence. We operate under the direction of the Diocese of La Crosse as part of the Roman Catholic Church. Along with the local parishes, Assumption Catholic Schools represent:

- a belief in Catholic morality, doctrine, and values; the enhancement of self-esteem and respect for others; and a Christian lifestyle;
- a belief in Catholic education which focuses on the spiritual, intellectual, and physical growth and development of the whole person;
- a belief in Catholic faith which is fostered through prayer, liturgy, service, and community experiences;
- a belief in stewardship reflected in personal commitment, responsibility, and accountability in support of the Catholic educational mission.

Profile

Assumption High School is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

Assumption High School (AHS) is a co-educational school-serving student's in grades 9 – 12. The school is accredited through Wisconsin Catholic Schools Accreditation. AHS is part of the Assumption Catholic Schools system. AHS is an educational venture of the Diocese of La Crosse, subject to the policies and procedures established by the Superintendent of Catholic Schools for the Diocese of La Crosse. The school currently enrolls 150 students from the Wisconsin Rapids area. Assumption Catholic Schools elementary operate at Our Lady Queen of Heaven and St. Vincent de Paul parish sites. An Assumption Catholic School middle school operates in the same building as the high school.

Assumption High School has a longstanding reputation as a superior college preparatory school. The school continues to attract Catholics and other Christians who seek formation in the traditions of Christian culture. Though the majority of Assumption graduates attend four-year liberal arts universities, AHS students also attend Technical schools and go on to serve in the Armed Forces.

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Staff & School Information

Office Hours

Regular School Days: 7:30 a.m. – 3:30 p.m. (MS/HS Office: 715-422-0910)

Staff

- **Principal:** Amber France – amber.france@acswr.org
- **Assistant Principal / Registrar:** Shannon Shaw – shannon.shaw@acswr.org
- **Guidance Counselor:** Vacant
- **Academic Advisor:** Nicole Leberg – nicole.leberg@acswr.org
- **Middle / High School Administrative Assistant:** Pat Hoffmann – pat.hoffmann@acswr.org
- **School Chaplain:** Father Joseph Glatczak – joseph.glatczak@acswr.org
- **Athletic Director:** Joe Birkhauser – joe.birkhauser@acswr.org

Teachers – See [ACS website](#) for teacher contact information. Email – firstname.lastname@acswr.org

Central Office Staff

- **ACS President:** Deacon Michael Pipitone – president@acswr.org
- **Admissions/Enrollment:** Kerry Klein – kerry.klein@acswr.org
- **Advancement Director:** Matt Zakowski – matt.zakowski@acswr.org
- **Business Manager:** Nikita Lobner – nikita.lobner@acswr.org
- **Executive Administrative Assistant:** Destiny Wiltzius – destiny.wiltzius@acswr.org
- **SCRIP Coordinator:** Terra Duellman – terra.duellman@acswr.org



Academics & Support

Please refer to the [Assumption High School Course Description Book](#) on the ACS website for more detailed information on topics in this section.

Academic Standards

- View [Online](#)
- Request via Email: Kerry Klein – kerry.klein@acswr.org
- Phone: 715-422-0901

Curriculum Overview

Middle School

- Core Subjects: Religion, Language Arts, Literature, Reading, Math, Science, Social Studies
- Electives/Specials: Art, Computer Applications, Foreign Language, Health, Phy Ed, Band, Choir
- *High school credit offered in Algebra and Latin/Spanish for qualifying 8th graders.*

High School

- Refer to the [Assumption High School Course Description Book](#) for detailed course information and graduation credit requirements.
- *Note: All students, including non-Catholics, are required to participate to the same extent in all school activities.*
Reference: DSP 6255

Course Registration Process

1. Students receive the Assumption High School Course Description Book for review.
2. Meetings with Guidance Counselor and Registrar for advising.
3. Course registration takes place in February.
4. Registration based on grade level, prerequisites, teacher recommendation, and class availability.
5. Administrative approval required for placement in courses without prerequisites.

Drop/Add Procedures

Schedule changes are made for serious reasons only. Wanting to be in a friend's class, for example, would not be considered a serious reason to change one's schedule. Student requests for any schedule changes may be made through the registrar's office (shannon.shaw@acswr.org):

- During the summer.
- The first **TWO DAYS** of school. (only in extenuating circumstances and with approval from registrar and guidance counselor)

Process:

1. Student and/or parent makes request for change with the registrar.
2. Student and/or parent discusses with registrar scheduling options.
3. Registrar initiates informal add/drop form.
4. Parent signature is required if a core class schedule change is requested by student.
5. Student discusses with teacher and counselor reason for schedule change.
6. Student obtains signature of both teacher(s) on informal add/drop form.
7. Student returns form to registrar and a copy is reviewed by principal.
8. Schedule change is made.

Student requests for schedule changes **after the first two days of school** will be considered on an individual basis; which may result in a status of **withdrawn** on a student's transcript. This add/drop process requires faculty, parent and administrative approval.

Grades & Student Progress

Grading Periods

Assumption Middle/High School has 4 quarter grading periods. High school has two semester grading periods in a school year. Within those semesters, there are 2 quarter grading periods and a final semester exam grade. Semester final exams comprise 10% of the student's semester grade. The semester grade is obtained through a mathematical formula, which configures the 2 quarter grades and the semester final exam grade. It is the semester grade that is used for determining student GPA. Only semester grades appear on student transcripts.

Report Cards

Report cards are issued one week after each quarter.

Progress Reports

Progress reports are issued every 4 weeks in the quarter.

Online Progress Monitoring

Student grades can be accessed via the FACTS online gradebook at any time. FACTS login information found on the [ACS website](#). If there are questions regarding grades in a particular class, please contact the teacher via email.

Grading Scale

Grade	% Range	GPA (Regular)	GPA (Honors)
A+	98–100*	—	4.5
A	93–100	4.0	4.25
A-	90–92	3.67	3.92
B+	87–89	3.33	3.58
B	83–86	3.00	3.25
B-	80–82	2.67	2.92
C+	77–79	2.33	2.58
C	73–76	2.00	2.25
C-	70–72	1.67	1.92
D+	67–69	1.33	1.58
D	63–66	1.00	1.25
D-	60–62	0.67	0.92
F	<60	0.00	0.00

Note: A+ is reserved for Honors courses only.

Alternate Grading Codes

In certain special cases administrative approval may be given to use Pass/Fail grading. A student assigned a “P” passes the course and receives credit but the grade does not impact the GPA. If a student is assigned an “F”, he or she does not receive credit and his or her GPA will be negatively impacted.

Satisfactory/Unsatisfactory grading: student assigned an “S” has completed work to a satisfactory level, but does not receive credit and the grade point average is not affected. A student receiving a “U” did not work to a satisfactory level, and does not receive credit, but the grade point average is not affected.

Incompletes: A student may be assigned an “I” due to an illness or absence from school within 2 weeks of the end of a grading period. The student will be given 2 weeks to turn in work and receive a letter grade for that quarter.

Credit Recovery

Students who have failed a required course (grade of “F”) may repeat the course at Assumption High School one time with administrative approval. It is advised that the student attend a summer school session or take an online course during the summer to recover this credit. If a failed course is “recovered” during the same academic year that the failing grade occurred, it will replace the “F” on the student’s transcript; no grade above D- may be recorded for credit recovery. If credit recovery is done after the summer following the academic year in which the F was received, both grades will appear on the transcript. The course outcomes and course description of the credit recovery course must meet the criteria of the original course.

Course Credit Loss

Students are expected to attend class daily. Students who miss a class, whether the absence is excused or unexcused, must meet with their teacher within 24 hours of returning to school to schedule a time to make up the instructional time missed.

Students who miss more than five days of a class during a quarter, whether excused or unexcused, will be required to meet with the Attendance Review Board to determine whether they may continue in the class and remain eligible to receive course credit.

During the Attendance Review Board meeting:

- Students will be expected to explain the reasons for their excessive absences.
- A parent or guardian must attend the meeting.
- The Attendance Review Board will determine whether course credit will be awarded and establish a plan of action moving forward.

The Attendance Review Board consists of the guidance counselor, student services, administration, and the teacher of the affected class.

GPA / Class Rank / Honor Roll

- **GPA** is calculated by semester and cumulatively for courses taken throughout high school.
- **Class Rank** is calculated internally each semester. Final class rank for valedictorian and salutatorian is determined after quarter 3 of senior year. **Please refer to the Assumption High School Course Description Book for more detailed information.*
- **Honor Roll** is published at the end of the first and second semesters.
 - *High Honor Roll*: GPA 3.75+
 - *Honor Roll*: GPA 3.25–3.749

Graduation Requirements

Students who wish to earn a diploma from Assumption High School must complete 26 credits of coursework consisting of both required and elective courses. Please refer to the Assumption High School Course Description Book for detailed information about graduation requirements and course offerings.

High school courses completed in eighth grade may be counted toward the total credits required for graduation. However, only courses completed for high school credit in grades 9–12 are included in the student's cumulative GPA.

If a student's academic performance indicates that the student may not have met the school's academic expectations, teacher recommendations and achievement scores on the ITBS and ACT may be considered in making a final determination regarding graduation eligibility. In all other cases, the faculty determines advancement in individual courses, promotion to the next grade level, and graduation based on the awarding of passing grades. Whenever a student's academic performance indicates that the student may not have achieved the academic expectations of the school, a certificate may be awarded instead of a diploma.

Retention & Acceleration

General Policy

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or accelerate should be made only after serious reflections, evaluation, and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision. (DSP 5210)

Promotion Criteria (8th to 9th Grade)

1. Grade level academic performance
2. Teacher recommendation
3. Administrator input

Retention (Grades 7th–8th)

Same criteria as promotion, plus agreement from teacher, parent, and administrator to retrain. For WPCP students, the criteria will also include scores on required state and federally mandated tests.

Summer School

Middle school students who receive a failing grade in the same class for two or more quarters during the school year will be required to attend the school's summer program in order to advance to the next grade. Assumption offers a summer school program from June to early July. If a student is at risk of failing two quarters the guidance counselor, academic advisor, and principal will schedule a meeting with the student and their parents or guardians.

Transfer of Credit / Coursework

ACS will accept, without prejudice, coursework that was completed and passed from a transfer student, in the school from which they transfer.

- Credit will be accepted for passed courses with a D- or above.
- No credit will be received for courses with "F" or "U" grades.
- Coursework must be equivalent in scope and duration to the course offered at ACS.
- International credit is considered individually.

Students entering 7th and 9th grade will maintain grade level status from the school which they have transferred from.

Standardized Testing

Standardized assessments are administered according to the testing schedule established by the Diocese of La Crosse and Assumption Catholic Schools administration. Students participating in the Wisconsin Parental

Choice Program (WPCP) may be required to complete additional assessments as mandated by program requirements. After testing, Student Services staff meet with students to review and explain their results. Copies of assessment results are provided to parents by mail or are available for pickup at the school. To protect student confidentiality, test results will not be sent home with students.

Homework Policy

Homework is an essential part of the learning process and is assigned to reinforce classroom instruction. Students are expected to complete and submit all assignments by the established due dates. Assignments not submitted on time may receive reduced credit, as outlined in the teacher's course syllabus. Unless otherwise approved by the teacher, students have up to three school days to submit missing assignments, after which a grade of zero may be assigned. Regardless of the three-day grace period, all missing assignments must be submitted by the last day of the academic quarter. Teachers may, at their discretion, develop an alternative completion plan when extenuating circumstances warrant additional time.

Students who are absent are given one school day for each day of absence to make up assignments that were assigned during their absence. For example, if an assignment is given on Tuesday and due on Wednesday, a student who is absent on Tuesday and returns on Wednesday must submit the assignment on Thursday. If an assignment was given before the absence and was due on the day the student was absent, it is due immediately upon the student's return to school.

Students with five or more missing assignments will meet with the Academic Advisor to develop a plan for completing their work. These students may also be assigned to the Academic Support Center (ASC) during study hall, Royal Time, or after school until their missing assignments have been completed. Parents or guardians will be notified when this intervention is implemented.

Academic Support Center (ASC)

The Academic Support Center is available to assist students in achieving academic success by providing additional instructional support, resources, and strategies to strengthen learning and improve academic performance. The ASC is open Monday through Friday during the school day and Monday through Thursday after school from 2:45 p.m. to 3:30 p.m. Students with an Individualized Service Plan (ISP) are automatically scheduled to receive Academic Support Center services by the Registrar and Guidance Department. Students who are placed on academic probation are required to attend the ASC after school until all course grades are improved to a C or higher. Additional students may be referred to the ASC as needed to support their academic progress.

Guidance Services

The Guidance Department, which includes the Guidance Counselor and Academic Advisor, is committed to supporting the academic, personal, social, and postsecondary success of every student. Services include academic planning, course selection, career exploration, college and scholarship planning, and personal counseling. The Guidance Department also collaborates with teachers, administrators, parents, and outside agencies to address students' academic, social, emotional, and behavioral needs. Students and families are encouraged to utilize these services whenever questions or concerns arise throughout the school year.

Library

The school library is a shared resource for middle school and high school students and provides access to books, research materials, technology, and a quiet environment for studying and learning. A librarian and support staff are available to assist students with locating materials, conducting research, and checking out library resources. Students are responsible for the care of all borrowed materials and will be held financially responsible for books or other items that are lost or damaged. High school study halls are held in the library, and students are expected to follow all library expectations to maintain a productive learning environment. Use of library computers requires permission from the librarian and must be for educational purposes.

Activities, Athletics & Eligibility

Athletic Program

Refer to the [Athletic Handbook](#) for comprehensive athletic program details.

Physical Examinations

All student-athletes are required to have a physical exam every two years. A physical card, signed by a licensed physician, is required. In alternate years, a parent-signed alternate year card must be submitted. Physical cards and alternate year cards can be found on the ACS website under [Athletics](#).

All physical and alternate year cards are kept on file in the athletic office.

Eligibility, Ineligibility & Probation

Students are expected to maintain satisfactory academic progress in order to participate in extracurricular activities. Academic eligibility is reviewed at progress reports, quarterly report cards, and semester report cards.

Academic Ineligibility

A student will be considered academically ineligible if the student:

- Earns one or more failing grades (F) on a progress report, quarterly report card, or semester report card.
- Receives an incomplete (I) in any course at the end of a quarter or semester. Eligibility will be restored once the incomplete has been resolved and the grade has been updated in FACTS.

Period of Ineligibility

The minimum period of ineligibility is as follows:

- One failing grade (F) on a quarterly report card: **2 weeks**
- Two or more failing grades (F) on a quarterly report card: **3 weeks**

- One or more failing semester grades (F): **3 weeks**

During the period of ineligibility, students:

- May attend practices but are not permitted to participate in contests or competitions.
- Must attend the Academic Support Center (ASC) after school before practice and obtain an attendance pass to present to their coach. Students who do not present an ASC pass will not be permitted to participate in practice.
- May not travel with the team or dress for contests.
- May resume participation in contests only after academic eligibility has been verified by the Registrar and/or school administration.

Beginning of Ineligibility

For Quarter 1, Quarter 2, Quarter 3, and Semester 1 grades, ineligibility begins on the Monday following the issuance of report cards or as determined by school administration following progress report reviews. Students who become ineligible because of Quarter 4 or Semester 2 grades will serve their period of ineligibility beginning on the first day of fall athletic practice if participating in a fall sport or on the first day of school for all other extracurricular activities.

Academic Probation

A student is placed on academic probation upon receiving two or more grades of D on a progress report or report card. Students on academic probation remain eligible to participate in extracurricular activities provided their academic performance does not decline further and they attend the Academic Support Center (ASC) after school. Students must obtain an ASC attendance pass each day and present it to their coach before participating in practice or contests. Students who fail to attend the ASC or do not provide a pass will not be permitted to practice or compete.

Physical Education Exemptions

Physical Education is a required course for all students. Temporary exemptions from participation may be granted for medical or other valid reasons. A written note from a parent or guardian is required for short-term exemptions, while a written statement from a licensed physician is required for long-term exemptions. Students who are excused from participation in Physical Education may be assigned alternative activities or coursework to meet the instructional objectives of the class. Students who participate in a varsity sport may be eligible to receive a Physical Education waiver in lieu of Physical Education credit. Specific eligibility requirements and procedures for obtaining a waiver are outlined in the Assumption High School Academic Course Description Book.

Service Hour Requirement

Assumption Middle and High School is committed to fostering a spirit of service and community involvement. All students in grades 7 - 12 are required to complete a minimum number of service hours each semester. Service hours are incorporated into students' religion semester grades and must be submitted to the Guidance Department by the week prior to the end of each semester. Only service hours completed during the current

semester will count toward the required semester total. Students should submit completed service hours within one month of completion; however, all hours must be submitted no later than the week prior to the end of the semester.

Service hour forms are available in the Guidance Office and the Middle/High School Office. The minimum service hour requirements are as follows:

- Grades 7 - 12: 8 service hours per semester
- National Honor Society Members: 10 service hours per semester
- Civics Students: Additional service hours are required each quarter as outlined in the course syllabus

Students who wish to earn service hour cords for graduation must complete the required number of service hours between grades 9–12. Students in the Class of 2027 must complete 175 service hours to qualify for graduation cords. All graduating classes thereafter must complete 200 service hours between grades 9 - 12.

Field Trips

Field trips are an extension of classroom learning and are considered a privilege. Students must meet minimum academic, effort, and conduct expectations in order to participate in field trips. A signed permission slip from a parent or guardian is required for participation. Permission slips will be provided in advance and must be returned by the stated deadline for students to attend. Students may be restricted from participating in field trips if deemed necessary by school administration due to repeated behavioral concerns. Parents or guardians who wish to serve as chaperones must complete all required background checks and paperwork and receive administrative approval prior to attending any field trip. Field trip expectations are established in accordance with Diocesan School Policy (DSP) 6325.

Student Socials & Dances

School-sponsored social events and dances are intended to provide students with opportunities for positive social interaction while reflecting the values and expectations of Assumption High School. Participation in these events is a privilege, and students are expected to demonstrate appropriate conduct, respect, and responsibility at all times.

To attend a school social event or dance, students must purchase a ticket by the established deadline and complete the required sign-in process upon arrival. Students arriving after the designated start time may not be permitted to enter, and students who leave the event may not re-enter. Coats and personal belongings must be placed in the designated area upon arrival. Food and beverages may not be brought into the event; refreshments provided by the school or event organizers will be available.

Guests may attend only with prior approval. Guest request forms must be submitted and approved by the principal at least one week prior to the event. All guests are expected to follow school rules and behavior expectations.

Students are expected to uphold school policies during all social events and dances. Violations of school rules, including the possession or use of alcohol or other prohibited substances, will result in dismissal and may lead to additional disciplinary action. Unsafe, disruptive, or inappropriate behavior will not be tolerated. Student

clothing, music selections, and behavior must reflect Christian values and align with the mission and expectations of Assumption High School.

Attendance, Daily Life & Procedures

Attendance / Absences / Tardiness

Assumption Catholic Schools follows all applicable state and local laws regarding attendance and truancy. According to Wisconsin Rapids Municipal Code No. 25.26 TRUANCY (MC #866) and Wisconsin State Statute §118.15(3)(c), a student is considered truant when they are absent from school for more than five days in a semester, whether the absences are excused or unexcused.

Students whose attendance in a specific class falls below 90% (equivalent to 10 absences per semester) will be notified by administration. In most cases, once a student reaches 5 absences in a single class, a meeting will be scheduled with the parent/guardian, student, teacher, and principal to address attendance concerns and develop a plan for improvement.

Absences

- Parents/guardians must notify the school office by 7:45 AM each day a student is absent or arriving late.
- Homework may be requested and picked up by 3:00 PM from the middle/high school office. Students are responsible for obtaining, completing, and keeping up with all missed assignments.

Unexcused Absences

- An absence is considered unexcused if the school does not receive a phone call, email, or other approved notification from a parent/guardian.
- Unexcused absences may result in disciplinary consequences, including detentions, zeros on assignments, loss of course credit, suspension, or other consequences as determined by administration.

Participation in Extracurricular Activities

Students may not participate in school-sponsored extracurricular activities, practices, or events if they miss more than 2.5 hours of school on the day of the activity. Exceptions may be granted with prior approval from administration for the following:

- Faith or family events deemed necessary by administration.
- Medical appointments approved in advance by administration.
- Other activities, events, or appointments approved by administration.

School Event Absences

Absences due to school-sponsored events:

- Do not count against a student's attendance record.
- Do not affect a student's eligibility for extracurricular activities.
- Do not excuse students from completing missed assignments. Students are responsible for all missed work.

College Visits

- Juniors and seniors are allowed two college visits per school year without attendance penalties.
- College visits must be arranged in advance with the guidance counselor.
- A green pre-approved absence form must be completed and submitted prior to the visit.

Tardy Policy

Students are considered tardy if they are not in their assigned classroom or location when the bell rings.

Tardy to School

- Students arriving late to school must sign in at the middle/high school office and receive a pass before reporting to class.
- Three tardies equal one absence and count toward the 10-day attendance limit.
- A tardy of more than 10 minutes will be recorded as an absence for that class period.
- After a student receives more than five tardies, each additional tardy will result in an after-school detention.

Tardy to Class

- Students who are not in their assigned seat when the bell rings will be marked tardy.
- Once the classroom door closes, students must wait silently in the hallway until admitted by the teacher. Students may not obtain a pass from the office for a classroom tardy.
- Students who accumulate more than five class tardies may receive detention.

Skipping class or Mass will result in ineligibility for extracurricular activities that day and may result in additional consequences, including ineligibility for the following day.

The school reserves the right to determine whether an absence or tardy is excused or unexcused. "Overslept" is not considered an acceptable reason for an excused absence or tardy.

Planned Absences

Families are encouraged to plan vacations and extended absences around the school calendar.

For planned absences:

- Requests must be submitted for approval at least one week in advance.
- Students must complete a Pre-Arranged Absence Form.
- Students will be given the same number of school days to complete missed work as the number of days absent.

Excessive Absences (Wisconsin Statute §118.15)

Under Wisconsin Statute §118.15(3)(c), a student is considered truant if they are absent without an acceptable excuse for five or more of ten consecutive school days and/or for part or all of ten days during a semester. Assumption Catholic Schools will follow all applicable state laws regarding truancy.

When attendance concerns arise, a letter will be sent to the parent/guardian notifying them of the concern. Additional follow-up actions will be taken as necessary.

A student who is truant from school is in violation of school attendance policies and applicable Wisconsin State Statutes. Students who are truant from all or part of the school day may forfeit the opportunity to submit late work or make up missed assignments, tests, or quizzes for the classes missed.

Attendance Review Process

A student is considered to have excessive absences when:

- **Five absences in a semester:** A warning letter will be sent to the parent/guardian.
- **Ten absences in a school year:** The student and parent/guardian will meet with the Student Services Team to discuss attendance concerns and develop a plan for improvement.

Attendance Review Board

Students with excessive absences may be referred to the Attendance Review Board. The Review Board may consist of members of the Student Services Team, including administration, the guidance department, and teachers as needed.

The Attendance Review Board may require the following:

- Students must meet with the Student Services Team to discuss and explain excessive absences.
- A parent/guardian must attend the meeting with the student.
- The outcome of the Attendance Review Board meeting will determine the appropriate action to address excessive absences.

Possible consequences may include:

- Truancy citations/tickets.
- Referral to Wood County Social Services.
- Retention (Middle School) or denial of credit (High School), as determined by the school's review process.

After School Rules

Students are expected to leave the school building and campus by **3:00 PM** unless they are participating in a school-sponsored activity, practice, or event under the direct supervision of a faculty member or coach. Students may not remain in the building or loiter outside the school after dismissal. Families should make transportation arrangements prior to 3:00 PM to ensure students are picked up or have an approved means of transportation home. No childcare is provided at AMS/AHS.

Student Parking

Assumption High School students must register their vehicles with the high school office before the first day of school. Students will be assigned a parking space after submitting the required Parking Permit Form. The [Parking Permit Form](#) is available on the ACS website and in the high school office.

Approved student parking areas include:

- **Designated student parking lot (east of the school):** Students must display a valid parking permit.
- **Mead Street:** Parking is permitted east of the faculty lot near the student parking lot.
- **Hill Street:** Parking is permitted only south of Chestnut Street.

Parking in the faculty lot is not permitted before 2:00 PM. Unauthorized parking, parking without a valid permit, or parking in restricted areas may result in disciplinary action and/or the vehicle being towed at the owner's expense.

Bus Transportation

Bus transportation is provided by Lamers and Safeway. All questions or concerns regarding bus routes, schedules, or transportation services should be directed to the appropriate bus company.

Student misconduct occurring on the bus will be addressed by the principal. Disciplinary consequences may include the loss of bus transportation privileges.

Hall Passes / Office Passes

Students are expected to be in their assigned classrooms during class time. Students are not permitted to be in the hallways during class without permission and an approved hall pass.

If a student needs to leave the classroom during class, they must:

- Receive permission from the teacher.
- Sign out and carry an approved hall pass while out of the classroom.
- Sign in upon returning to class.

Students found in the hallway during class without an approved hall pass will be subject to disciplinary action.

Office passes are issued only for approved reasons, such as illness or pre-arranged absences. Office passes will not be issued for unexcused tardies. Students who are detained by a teacher at the end of class will receive a pass from that teacher.

Leaving the Building

Students may not leave school grounds during the school day for any reason without prior parental/guardian permission and approval from the school office.

Students who need to leave school grounds must:

- Have parental/guardian permission. Parents/guardians must call or email the school office before the start of the school day.
- Receive an office pass before leaving the building.
- Sign out at the school office when leaving and sign in upon returning.

Seniors with approved privileges may leave campus for lunch or during 1st/8th period on designated days as approved by the administration. Seniors must sign out at the school office each time they leave campus and sign back in upon returning.

Lunch Rules

Students are expected to follow all cafeteria procedures and directions provided by cafeteria staff and supervising adults. Students are responsible for maintaining a respectful, clean, and safe environment during lunch.

Approved lunch areas include:

- The cafeteria.
- The gym, when designated as an approved lunch area.
- A supervised courtyard.

All other areas of the school are off-limits during lunch unless specifically approved by administration. Lunch may only be eaten outside of the cafeteria for a school-sponsored event, meeting, or activity that is supervised by a faculty member and approved by administration.

Food & Beverages

Only water in approved water bottles is permitted outside of the cafeteria. Cans, including sparkling water beverages such as Bublr, are not allowed outside of the cafeteria. All other food and beverages must remain in the cafeteria. Food and drinks are not permitted in computer labs or science labs at any time.

Elevator Use

Allowed only for students who have been given permission due to physical impairment.

Emergency Drills & Safety

Emergency drills will be conducted throughout the school year in coordination with local authorities. Students are expected to take all drills seriously, follow staff instructions, and remain calm and orderly during all emergency procedures.

Types of Drills

- **Fire Drill:** Students must evacuate the building quietly and follow all instructions provided by staff. Any person who intentionally activates a false fire alarm or interferes with the proper operation of the fire alarm system may be subject to disciplinary action and legal consequences.
- **Tornado Drill:** Students must report to their assigned safety area, remain quiet, and follow all directions from staff.
- **Lockdown Drill:** Students must follow all lockdown procedures and remain in place until the “all clear” signal is given by authorized personnel.

Bomb Threats

All bomb threats are taken seriously. Evacuation procedures will be initiated immediately, and appropriate authorities will be notified. Students and staff may only re-enter the building after clearance has been given by emergency personnel or school administration.

False alarms, including false bomb threats, may result in disciplinary action up to and including suspension or expulsion (DSP 6122).

Safety Inspections

To help maintain a safe and drug-free school environment, Assumption Catholic Schools may conduct periodic safety inspections throughout the school year. At least annually, trained law enforcement K-9 units may be brought to campus to conduct a canine search of school facilities, parking areas, and other designated areas. These inspections are conducted in cooperation with local authorities and are intended to promote the safety and well-being of all students and staff.

Students are expected to cooperate fully with all safety procedures and inspections. Any prohibited items or violations of school policy discovered during an inspection may result in disciplinary action in accordance with school policies.

Emergency School Closings

Information regarding school closings, delays, or early dismissals due to inclement weather or emergency situations will be communicated through FACTS via text message and/or email. Updates may also be shared through local radio and television stations. Families are responsible for ensuring that students have a plan in place for transportation and supervision in the event of an early dismissal or emergency school closure.

When school is canceled, the school building will remain closed for the entire day. Students and staff will not be permitted to access the building or use school facilities until the school reopens.

School Transfers / Record Release

Families who choose to withdraw a student from Assumption Catholic Schools must notify the Principal and Enrollment Coordinator. An exit interview must be completed as part of the withdrawal process. All outstanding financial obligations must be resolved before student records will be released to another school or organization.

Changes in Contact, Guardianship, or Medical Information

Families must notify Assumption Catholic Schools as soon as possible when there are changes to a student's contact information, guardianship status, emergency contacts, or medical information. Keeping this information current ensures that the school can effectively communicate with families and provide appropriate care and support for students when needed.

For students who are 18 years of age or older, parents/guardians will continue to be the primary school contact unless the student provides official documentation requesting a change in communication permissions or contact information, in accordance with applicable laws and school procedures.

Behavior & Discipline

Conduct Expectations and Student Responsibilities

Assumption Catholic Schools students are expected to demonstrate Christian character, respect, and responsibility in all aspects of school life. The values of respect, responsibility, honesty, compassion, and care for others guide our expectations both on and off campus.

Students are expected to:

1. Treat all individuals with dignity and respect. Physical or verbal abuse, harassment, bullying, discrimination, vulgarity, profanity, sexist or racist language, inappropriate gestures, or any behavior that diminishes the dignity of another person will not be tolerated.
2. Respect school property and the property of others. Vandalism, carelessness, theft, or intentional damage may result in restitution and disciplinary consequences.
3. Demonstrate academic integrity. Cheating, plagiarism, forgery, unauthorized use of electronic devices, and other forms of academic dishonesty are unacceptable.
4. Reflect Christian values in all settings, including classrooms, prayer, liturgy, school activities, athletic events, and the broader community.
5. Follow all classroom, school, and campus expectations, including directions given by faculty, staff, and administration.
6. Arrive on time, follow the dress code, come prepared for learning, and actively participate in the educational process.
7. Practice compassion and respect for others by living out the corporal and spiritual works of mercy.

8. Contribute positively to the school community by making responsible choices and supporting the common good.

Disciplinary Philosophy

Assumption Catholic Schools believes that every student has the ability to grow, learn, and make positive choices. Discipline is intended not only to address inappropriate behavior but also to teach responsibility, accountability, and respect for others.

Parents and guardians are a child's first and most important educators. The school and family share responsibility for supporting students in developing positive behaviors and strong character.

When behavioral concerns arise, the school will work with students and families to address the situation. Communication may include phone calls, meetings, conferences, and other interventions designed to clarify expectations and support improvement.

While consequences are sometimes necessary, the goal of discipline is not simply punishment. The goal is to help students recognize the impact of their choices, repair harm when possible, and develop the decision-making skills needed for success in school and in life.

In situations involving serious misconduct, threats to safety, or repeated violations, stronger disciplinary action may be necessary. The school reserves the right to determine appropriate consequences based on the circumstances of each situation.

Disciplinary Procedure

Discipline is generally addressed first by the classroom teacher. When a behavior concern is referred to administration, responsibility for investigation and consequences may be transferred to administration.

Disciplinary procedures may include, but are not limited to:

- Notification of parents/guardians by phone, email, or written communication.
- Student and parent/guardian conferences with administration.
- Detention.
- In-school suspension or out-of-school suspension.
- Probation.
- Recommendation for dismissal or expulsion.
- Referral to outside agencies when appropriate.

Administration may modify the disciplinary process or sequence of consequences when necessary to protect the safety and well-being of students and staff.

Discipline Responses

All disciplinary decisions are made at the discretion of administration. The consequences listed below serve as guidelines and may be adjusted based on the severity of the behavior, previous history, and circumstances surrounding the incident.

Probation

Probation is a formal warning indicating that continued inappropriate behavior may result in suspension, dismissal, or expulsion. Parents/guardians will be notified, and a conference may be required.

Detention

Detention is typically used for minor behavior violations or repeated violations of school expectations. Reasons that may result in detention include, but are not limited to:

- Being in unauthorized areas.
- Being in the hallway during class without an approved pass.
- Disrespectful, discourteous, or disruptive behavior.
- Classroom disruptions resulting in removal from class.
- Continued inappropriate behavior after redirection or warnings.
- Obscene or inappropriate language, writing, or gestures.
- Inappropriate displays of affection.
- Forged or invalid notes.
- Repeated unauthorized use of electronic devices.
- Unauthorized parking in restricted areas.
- Going through other students lockers without permission.
- Repeated dress code violations.
- Repeated eating or drinking in unauthorized areas.
- Skipping class.
- Leaving school grounds without permission.
- Accumulating five tardies and each additional set of five tardies thereafter.

Suspension

Suspension may be assigned for serious or repeated violations of school expectations. Suspension may occur as an in-school or out-of-school suspension. Students are responsible for completing all missed work. Students returning from an out-of-school suspension must participate in a parent/guardian conference.

Reasons that may result in suspension include, but are not limited to:

- Repeated violations that have not improved after previous interventions.
- Truancy.
- Possession, use, distribution, or being under the influence of tobacco products, nicotine, alcohol, vaping products, or illegal substances.
- Knowingly being present during the possession, use, purchase, or sale of prohibited substances.
- Defiance or disrespect toward authority figures.
- Repeated obscene or inappropriate language or gestures.
- Fighting or physical aggression.
- Threatening gestures or actions.
- Destruction of school property.
- Serious classroom disruptions.
- Behavior that endangers students or staff.

- Theft.
- Hazing.
- Inappropriate or unauthorized use of technology.
- Accessing inappropriate, offensive, violent, or explicit content on school devices or networks.
- Unauthorized building access.
- Disruptive behavior on school transportation.
- False reports or intentionally providing false information to school staff.
- Encouraging, supporting, or assisting others in violating school expectations.
- Bullying, harassment, or behavior that violates the dignity of others.
- Taking photos or videos in locker rooms or bathrooms.
- Fraudulent use of lunch accounts or codes.
- Any behavior that may result in dismissal or expulsion.

Dismissal and Expulsion

Dismissal is the removal of a student from Assumption Catholic Schools for an indefinite period. Expulsion is the permanent removal of a student from Assumption Catholic Schools.

Behaviors that may result in dismissal or expulsion include, but are not limited to:

- Use, possession, purchase, or sale of drugs, alcohol, or prohibited substances on school grounds, at school activities, on school transportation, or at school-sponsored events.
- Serious physical violence causing harm to another person.
- Possession or use of weapons.
- Bringing weapons to school.
- Serious destruction of property.
- Gross insubordination or refusal to follow directions from school personnel.
- Indecent, abusive, or threatening behavior, including online or social media behavior that impacts the school community.
- Behavior that seriously damages the reputation or mission of Assumption Catholic Schools.
- Threats or actions that endanger the safety of students or staff.
- Legally defined harassment.
- Any violation of local, state, or federal law.

All dismissal and expulsion decisions require approval through the Diocese of La Crosse.

Parents/guardians will be notified of any disciplinary action involving suspension, dismissal, or expulsion.

Detention Guidelines

Detention is assigned as a consequence for violations of school expectations and is intended to provide students with an opportunity to reflect on their choices and make positive changes.

- Regular detention is held on **Tuesdays and Thursdays from 2:50–3:30 PM**.
- Teachers may assign and supervise teacher detentions when appropriate.
- Lunch detention may be assigned at the discretion of administration. Lunch detention may include silent seating, reflection time, or assigned responsibilities such as clean-up duties.

- Assumption Catholic Schools strives to keep students in school whenever possible. **Thursday School** may be assigned as an alternative to in-school or out-of-school suspension when appropriate. Thursday School is held on assigned Thursdays from **2:50–5:00 PM**.

Failure to Serve Detention

Students are expected to complete assigned detentions as scheduled. Failure to serve detention will result in additional consequences:

1. **First missed detention:** Student must serve two detentions.
2. **Second missed detention:** Student must serve one Thursday School.
3. **Third missed detention:** Student must serve two Thursday Schools.

Continued failure to serve assigned consequences may result in additional disciplinary action.

Cheating / Academic Dishonesty

All academic work submitted by students must be their own original work. Students who cheat, plagiarize, or assist others in cheating will receive no credit for the assignment and may face additional disciplinary consequences. For additional information, see the **Honor Code** in the Appendix.

Harassment, Bullying, and Discrimination Policy

Assumption Catholic Schools maintains a zero-tolerance policy for harassment, bullying, discrimination, and cyberbullying. All students have the right to learn in a safe, respectful, and supportive environment.

Harassment includes, but is not limited to, physical, verbal, written, or electronic conduct that demeans, threatens, intimidates, or targets an individual based on characteristics such as race, religion, disability, sex, gender, sexual orientation, or other protected status.

Sexual harassment includes, but is not limited to:

- Unwanted sexual advances or requests.
- Unwelcome physical contact, comments, jokes, or gestures of a sexual nature.
- Repeated display, sharing, or distribution of sexually explicit or inappropriate materials.

Reporting and Response Procedures

- All reports or allegations of harassment, bullying, or discrimination will be taken seriously and investigated as appropriate while maintaining confidentiality to the extent possible.
- Students who engage in harassment, bullying, or discriminatory behavior may face disciplinary action, up to and including dismissal or expulsion.
- Students who report concerns or participate in an investigation will be protected from retaliation.

For additional information, refer to Diocesan Policies 4175 and 5512 and the Harassment Incident Procedure located in the Appendix.

Dress & Personal Items

Dress Code

The Assumption Catholic School system strives to create a respectful, focused, and safe environment where academic achievement and personal growth are the primary focuses. Our dress code is designed to promote a sense of unity, discipline, and pride in our Catholic values and to minimize distractions. Students are expected to dress in a manner that reflects the dignity of the individual and the values of our school community.

General Guidelines

1. **Respect for School Values:** The dress code is based on the principles of modesty, respect, and discipline. Students should avoid clothing that is disruptive or inappropriate for a Catholic education setting.
2. **Clothing Integrity:** All clothing must be neat, clean, and in good condition. Clothes should fit properly and be free from rips, tears, or excessive wear.
3. **Modesty and Appropriateness:** Clothing should not be revealing or immodest. Undergarments should not be visible at any time. Modesty is the standard. The intention is for students to dress in a manner that encourages respect for themselves and others.

Regular School Day

- Polo shirts (solid color or simple design), button-down shirts, dress shirts, blouses, Henley-style shirts, higher-quality T-shirts, or Assumption Catholic Schools spirit shirts.
- Any solid-colored neutral or dark dress pant, Docker-style pants, or non-athletic shorts that are no shorter than 3 inches from the top of the knee. No denim or jeggings. No leggings/athletic pants/shorts/sweatpants. Pants must fit appropriately.
- Tennis shoes, dress shoes, Birkenstock style sandal or clog. (No athletic sandals, slides, slippers, or crocs)
- Any solid-colored or Assumption logo hooded sweatshirt, crewneck, ¼ zip, full zip sweatshirt/light jacket.
- During 1st and 4th quarter, dress code appropriate shorts can be worn (except on Mass days).
- Girls may wear dresses or skirts with a hemline 3 inches above the knee or longer. If leggings are worn underneath, the hemline can rise to no higher than fingertip length.

Mass Days

- Young Men: Tucked in button down dress shirt with dress pants or Docker-style pants. A sweater, plain or Assumption ¼ or full zip up may be worn over the dress shirt.
- Young Women: Dresses knee-length or longer or dress pants or skirt with blouse, dress shirt, or sweater.

Fridays and Spirit Days

- Any appropriate Assumption top (t-shirt/sweatshirt).

- Athletic pants or shorts that are black in color.
- Any clean solid-colored denim pants with no holes or tears or regular school pants.

General Guidelines of what is Not Acceptable

- Hairstyles that are a distraction or hair that covers your eyes or face. No mohawks, mullets spiked hair, unnatural colorings or designs.
- Tattoos displayed in school or at any Assumption function, whether at home or away.
- Hats or head gear in school.
- Denim, leggings, jeggings, sweatpants, athletic pants/shorts, or wind pants. Denim and black athletic pants/shorts allowed on Fridays and Spirit Days.
- Open shoulder, off the shoulder tops or strapless/backless clothing.
- Stretch, spandex, or tight clothing.
- Political signs/logos or inappropriate content. (alcohol, drug, tobacco, swear words, etc.)
- Outdoor/heavy jackets.
- Facial hair (mustaches, beards, or long sideburns) or piercings.
- Clothing, jewelry, and or grooming must not be a distraction, a potential danger or disruption to the learning environment. Young women may have up to two earrings per ear and young men may not wear earrings.

Physical Education

- Shorts must extend to 3 inches above the knee or longer. Athletic pants/shorts or sweatpants are permitted.
- T-shirts cannot be cut, torn, or altered.
- Non-marking athletic shoes are required.

Semi-Formal Dance Dress Code

For Young Women:

- Skirts and dresses length and/or slit must be no more than 6 inches above the true knee.
- Tops must not be low-cut, revealing, or have deep scoop necklines.
- Midriff must be completely covered.
- Cutouts below the waistline are not allowed.
- Any cutouts must be no larger than the size of your hand.
- Jeans, t-shirts, and shorts are not permitted.
- Clothing must be clean, modest, and free of rips or tears.

For Young Men:

- A properly buttoned shirt is required; a tie is highly recommended.
- Clean, presentable shoes in good condition are required. (*Dress shoes are preferred.*)
- Jeans, t-shirts, and shorts are not permitted.
- Clothing must be clean, modest, and free of rips or tears.

Note: Administration reserves the right to approve or reject any attire prior to the dance.

Dress Code Enforcement

Students are expected to follow the dress code each school day. Dress code violations will be addressed consistently and respectfully.

1. **First Offense:** The student will be notified of the violation and expected to correct the issue. This may include changing clothing, removing accessories, or making another appropriate adjustment.
2. **Repeated Offenses:** Continued dress code violations may result in additional disciplinary consequences, including detention.

Administrative Discretion: Administration reserves the right to determine whether clothing, accessories, or appearance are appropriate for the school environment. Items that are distracting, disruptive, unsafe, or inconsistent with the mission and expectations of Assumption Catholic Schools will not be permitted. Students may be required to change into school-provided clothing or make other adjustments as directed by administration. Parents/guardians will be notified of dress code concerns and may be required to provide appropriate replacement clothing if needed.

Electronic Devices Policy

To support a focused learning environment, cell phones, earbuds, smartwatches, and other personal electronic devices are not permitted during the school day. Devices must remain secured in the student's locker from the beginning of the school day until dismissal.

As a privilege, students may check their phones during the last five minutes of lunch. Phones must be returned to the student's locker before the next class begins. This privilege may be revoked at any time.

Cell Phone and Electronic Device Violations

- **First Offense:** The device will be confiscated and held in the school office. The student may retrieve the device from the office at the end of the school day.
- **Second Offense:** The device will be held in the school office. A parent/guardian must retrieve the device. If the parent/guardian does not pick up the device, the student may retrieve it from the office at the end of the following school day.
- **Third Offense:** The student will serve detention and will not be permitted to bring the device to school for the remainder of the school year, or the student may be required to check the device into the school office daily.
- **Additional Violations:** Continued violations may result in further disciplinary action, including a Thursday School.

Other Electronic Devices - iPods, MP3 players, gaming devices, personal computers, and other non-school-related electronic devices are not permitted during school hours unless specifically approved by a teacher or administrator for educational purposes. Unauthorized devices will be confiscated and held in the school office until retrieved by a parent/guardian.

Assumption Catholic Schools is not responsible for lost, stolen, or damaged personal electronic devices brought to school.

Lockers

Lockers are assigned to students and may not be changed or shared without approval from the school office. Students are responsible for maintaining the cleanliness and condition of their assigned locker.

- Backpacks and bags must remain in lockers during the school day. Students with backpacks or bags that do not fit appropriately in their lockers should speak with the school office for assistance.
- Students may not access, open, or go through another student's locker. Students who violate this expectation will be subject to disciplinary action.
- Students are encouraged not to bring valuable personal items to school. Assumption Catholic Schools is not responsible for lost, stolen, or damaged items.

Administration reserves the right to inspect student lockers periodically to ensure safety, security, and compliance with school policies. (DSP 5520)

Enrollment & Financials

Enrollment

Annual enrollment for Assumption Catholic Schools begins in February each year. Families wishing to enroll students at ACS must complete the online enrollment process by the designated deadline. Enrollment must be completed before students may participate in ACS classes, register for fall courses, or participate in school-sponsored extracurricular activities.

The enrollment process allows ACS to adequately plan for staffing, classroom needs, instructional materials, and other resources necessary for the upcoming school year.

Assumption Catholic Schools reserves the right to deny enrollment or re-enrollment if a student or family is unwilling to support the mission, philosophy, and expectations of the school or if the school determines that it is unable to appropriately meet a student's educational, behavioral, or support needs.

Tuition and Fees

Tuition and fees support the operational needs of Assumption Catholic Schools and provide the resources necessary to maintain quality educational programs.

- **Tuition Payments:** All tuition billing and payments are processed through the FACTS system. Parents/guardians are responsible for creating and maintaining a FACTS account and ensuring payments are made according to the selected payment plan. Delinquent accounts may result in

consequences, including the withholding of student records. (See Appendix for the complete tuition and financial policy.)

- **Financial Assistance:** Financial assistance is available for families who qualify. Applications may be obtained by contacting the Assumption Catholic Schools Central Office at 715-422-0917.

Textbooks and Chromebooks

Textbooks and Chromebooks are provided for student use during the school year. Students and families are responsible for properly caring for all school-issued materials.

- Textbooks must be covered and maintained in good condition.
- Textbooks and Chromebooks must be returned at the end of the school year or upon withdrawal from ACS.
- Lost, damaged, or excessively worn materials may result in replacement or repair fees.
- A Chromebook agreement must be completed and signed by both the student and parent/guardian before a Chromebook is issued.

Hot Lunch Program

Assumption Catholic Schools participates in a pre-paid lunch program. Each ACS family maintains a shared lunch account, and student purchases are charged to this account.

- Funds must be available in the account before meals may be purchased.
- Families may view account balances and transaction history through FACTS.
- Applications for the Free and Reduced Lunch Program are available annually and may be submitted at any time during the school year to the Food Service Director.

Fundraising

Students in grades 7-12 are expected to participate in ACS-approved fundraising activities. Fundraising provides important support for school programs, activities, and resources that benefit the entire ACS community.

Family, Faith & Community

Catholic Faith and Moral Standards

As a condition of enrollment, student behavior must align with **Catholic faith and morals**. Conduct contrary to these values, especially if it causes scandal or threatens student welfare, may result in disciplinary measures, including expulsion. (DSP 5112)

All extracurricular and co-curricular activities must be consistent with the teachings of the Catholic Church.

Liturgy

Assumption Catholic Schools celebrates faith through regular opportunities for prayer, worship, and spiritual growth.

- **Weekly School Mass:** School Mass is held each Wednesday at 9:00 AM unless otherwise noted on the school calendar.
- **Guests:** Family members and guests are welcome to attend all school Masses.
- **Additional Faith Opportunities:**
 - Daily Chapel Masses, as available.
 - Reconciliation - scheduled by the Chaplain.
 - Monthly Eucharistic Adoration and Benediction.

Parent Involvement

Parental involvement plays an important role in student success and helps strengthen the Assumption Catholic Schools community. Families are encouraged to actively participate in school activities and opportunities, including:

- School events such as concerts, athletic events, and other events.
- Royal Parents meetings and activities.
- Parent/teacher conferences.
- Educational workshops and informational sessions.

Parents and guardians are welcome partners in the educational process. Classroom visits must be arranged in advance and approved through the principal to ensure minimal disruption to the learning environment.

All individuals who volunteer at Assumption Catholic Schools must complete Safe Environment Training and successfully pass a required background check before serving in a volunteer role.

Health & Wellness Policies

AIDS Policy

ACS follows the Diocese of La Crosse's policy on AIDS in schools. Copies are available upon request.

Drug and Alcohol Policy

ACS strictly prohibits the **use, possession, or distribution** of tobacco, alcohol, or illegal drugs by students. (DSP 5520/5508) See Appendix for the full policy.

AODA Program (Alcohol and Other Drug Abuse)

The presence and use of drugs and alcohol present a clear and present danger to the health, safety, and welfare of all students in our school. Assumption High/Middle School coordinates an AODA Program that serves as prevention and early intervention against alcohol and other drug abuse. (DSP 5505/5508) Prevention and early intervention efforts include:

- 8th Grade Health curriculum (tobacco, nicotine, alcohol, drugs, decision-making)
- 10th Grade Health reinforcement
- Enforced through WIAA Code and ACS Student Code of Conduct
- Guidance Office referrals for additional support

Medication Administration

Assumption Catholic Schools is committed to supporting student health and safety while at school. All medications, including prescription medications, over-the-counter medications, and herbal/homeopathic remedies, must follow the procedures outlined below.

Over-the-Counter Medications

Over-the-counter medications must:

- Be provided by a parent/guardian in the original, sealed container.
- Include written parent/guardian permission and clear instructions for administration.
- Be within the expiration date.
- Include a physician's order if the medication is to be administered in a dosage that exceeds the recommended label instructions.
- Include herbal or homeopathic remedies.

Prescription Medications

Prescription medications must:

- Include a written order from a licensed healthcare provider and written parent/guardian permission.
- Be provided in the original pharmacy-labeled container.
- Include the following information on the label:
 - Student's name.
 - Medication name.
 - Prescribing physician.
 - Dosage and administration instructions.
 - Effective dates.

Medication Storage and Transportation

All medications must be stored in the school office unless other arrangements have been approved according to school policy. Students may not transport medications to or from school without written parent/guardian permission and prior approval.

For additional information regarding medication administration procedures, please refer to the Appendix and Diocesan Policy DSP 5505.

Energy Aids & Unapproved Supplements

Students are prohibited from possessing, consuming, or distributing over-the-counter dietary supplements, performance-enhancement aids, caffeine pills, or oral caffeine pouches at school.

Any pouch, powder, or supplement intended for oral absorption must be verified and administered by the office in accordance with our medication administration policy. Unverified pouches or supplements will be treated as unknown substances and are subject to immediate confiscation and disciplinary action.

Illness / Accidents / Health

Students who become ill during the school day should report to the school office for assistance. Parents/guardians will be contacted if it is determined that a student needs to leave school due to illness or injury.

In the event of an emergency, school officials will take appropriate action in the best interest of the student if parents/guardians or emergency contacts cannot be reached.

Parents/guardians must notify the school in writing of any student medical conditions or health concerns. This information will be maintained in the student's confidential health file along with required immunization records, in accordance with Wisconsin state statutes.

Emergency contact and health information forms must be completed and updated annually to ensure all information remains accurate and current.

Note: Assumption Catholic Schools does not provide student accident insurance. Parents/guardians are responsible for all medical expenses resulting from student illness or injury.

Wellness Policy

ACS supports wellness through nutrition education, physical activity, and a healthy environment. (See Appendix)

Asbestos

A management plan is available upon request. (DSP/R 3230)

FERPA

The Family Educational Rights and Privacy Act (FERPA) protects student education records. (See Appendix)

Parent/Guardian Communication

ACS & Family Academic Engagement

With being primary educator to your student(s), partnered with Assumption Catholic Schools, we ask that

- To set rules, routines, and limits so that your student(s)
 - Has/Have adequate sleep
 - Actively engage in a sacramental life of the Church, when and where applicable
 - Arrives at and is picked up at school on time
 - Is dressed according to the school dress code
 - Completes assignments
- Attend parent/teacher conferences,
- To notify the school office of any changes of address or important phone numbers,
- To meet all financial obligations to the school
 - Henceforth, all financial obligations must be paid in full or have a financial plan in place in order to re-enroll/enroll at Assumption Catholic schools,
- To inform the proper persons of any special situation regarding the student's well-being, safety, or health,
- To complete and return to school any requested information promptly,
- To support the religious and educational goals of the school,
- To support the faculty and staff with the discipline policies of the school in a collaborative spirit,
- To treat faculty and staff with respect and charity,
- To monitor the academic progress by talking to your child(ren) while reviewing schoolwork and checking FACTS,
- To speak positively about Assumption Catholic Schools, including all faculty, staff, clergy, and students. Questions or concerns should be addressed privately to the proper level of authority beginning with the classroom teacher
 - This applies to online posts
 - Employing the principle of subsidiarity,
- To not post any student of Assumption on social media or other platforms like YouTube without the consent of the child(ren)'s parent(s) permission. This also applies to your child posting their Assumption friends, classmates, or other Assumption students, faculty, staff, and/or clergy.

Violation by either student and/or parent of these expectations may be asked to leave Assumption Catholic Schools.

Administrative Recourse

All grievances and formal complaints must follow the Diocesan Administrative Recourse Process as outlined in Diocesan Policy DSP 1391. Parents/guardians are expected to follow this process and are bound by the outcome of the review. Complaints must be initiated within 30 days of the incident or concern. Additional information regarding the process is available in the Appendix.

Parent Teacher Conferences

Parent/teacher conferences are scheduled twice each school year, during the fall and spring. These conferences provide an opportunity for families and teachers to discuss student progress, academic goals, and overall growth.

Additional conferences may be requested throughout the school year by parents, guardians, teachers, or administration as needed. Students may participate in conferences when appropriate to encourage communication, responsibility, and involvement in their educational progress.

Communication with Teachers and School Staff

Assumption Catholic Schools values strong communication between families, students, and staff. Parents and guardians are encouraged to communicate with teachers regarding questions, concerns, or student progress. The preferred method of communication with teachers is email, allowing teachers appropriate time to provide thoughtful and effective responses.

Communication between students and teachers must maintain appropriate boundaries and transparency (See Act 89). Student-to-teacher communication outside of normal classroom interactions must include a parent/guardian or another Assumption Catholic Schools staff member.

Communication from the school will be shared through a variety of methods, including:

- Email.
- AMS/AHS newsletters.
- The FACTS system.

Parents and guardians should ensure their contact information remains current so they receive important school updates and announcements.

In-person meetings with teachers or school staff must be scheduled in advance. To protect instructional time and maintain a productive learning environment, teachers and students may not be interrupted during class periods.

Messages intended for students during the school day must be received by the school office no later than 2:00 PM to allow adequate time for delivery. Exceptions may be made for emergencies.

All visitors to Assumption Middle/Highs School must report to the school office upon arrival and follow established visitor procedures.

Act 89 Policy – Assumption Middle and High School is committed to the safety of all students and staff. As a Catholic School system in the Diocese of La Crosse, our Assumption Catholic School System follows all of the Diocese of La Crosse's Safe Environment policies. This includes the Diocese of La Crosse's Safe Environment Policy for Act 89 - the Anti-Grooming Law.

School Calendar

Available on the [ACS website](#) and through school communications (newsletters/emails).

School Safety

Safe Environment Program

Mandated by the Diocese of La Crosse to protect students. Policies and procedures are located in the **Appendix** and online: www.dioceseoflacrosse.com

School Security

To maintain a safe and secure learning environment, Assumption Middle and High School has established procedures for entering the building during the school day.

- All exterior building doors will be locked after **7:30 AM** on days when school is in session.
- All visitors must enter through the **main entrance on Chestnut Street** and follow the visitor access procedures:
 1. Ring the doorbell and state your name and the purpose of your visit.
 2. Enter the building only after access has been granted.
 3. Report to the school office to sign in and receive a visitor pass. (See Visitor Procedures section.)

Security cameras are used to monitor building entrances, hallways, and other areas of the school to help support the safety and security of students, staff, and visitors.

Exterior doors will remain locked after school hours; however, the building may be accessed until **3:30 PM** by following established visitor procedures. All visitors must check in through the appropriate school office upon arrival.

Confidentiality

ACS maintains a “**spirit of confidentiality**”, not strict confidentiality. outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law.
2. Matters involving the health and safety of the student or any person.
3. Serious moral issues.
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

The school administration, after consultation with the Office for Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel. (DSP 5310)

Visitors & Volunteers

Visitors

Assumption Middle and High School welcomes visitors while prioritizing the safety and security of students and staff. All visitors must follow established visitor procedures.

Visitors must:

1. Arrange their visit with the school office in advance whenever possible.
2. Report to the school office upon arrival, sign in, and receive a visitor pass.
3. Display the visitor pass while in the building.
4. Sign out at the school office and return the visitor pass when leaving the building.

Visitors may not meet with students during the school day without prior administrative approval. If an emergency requires a student to meet with a visitor during school hours, the meeting must be approved by administration and a principal or guidance counselor must be present.

Administration reserves the right to deny entry to or remove any individual from school property when there is reason to believe the person's presence may compromise the safety, security, or orderly operation of the school. Disruptive visitors will be asked to leave. Law enforcement may be contacted when necessary.

Legal guardians must notify the school of any changes in custody arrangements. Administration may request legal documentation regarding custody or guardianship when needed.

Volunteers

Assumption Catholic Schools values the support of volunteers who contribute to the success of our students and programs. To protect the safety and well-being of our school community, no individual may volunteer until all required Diocese of La Crosse Safe Environment requirements have been completed.

All volunteers must complete the following requirements before serving:

- Submit the Basic Criminal Background Check Form
- Complete the “Confidential Employee and Volunteer Questionnaire”
- Statement of compliance indicating the following have been reviewed “The Revised Policy and Procedures on Sexual Misconduct for the Diocese of La Crosse” (Red Book) and “The Revised Policy and Procedures on Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse” (Green Book). These manuals are included in the appendix of this handbook and online at www.wracs.org or www.dioceseoflacrosse.com
- Statement of compliance indicating having viewed the “Safe Environment Training Video” shown at regular intervals at each of the schools or available online at www.dioceseoflacrosse.com.

Technology

Internet and Computer Use

Students are expected to use school technology resources responsibly and in accordance with the Assumption Catholic Schools Acceptable Use Policy (see Appendix).

Students may only access the designated student network. Accessing, attempting to access, or using the administrative network or any unauthorized network resources is strictly prohibited. Unauthorized access, misuse of technology, or attempts to bypass security measures may result in disciplinary action and the loss of technology privileges.

Social Media and Online Conduct

Students are expected to use social media and online platforms in a manner that reflects the values, mission, and teachings of Assumption Catholic Schools. Students should demonstrate respect, responsibility, and good judgment in all online interactions, whether conducted on or off school grounds.

The following behaviors are prohibited:

- Posting or sharing derogatory, harassing, threatening, or inappropriate content about others.
- Sharing confidential or private information belonging to students, families, staff, or the school.
- Publicly criticizing, disparaging, or misrepresenting individuals or Assumption Catholic Schools.
- Posting photos, videos, or recordings of students or staff without appropriate permission. This does not include public school events, such as athletic events, concerts, or other activities where photography is generally permitted.

Online behavior that negatively impacts the safety, dignity, reputation, or learning environment of the ACS community may result in disciplinary action, including suspension or expulsion.

Artificial Intelligence (AI) Use Policy

Assumption Catholic Schools values academic honesty, critical thinking, and original student work. Students may not use artificial intelligence (AI) tools to create, complete, or assist with assignments, assessments, tests, quizzes, or other academic work unless the use of AI has been specifically approved by the teacher.

When AI use is permitted, students must follow the teacher's guidelines and may be required to acknowledge or document how AI was used. Submitting AI-generated work as a student's own work without permission will be considered a violation of the Academic Honor Code and may result in disciplinary action.

Photo, Video, Audio, Student Work Permission

Adult Waiver

As parent/s or guardian/s, I/we agree to permit the Assumption Catholic Schools to collect video and/or photos in which I/we appear or create for the purposes of producing promotional and informational material. I further permit ACS to distribute this material in its normal course, in commercial form and/or documentary form and allow its showing to audiences. Signature and date on the "Statement of Compliance" form indicates that I/we waive all claims for allowing this use.

Parent/Guardian Waiver

As parent/s or guardian/s, I/we agree to permit Assumption Catholic Schools to collect video tape, audio tape, or photos in which my minor child/children appear or students work for purposes of producing promotional and informational material. I/we further permit ACS to distribute this material in its normal course, in commercial form and/or documentary form and allow its showing to audiences. Signature and date on the "Statement of Compliance" Form indicates that I/we waive all claims for allowing this use.

Note: Signing the **Statement of Compliance** acknowledges and accepts these media usage policies.

Forms

The following forms need to be returned electronically or to the office at the beginning of the school year.

[STATEMENT OF COMPLIANCE](#)

[STUDENT PARKING FORM](#)

Appendix

ADMINISTRATIVE RECOURSE *Procedure in the Diocese of La Crosse DSP 1391*

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within 30 calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help, or the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 555, 1, 10:2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within 15 calendar days from the date he receives it.

If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (cf. Canon 1732-1739)

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Canon 1749-1752) DSR 1391

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied. DSP 1392

DELINQUENT TUITION AND FEES PAYMENTS POLICY – ACS P3120.1

- The success of Assumption Catholic Schools relies upon the commitment of families to:
- Make Catholic education a financial priority.
- Be involved in their student(s) education.
- Make their tuition and fees payment(s) on a timely basis.

The school relies upon the tuition and fees for a substantial portion of the budget to operate an excellent spiritual and educational program. Therefore, when tuition and fees payments become delinquent it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the administration as soon as possible. Typically, this occurs when there is a family emergency such as illness or unemployment.

When payments are not made in the manner described by a parent/guardian's tuition agreement form, the following steps will take place:

30 Days Past Due

- When an account becomes **30 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with copy of this commission policy.
- It is the responsibility of the family to contact Central Office within 15 days of receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment.

60 Days Past Due

- When an account becomes **60 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with copy of this commission policy.

Additionally:

- Dean will be informed of family account balance and activity
- Report cards and transcripts will be withheld until payment in full is received
- Students will not be permitted to participate in athletic activities.
- Students will not be permitted to participate in extra-curricular activities.
- Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place.

90 Days Past Due

- When an account becomes **90 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with copy of this commission policy.

Additionally:

- Dean will be informed of family account balance and activity
- Report cards and transcripts will be withheld until payment in full is received
- In connection with tuition and fees commitment delinquencies, the education commission may pursue legal action against, or require promissory notes from, parent/guardians for failure to honor their tuition agreement.
 - Such notes or legal action will only be sought in an amount equal to the fair market value of the educational goods and services provided as established annually by the commission of education, or the parent/guardian's unpaid tuition and fees commitment, whichever is less.
- Parent/Guardian account information and activity will be submitted to the Bishop of the Diocese of La Crosse, Diocesan Office of Catholic Schools, and diocesan attorney for review.
- If a parent/guardian refuses to act in good faith, the administration, after consultation with the commission's executive committee, may refuse to accept the children as students in the system and may turn the delinquent balance over to a collection agency.

Families with Senior (12th Grade) Students

- All account billing and fees for senior students must be paid by May 15th or the family must have an alternate plan for payment approved by Central Office.
- Senior students will not be permitted to participate in graduation ceremony or receive transcripts/diploma until the balance is paid in full or acceptable arrangements for payment are made
- Failure to abide by the agreed upon payment plan shall result in the outstanding balance being turned over to a collection agency.

End of School Year Balances

- All account billing and fees must be paid by June 30th or the family must have an alternate plan for payment approved by Central Office.

- Families with account balances and unpaid fees that do not have an alternate plan for payment approved by Central Office shall receive written notification that their account is past due with copy of this commission policy. **Additionally:**
- Dean will be informed of family account balance and activity
- Report cards and transcripts will be withheld
- In connection with tuition and fees commitment delinquencies, administration with approval of the Dean may pursue legal action against, or require promissory notes from, parents/guardians for failure to honor their tuition agreement.
 - Such notes or legal action will only be sought in an amount equal to the amount of tuition and fees outstanding at that time.
- Parent/Guardian account information and activity will be submitted to the Bishop of the Diocese of La Crosse, Diocesan Office of Catholic schools, and Diocesan attorney for review.
- If a parent/guardian refuses to act in good faith, the administration, after consultation with the commission's executive committee, may refuse to accept the children as students in the system and may turn the delinquent balance over to a collection agency.

Assumption Catholic Schools encourages families to maintain open communication with Central Office to ensure an understanding of each family's financial circumstances. Parents with questions or concerns regarding their financial accounts should contact Central Office at 715-422-0904, 715-422-0917 or finance@acswr.org. A goal of Assumption Catholic Schools is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

TUITION AND FEES POLICY – ACS P4300.3

- The administration of Assumption Catholic Schools will submit the tuition and fee structure for the next school year in December. The recommended tuition and fee structure is sent to the Diocese for approval by the Bishop.
- Only one tuition discount should apply across the system. (if applicable)
- Tuition should be appropriate to grade level and proportional to other groups.
- Parents should be offered a number of methods for paying the tuition.
- Parents who refuse to meet their financial obligations to ACS may be released from the system.

DRUG AND ALCOHOL POLICY (DSP 5520)

The Catholic schools of the Diocese of La Crosse are Christ-centered educational communities, which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

The presence and use of drugs and alcohol presents a clear and present danger to the health, safety, and welfare of all pupils in our school. Therefore, the Diocese has a paramount obligation of protecting its students from the dangers of drugs and alcohol.

As Catholic institutions, our schools must provide an environment and opportunities for redemption, rehabilitation, and reform for students who abuse drugs and alcohol.

RECOGNIZING the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse;

RECOGNIZING the need to articulate strong, clear, and consistent policies and procedures in this area;

RECOGNIZING its obligation to set the moral and ethical standards we expect from our schools and pupils;

The Diocese of La Crosse adopts the following Drugs and Alcohol Policy for all our Diocesan schools:

The phrase “drugs or alcohol” includes, but is not limited to:

- A. Illegal drugs;
- B. Alcohol;
- C. Illicit drugs (legal drugs used for illegal or improper purpose); and
- D. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol).

The term “expulsion” is: Termination of a pupil as a student from the school permanently (No opportunity for reinstatement)

The term “dismissal” is: Termination of a pupil as a student from the school less than permanently (indefinite/for a given term).

The term “suspension” is: Temporary removal of a pupil from the school, either as a punishment or as a precautionary measure during investigation and/or assessment.

Prohibitions

1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles of school-sanctioned vehicles.
2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles of school-sanctioned vehicles.
3. No student may be under the influence of, or knowingly remain in the continued presence of (except at school sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles, or school-sanctioned vehicles.

Required minimum sanctions

1. For students who have violated Category 1 Prohibitions – dismissal or immediate expulsion.
2. For students who have violated Category 2 Prohibitions – suspension, dismissal or expulsion.
3. For students who have violated Category 3 Prohibitions – suspension or dismissal.

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category.

In determination within each category which sanction to apply, at least the following factors shall be considered: the nature of the substance; the amount of the substance; the age of the student; the degree or risk posed to other students; the cooperation or lack of cooperation of the student; and the student’s prior record.

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances dictate.

The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parent has the right of administrative recourse.

Investigatory and/or Remedial Measure

1. The students and parents/guardians shall meet with school authorities.
2. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to Diocesan approved drug and alcohol testing.
3. The student shall be suspended pending completion of the investigations and may be suspended during the assessment.
4. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
5. The student and his/her parents or guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
6. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
7. For students suspended or dismissed, before any student may be re-admitted and continue as a student, the following minimum conditions must be met and consistently maintained:
 - A. The student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.
 - B. The students must cooperate with any and all recommended actions and conditions of his/her treatment.
 - C. The student must refrain from any future drugs or alcohol offense.
 - D. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
 - E. The student must cooperate with local school authorities.

Reporting Requirements

1. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be the victims of abuse. Therefore, a Chapter 48 report may be required.
2. The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required.

Consultation

Drug and alcohol offenses are serious matters. They involve complicated and at times contradictory and conflicting interests. They always implicate legal issues. Therefore, local school authorities shall immediately report and seek consultation from the Office for Catholic Schools when implementing and enforcing this policy, including approval for any dismissals or expulsions.

Relationship to Other Student Conduct Codes

This policy governs the minimum standards in the area of drug and alcohol abuse for pupils in the Diocesan schools. Nothing here precludes any school from adopting more stringent standards and/or a broader application of the standards. Likewise, this policy is to be implemented in conjunction with all other student conduct codes governing other issues and is intended to supplement not replace those student conduct standards and procedures.

DRUG/MEDICATION ADMINISTRATION (DSP 5505)

Written permission from parents is necessary for the school to dispense prescription or non-prescription drugs to a student. Prescription medication must also have a note stating the reason for the medicine and the signature of the doctor. Any needed over-the-counter medications (including cough drops, pain reliever, etc.) are to be brought from home and stored in the school office, along with instructions for dispensing.

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer certain drugs to students. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by means other than ingestion.

Any drug, which may lawfully be sold over the counter without a prescription, may be administered in compliance with the instructions and consent of the pupil's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the pupil's parent or guardian.

The party authorized to administer the drug and the school principal/administrator is immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." (This immunity does not apply to health care professionals.)

The governing body of the private school whose employees or volunteers may be authorized to administer drugs under this law must adopt a written policy governing the administration. The policy shall include procedures for obtaining the filing in the school or other appropriate facility, the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instructions of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, many schools require that the medication be kept in a locked cabinet.) (s. 118.29.) DSP 5505 (state law can be found in the WANS Legal Handbook.)

Administration of Medication at School

Over-the-counter (non-prescription) medications administered to students at school:

- Must be supplied by the parent or guardian.
- Must have signed permission and written instructions from the parent or guardian.
- Must arrive at school in the *sealed* original bottle with the list of ingredients and recommended therapeutic dose.
- School must have a written doctor's order to exceed the package recommended dose on all over-the-counter medication.
- May not have exceeded the printed package expiration dates.
- This includes herbal or homeopathic medications.
- Medications and student log are stored in the AMS office.
-

Prescription medications administered to students at school:

- Must have a signed written order from your primary medical provider or specialist.
- Must have signed permission from the parent or guardian.
- Must be supplied in the original pharmacy-labeled package listing:
 - The student's name
 - The prescriber's name

- The name of the medication
- Dose and route for administration
- Effective dates for administration
- Specific directions for the medication

Medication being transported from school back home should be transported by the parent unless the school has received written permission from the parent to send the medication home with the child. These changes may require the pharmacy to divide the prescribed dosage into two bottles, one for home and one for school. (DSP 5505)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, parents or eligible students can't review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

GENDER/SEXUALITY POLICY

The Human Person:

In keeping with the perennial teaching of the Roman Catholic Church and promulgated by His Holiness, +Pope St. John Paul II in *Veritatis Splendor* (1993) and *Evangelium Vitae* (1995), Assumption Catholic Schools desires to inculcate the Truth of Christ (*cf* 14:6). The late Holy Father writes well, “With the guarantee of assistance from the Spirit of truth they have contributed to a better understanding of moral demands in the area of human sexuality, the family, and social, economic and political life” (VS, 4). Assumption Catholic Schools reiterates the whole of the Church’s moral teaching:

“with the precise goal of recalling certain fundamental truths of Catholic doctrine which, in the present circumstances, risk being distorted or denied. It is no longer a matter of limited and occasional dissent, but of an overall and systematic calling into question of traditional moral doctrine, on the basis of certain anthropological and ethical presuppositions. At the root of these presuppositions is the more or less obvious influence of currents of thought which end by detaching human freedom from its essential and constitutive relationship to truth. Thus the traditional doctrine regarding the natural law, and the universality and the permanent validity of its precepts, is rejected; certain of the Church’s moral teachings are found simply unacceptable; and the Magisterium itself is considered capable of intervening in matters of morality only in order to “exhort consciences” and to “propose values”, in the light of which each individual will independently make his or decisions and life choices.” (VS, 4).

The *modus operandi* at Assumption Catholic Schools will always be guided by the perennial teachings of the Church. Divine and Natural Law are seen as primordial. Additionally, in more colloquial terms relatable to the faithful, the Catechism should be consulted. In short, mankind is made in the image of God, *imago Dei*, and has inherent dignity therefore. Additionally, because God has created all things good, and man - very good, we do not take into consideration additional gender assignments outside what has been given by God Himself (*cf* Gen. 1:26-31). God cannot err.

The Second Vatican Council, forcefully condemned a number of crimes and attacks against human life in the *Pastoral Constitution on the Church in the Modern Worlds*, *Gaudium et Spes*.

“Whatever is opposed to life itself, such as any type of murder, genocide, abortion, euthanasia, or wilful self-destruction, whatever violates the integrity of the human person, such as mutilation, torments inflicted on body or mind, attempts to coerce the will itself” (*Gaudium et Spes*, 27).

All entities of Assumption Catholic Schools (faculty, staff, students, and parents, (where applicable) will be referred to as baptismal name that is consistent with their biological sex, dress in accord with the dress code to their biological sex, and are to treat one another with the dignity that they possess by their very essence. Students or families that have difficulty in living out this fundamental truth may be asked to reconsider Assumption as a good fit and/or may be asked to leave.

HARASSMENT INCIDENT PROCEDURE – ACS R 5512

If an incident considered as harassment occurs, the following procedure will be used as the process for investigation:

- Any person who believes he/she is being harassed or has witnessed behavior constituting harassment should if possible :
 - Indicate verbally or in writing to the alleged perpetrator(s) that the incident was offensive, inappropriate, embarrassing, or unwanted and this action is to cease.

- Promptly report the initial incident to the school staff or principal, Assumption Catholic School's president or the Dean.
- Report any subsequent incident(s) to school authorities.
- School authorities will:
 - Investigate the allegation.
 - Interview the complainant and document the complaint.
 - Determine if the complaint is major or minor.
 - Interview the subject of the complaint and inform them that a complaint has been logged and the nature of the complaint. The individual will be instructed to cease the actions or activities that are the source of the complaint.
 - Attempt to resolve the complaint between the two parties.
 - Notify the Diocesan Director of Catholic Schools
 - Recommend disciplinary actions to be taken that may include but are not limited to: parental conference, behavior plan, detention, suspension, or dismissal from school or loss of employment.
 - Apprise parents, appropriate social agencies, and possibly law enforcement officials of the incident.
 - Have the option of expulsion or termination for the perpetrator(s) immediately, or in the event of further harassment.
 - Maintain appropriate documentation on file. The record of the incident and investigation shall be placed in the subject student's folder or employee personnel file.

HONOR CODE

To accomplish our vision and mission statements, the discipline system at Assumption High School is designed to create a safe environment for our community based on faith, honesty, integrity, mutual respect and responsibility

Statement of Philosophy

Assumption High School places great emphasis upon integrity, an essential ingredient of one's moral development, character and faith. Students are expected to uphold the Academic Honor Code by representing themselves truthfully, doing their own work, and claiming for themselves only that which is truly theirs.

The principles embodied in the Academic Honor Code are:

- All students are worthy of trust.
- Being trustworthy is an essential ingredient of character.
- Personal integrity is central to one's moral development.
- Part of the mission of the school community is to foster a sense of moral responsibility in each of its students.

Student Responsibilities

In each of your classes, you must become familiar with any directions given to you by your teachers. Special care needs to be made in the following areas:

- Material that is and is not permitted for use on an exam or assignment
- Limit of collaboration on homework assignments, projects and laboratory investigations.
- Attribution of sources of research (sources cited).

The overall guiding principle is ***“If your teacher does not explicitly allow material to be used, assume that it is a violation of the Academic Honor Code to use that material” or “When in doubt, ask your teacher.”***

Faculty Responsibilities

As a faculty member, you are responsible for clearly articulating the principles of the Academic Honor Code and to clearly define how the Academic Honor Code applies to your courses(s). You should:

- Strive to create a positive learning environment that encourages academic integrity by following normal classroom practices that discourage students from having the opportunity to violate the Academic Honor Code. Examples are being present and attentive in the classroom, expanding the distance between students when they are taking summative examinations, making multiple versions of exams, etc.
- Explain clearly the conditions under which collaborative learning can take place in your classroom by offering guidelines when asking students to work in groups.
- Clarify the distinction between collaborative and individual work in a manner that prevents unintentional violations of the Academic Honor Code.
- Articulate clearly to students what constitutes plagiarism when you assign a writing project in your courses. One of our goals is to teach students to cite and use documents appropriately.
- Abide by the procedures of the Academic Honor Code for dealing with a violation of the Code.

Statements of the Academic Honor Code

Teachers are encouraged to use an equivalent to the Statement of the Academic Honor Code on all summative assignments.

- I will treat others as I would want to be treated. I will not lie, cheat, steal or tolerate those actions in others. I understand that if I violate the Assumption High School Academic Honor Code I am subject to disciplinary action. I understand that regardless of intent, student’s actions determine whether or not the student has violated the Academic Honor Code.

OR

- I have neither given nor received unauthorized help on this _____. I will not tolerate this behavior in others. I understand that if I violate the Assumption High School Academic Honor Code I am subject to disciplinary action. I understand that regardless of intent, student’s actions determine whether or not the student has violated the Academic Honor Code.

Types of Violations, their Definitions and Examples

Cheating is defined as acting to gain an unfair advantage by means of deception: these acts include, but are not limited to, representing another’s work as one’s own, working collaboratively in a way not authorized by the teacher, copying another student’s assessment answers, or aiding another student in such practices.

Examples of cheating include any attempt by a student to use any item or form of assistance that is not approved by the teacher on an examination or assignment. Note the following examples:

- Using a “cheat sheet” with work/information to be used on an essay or exam.
- Passing notes during a test or assignment.
- Using gestures or signals (tapping fingers, sign language, clicking of pens, etc.) with the intent of communicating answers.
- Writing information where it can be seen during the test or assignment.
- Leaving any notes, spirals, or related material out during a test or to be used on an assignment (unless specifically allowed by the teacher).

- Sharing or handing over any work, notes, spirals, or related material about a test or assignment to another student (unless specifically allowed by the teacher).
- Programming information into a graphing calculator for use on any examination.
- Sharing of calculators during an examination.
- Using exchange students/native speakers either in person or via other media to complete assignments in a World language classroom. (for example foreign exchange students, GAPP partners)
- Passing specific information from one class to another concerning examination material (including essay prompts).
- Citing hours of service that have not been completed.

The attempt to use or actual use of any electronic device to gain an unfair advantage is also a form of cheating. The use of electronic devices in a manner that is not permitted by the teacher is prohibited. These can include, but are not limited to:

- Using a text message to communicate information about an exam or other assignment.
- E-mailing messages to communicate information about an exam or other assignment.
- Looking up information on the internet or on your computer while taking an on-line test.
- Programming the answers into a calculator for your use on an exam or for you to give to another person for his or her use.
- Using computer notes or pop-ups to display information.
- Intentionally hiding websites that can give you an unfair advantage on your assignment or examination.
- Using audio and visual media devices that contain information.
- Using cameras or cell phones to take photos of the exam.
- Using a cell phone or other electronic device during a class period when an exam was given.
- Using sources other than what is assigned by the teacher.
- Using an English translation of a work that is to be read in its original language.
- Using a condensed version or study aid (Spark Notes, or Cliff Notes) that is not allowed by the instructor.
- Using translation sites or programs to complete work assigned in a world language.

Lying is defined as making a false statement and/or avoiding the acknowledgment of the truth with the intent to deceive concerning academic performance.

Some examples of lying can include, but are not limited to

- Giving information that could alter a statement's overall validity.
- Manipulating information on academic records.
- Manipulating personal work, including altering grades or answers after submitting work (including altering answers while grading the assignment in class).
- Passing off another student's work as one's own.
(including Accelerated Math/Reading and other on-line assessments)
- Stating half-truths to administrators or teachers.
- Falsifying or giving false results on quizzes and Accelerated Math/Reading tasks or assessments.
- Falsely claiming illness or other extenuating circumstances for the purpose of gaining extended time to complete an assignment or study for examinations.
- Exceeding time limits on timed tests (whether in class or take-home tests).
- Claiming false computer problems to gain extended time on assignments.
- Exaggerating the amount of work that you have performed in a group project.
- Making up interviews and citing them.
- Falsifying laboratory data on any experiment.
- Falsifying information about service hours, whether it is the number of hours or signature.
- Sitting in a seat that is not assigned to you and telling a substitute teacher that it is your assigned seat.

Stealing is defined as taking something that is not yours or not given to you.

Some examples of stealing can include, but are not limited to

- Removing items from another person's bag, locker, etc. without his or her permission.
- Removing files from another person's computer
- Removing items from a classroom or other school room without permission.
- Taking papers or items from a desk, office, etc. without permission.
- Taking an answer key without the consent of that teacher.

Copying is defined as using another person's work to complete a test, essay, laboratory investigation or assignment or to allow another student the use of your own work for that purpose.

Some examples of copying can include, but are not limited to:

- Copying another student's homework, test, or any form of an assignment.
- Taking another student's work and using his or her work and claiming it is yours alone, including receiving or emailing a word document to another student and having that student turn it in as his/her own.
- Taking/Using an answer key without the consent of that teacher.
- Giving another student your own work and allowing him or her to copy it for their use.
- Copying another student's computer code (computer program)
- Copying service hour sheets, whether it is your own from a previous session or another student's.
- Cutting and pasting off the Internet without citing the original author of that specific piece of work and/or turning that work in as your own.
- Using artificial intelligence (AI) tools to complete assignments, assessments, tests, or other academic work unless specifically authorized by the teacher.

Plagiarism is defined as using someone else's ideas or expressions in your writing without acknowledging the source.

Some examples of plagiarism can include, but are not limited to

- Having a parent or another person or AI write an essay which you turn in as your own work.
- Using a translation program to write an essay in another language which you turn in as your own work.
- Purchasing from the Internet a paper that you turn in as your own work.
- Paying anybody to write or complete an assignment for you.
- Failing to cite the source of a statement used in one's own work.
- Giving a false citation for a statement used in one's own work.
- Failing to cite a source in your bibliography (or sources cited section).
- Copying someone's work (from a book or Internet) without citing the source.
- Using a document as one's own
- Using opinions, arguments, problem analyses, or an outline of ideas that are not your own.
- Conducting interviews and not citing or attributing the words to the interviewee.

Intent is defined as the aim, purpose or state of mind at the time of an action.

Some examples of actions that can lead to a violation of the honor code (no matter your intent) can include, but are not limited to:

- Giving your assignment to another student (with or without your knowledge of their purpose) to look at.
- Talking about an exam or writing prompts with students before they have taken the test or completed the writing assessment.
- Talking about formulas used on exams with students before they have taken the test.

In conclusion, if you provide another student with the opportunity and means to cheat (no matter your motive) you are in violation of the Academic Honor Code.

Intent is not always considered in order to determine whether or not the student has violated the Academic Honor Code. Ordinarily, the student's actions alone will be used to determine whether or not a violation has occurred.

Collaborative Learning

Collaborative learning, which is defined as two or more students in active discussion and working on assignments, can have positive educational benefits. However, collaborative consultation must specifically be allowed by the teacher. If the student is to be allowed to work collaboratively on assignments (please see notes about summative assignments below), care should be exercised to avoid the appearance of cheating while working with other students:

- When students work together to solve problems on worksheets or other assignments, all members of the group should satisfy the learning requirements of the assigned task.
- If a teacher explicitly forbids collaborative actions, then it is a violation of the Academic Honor Code to engage in such actions.
- Allowing a student access to the work of another student without permission of the student and/or teacher is a violation of the Academic Honor Code.
- If an assignment has both collaborative and individual components, the students should ensure that no work is shared on the individual portion.
- Taking credit for work performed in a group project even when the student has made little or no contribution to the work of the team could be a violation of the Academic Honor Code precepts of representing oneself truthfully.

Summative assignments (test, major laboratory investigations, final exams, major projects, etc.) are intended to measure a student's understanding of the material. It is assumed that students will complete these assignments on their own; hence, collaborative consultation is prohibited, unless specifically allowed by the teacher.

Philippians 4 v. 8

Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy – think about such things.

Other Forms of Dishonesty

Multiple submission of work

Teachers assign work to assess student's understanding of material and to foster learning of new concepts. Students shall not submit academic work, or a service hour sheet, that has previously been submitted without the prior approval of the appropriate teacher for whose class the student intends to turn in the work. The teacher is justified in expecting that a learning objective will be met by the assignment; however, handing in something done previously may preclude this learning. Consequently, if a student hands in work done previously for another class without receiving the teacher's approval, he or she will have violated the Academic Honor Code.

Assignment review

If a student did not complete an assignment that the teacher is reviewing or re-teaching, it is the student's responsibility to notify the teacher that he or she did not complete the assignment. The teacher may ask the student to stay in the classroom to benefit from the review or may ask him or her to step out of the classroom while the review is in progress

Note-taking

In the matter of open-note tests, quizzes, and notecards for final exams, **students must use their own notes.** The taking of notes is an integral part of the learning process. The unauthorized use, including digital or electronic copying of another student's notes, distracts from the learning process and is considered a violation of the Academic Honor Code. Notes may include, but are not limited to:

- Lecture notes
- Reading notes
- Book notes (annotations)

In the event of an absence from school or a stipulation from a student's ISP, the teacher may allow the student to obtain the lecture notes from another student or may offer a second student tutorial time to cover the material missed.

Extra Credit

Extra credit may include, but is not limited to the following:

- Replacing a low grade (either formative or summative assignments)
- Extra points on an assignment or project.
- Study aid for use on a summative assignment
- Additional grade in the grade book

Since the nature of extra credit varies widely, if a student is in violation of the Academic Honor Code on any extra credit assignment or assignments, the student's case will be referred to Administration for discipline.

The following are guidelines that the Administration will follow to determine the penalty.

- Nature of the assignment.
- Gravity of the violation of the Academic Honor Code.
- Circumstance of the violation.
- Previous infractions of the Honor Code.

Depending on the nature of the violation and the student's prior academic conduct history, the redemption process may be deferred until a second violation of the Academic Honor Code. Any decision to defer the redemption process will be made at the discretion of administration.

Procedures for Suspected Violations of the Academic Honor Code

If a teacher becomes aware (through their own observation or via the testimony of another student or faculty member) of a possible violation of the Academic Honor Code, he or she is expected to meet with the student and discuss the matter. The discussion should result in one of the following three outcomes:

- If it was determined to the teacher's satisfaction that the initial suspicion was inconclusive, no office referral is required. However, the teacher is encouraged to use the discussion as a "teachable moment" and explain why the student's action appeared suspicious.
- If the teacher and the student both agree that there was a violation of the Academic Honor Code, the teacher is expected to follow the guidelines for *acknowledging a violation*.
- If the teacher and the student cannot agree that there was a violation of the Academic Honor Code, the teacher is expected to follow the guidelines for *contesting a violation*.

Acknowledging a Violation: If there is agreement between the teacher and student:

- Teacher notifies administration.
- Student receives a grade of zero on the assignment.
- Teacher has the option to assign an alternate assignment (for no grade)
- If it is determined that the student may redeem the grade, the redeemed grade (based on alternative assignment) is entered in the grade book. (See section entitled “Redeemed Grade” for more information)

Contesting a Violation: If there is no agreement between the teacher and student:

- Teacher notifies administration.
- Administration meets with the student and the student is given the opportunity to:
 - a. Acknowledge that a violation of the Academic Honor Code did, in fact, occur (the student is given the opportunity to recant the previous denial that no violation of the Honor Code occurred) the student would then be admitting a violation of the Academic Honor Code.
 - b. Request a meeting with the principal, teacher and guidance counselor to determine if a violation of the Academic Honor Code has occurred. If such a meeting is requested, the meeting will be held within a reasonable length of time (usually within 48 hours if possible).

Levels of Disciplinary Action

For first offense:

- Student receives a zero on the assignment
- A detention may be issued for actions that exacerbate the offense.
- If the student is granted the opportunity to complete an alternative assignment as part of the redemption process, and the assignment is completed satisfactorily, the student’s grade may be raised to a maximum of 60%.
- National Honor Society members will be placed on probation.

For second offense:

- The student receives a zero on the assignment
- Seniors lose senior privileges.
- Students in leadership roles in clubs and organizations of AHS may be asked to step down based on the discretion of the advisor in consultation with the principal.
- Possible denial from membership for those seeking membership in National Honor Society or removal of membership from National Honor Society or denial of NHS recognition at commencement.

For third offense:

- Student receives a zero on the assignment.
- The student will be suspended in-house for one day.

For fourth offense (and any additional offense):

- A minimum three-day suspension
- Additional sanctions that may result in the student’s failure from the course(s) and/or expulsion

The number of offenses of the Academic Honor Code is recorded within each academic year at Assumption High School. However, the penalties for violations in subsequent years may be more severe based on a perceived pattern of earlier offenses by the student. For each subsequent violation of the Academic Honor Code following the first offense, the student services coordinator or guidance counselor will notify the advisors of extra-curricular clubs and organizations of which the student is a participant to see whether a violation of their by-laws has occurred or whether a leadership role

has been impaired. It will be the responsibility of each organization, in consultation with the principal, to determine an appropriate action.

Alternative Assignment

The goal of teachers is to instruct their students and assess their level of mastery of the material in the curriculum. If a student violates the Academic Honor Code, then there has not been a valid assessment of a student's level of learning. Teachers are justified in asking for a demonstration of a student's level of mastery of work before proceeding further into the curriculum. The alternative assignment is not designed to be punitive in nature; rather it is used to determine the level of mastery of the curricular material.

Redemptions

A central tenet of Catholicism is the belief in redemption, forgiveness, and the opportunity for personal growth. The Assumption High School Academic Honor Code provides students with an opportunity to learn from mistakes, accept responsibility, and develop habits of moral and ethical decision-making. Participation in the redemption process does not eliminate or reduce the initial consequences of an Academic Honor Code violation.

Grade Redemption

When grade redemption is deemed appropriate by administration, a student may have the opportunity to improve the grade received on an assignment or assessment. The redeemed grade may be raised to a maximum of **60%** and will be based on the successful completion of an alternative assignment.

After the student completes the alternative assignment, the referring teacher will submit the redemption grade to administration for documentation and approval.

Integrity Redemption

Students found responsible for violating the Academic Honor Code may be assigned an integrity redemption activity, such as a school service project. This opportunity is intended to encourage reflection, accountability, and personal growth.

An integrity redemption assignment may be required for violations including, but not limited to, cheating, lying, stealing, copying, plagiarism, or other forms of academic dishonesty.

INTERNET AND COMPUTER ACCEPTABLE USE POLICY

Assumption Catholic Schools (hereafter referred to as ACS) is committed to the effective use of technology to enhance the quality of student learning, staff efficiency and management of school operations. It also recognizes that in order to ensure the benefits of technology and prevent negative side effects, safeguards must be established to ensure the protection of staff and students as well as the school's investments in hardware and software. The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. As required by Federal Law (CIPA), ACS filters web sites believed to be inappropriate for students. However, no filtering system is perfect. ACS cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parents and guardians must consider this risk in deciding whether to permit their children access to ACS technology resources.

In addition, the use of technology resources at ACS is to be consistent with the mission and vision of Assumption Catholic Schools. All users, faculty, staff, administrators and students, are expected to exhibit high standards of behavior at all times in line with Catholic teaching, doctrine, morality and values when using the Internet, e-mail and other technologies. This Acceptable Use Policy is provided so that staff, students, and members of the community using ACS technology resources are aware of their responsibilities. The use of these resources is a privilege which requires a high level of personal responsibility and may be denied due to inappropriate use.

Inappropriate use shall include but not be limited to the following activities listed in each of the four areas:

Access:

- Attempting to gain access to restricted or unauthorized servers, files, or other network information
- Attempting to read, delete, copy or modify another person's files or information
- Engaging in, arranging to engage in, or advocating any illegal act
- Sending false or defamatory information about a person or organization
- While at school, connecting to any wired or wireless network outside of the school network including portable Internet hotspots
- Utilizing proxy avoidance IP numbers, sites, and programs
- Bypassing or attempting to bypass the school's filtering system
- Utilizing any method to obtain control of another person's computer through the use of their own computer
- Uploading, creating or spreading computer viruses, worms, or other malicious code
- Playing games, chatting, or instant messaging during school hours except as a part of class or professional activities
- Viewing, sending, posting or receiving inappropriate materials and messages. These materials include, but are not limited to, items of a sexual or pornographic nature, extremist or militant materials, depictions of violence, and items of an obscene, or abusive nature. If a user accidentally accesses inappropriate material, her/she is to notify a teacher, school administrator, or the Technology Coordinator as quickly as possible. CONT....
- CONTINUED>>>
- Any intentional disruption or network services involving software or hardware (vandalism of any sort) is strictly prohibited.
- Using the network for personal or private business purposes

Files and Software:

- Downloading, installing or running any unauthorized files or programs on school computers. This includes, but is not limited to,
- Internet Browsers, games, file-sharing programs, and instant-messaging programs.
- Making additions, modifications, or deletions of files that you did not create, that you do not recognize, or to which you are not authorized.
- Failing to respect the resource limits of technology at ACS—using large amounts of bandwidth, failing to share a computer, failure to delete large unused files, etc.
- The school reserves the right to remove any file or program that has been loaded onto a school computer.
- ACS is not responsible for damaged or lost data transferred through its network or stored on laptops, computers or its files servers.

Copyright and Plagiarism:

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software.
- Illegal use, transfer, storage, or downloading of copyrighted materials. These materials include, but are not limited to, software, text, photos, images, audio files, music, movies, and videos.
- Failure to give proper credit to all Internet sources used in academic assignments and projects, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Plagiarizing works found using electronic resources. Plagiarism is taking the ideas of writings of others and presenting them as one's own.

Privacy, Safety, and Security: (Do not give out personal information about yourself or others and do not use the computers to go where you are not supposed to go). ACS is not responsible for materials stored on or activities conducted on school computers or the network, or for any information a user releases over the Internet. The following actions are strictly prohibited for any user of ACS technology resources:

- Participating in an act of cyberbullying. Cyberbullying is defined as intentional harm inflicted through electronic media and includes, but is not limited to, sending or posting on the Internet, social networking sites, or other digital technologies harassing messages, direct threats, socially cruel, intimidating, terrorizing, or otherwise harmful text or images, as well as breaking into another person's account and assuming that person's identity for harmful purposes.
- Giving out any personal information regarding themselves or others through electronic mail or the Internet including name, phone number, address, passwords, credit card numbers, or social security number without making reasonable accommodations for the security of such information.
- Providing e-mail addresses or other personal information regarding other students, faculty or administration to anyone outside of the school without their permission.
- Recording, posting, or distributing audio or video without the prior permission of all parties being recorded.
- Accessing faculty, administration, and staff computers, files or e-mail, as well as school file servers for any reason without explicit permission from the user or administrator.
- Distributing any confidential information via e-mail about students, staff or parents at ACS.

ACS cannot guarantee privacy of electronic data. ACS also retains the option to monitor activities that take place on school-owned computers and school networks up to and including logging website access, bandwidth and network use.

ACS reserves the right, without notice or consent, to access and monitor users of ACS technology resources, including computers (hardwired, wireless or handheld), mobile devices, hardware, software, files (current or deleted), portable media, portable storage devices, mobile devices, the Internet and e-mail, including attachments. This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information.

Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of this Acceptable Use Policy including the right to view the content of the device at any time, the right to remove content from the device, and the right to retain the device in the school's possession if there is an infraction to this Acceptable Use Policy that deserves that consequence.

Consequences: Each school reserves the right to enforce appropriate consequences for the violation of any section of the ACS Acceptable Use Policy. Users are to report any known violation of this policy to the appropriate school officials. Failure to use information technology resources in accordance with this agreement will result in any or all of the following consequences:

- Loss of computer, network, and Internet privileges
- Detention
- Suspension from school
- Dismissal from school
- Expulsion from school
- Civil or criminal liability under applicable laws

WELLNESS POLICY – ACS P 6422

Assumption Catholic Schools (ACS) promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The system supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our schools contribute to the basic health status of children. Improved health optimizes student performance potential and encourages that no child will be left behind.

Healthy eating and an active lifestyle are demonstrably linked to reduced risk for early mortality and development of chronic diseases as adults. To ensure the health and well-being of all students, it is the policy of ACS to:

- Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices.
- Ensure that food sales/parties for students will not conflict with the system food programs.
- Support and promote proper dietary habits contributing to students' health status and academic performance. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals. Encourage all staff to focus on the "Dietary Guidelines of Americans".
- Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school /system programs.
- Coordinate school food service with the healthy lifestyles policy to reinforce messages about healthy eating and to insure that foods offered promote good nutrition and contribute to the development of lifelong, healthy eating habits.
- Provide school staff involved in nutrition education and in supporting a healthy school environment, with adequate pre-service and ongoing in-service training that focuses on strategies for behavioral change.
- Incorporate nutritional education into student curriculum through science, health, and physical education classes. Nutrition education should be integrated throughout the curriculum.
- Provide opportunities for physical activity for students during the school day.
- Due to the negative health impact, the consumption of energy drinks and soda is strongly discouraged.
- Encourage increased consumption of water throughout the day.
- Staff members should be particularly sensitive to students' needs for water during periods of hot weather.
- The principal may want to authorize students to carry water bottles during the school day using the suggested water bottle policy shown below.

- Teachers may need to call for extra water breaks. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.
- Water sales should be a significant option through school vending and concession services.
- Water should be available during mealtimes, at least through water fountains.

Athletic Forms

Athletic Handbook and forms to be signed are found on the [ACS Website](#).

[ATHLETIC CODE AGREEMENT](#)

[MEDICAL RELEASE, EMERGENCY INFORMATION, AND INSURANCE WAIVER FORM](#)

[CONCUSSION and SUDDEN CARDIAC ARREST FORM](#)

ADDENDUM – Concussion and Sudden Cardiac Arrest Information

[PHYSICAL FORM](#) / [ALTERNATE YEAR FORM](#)