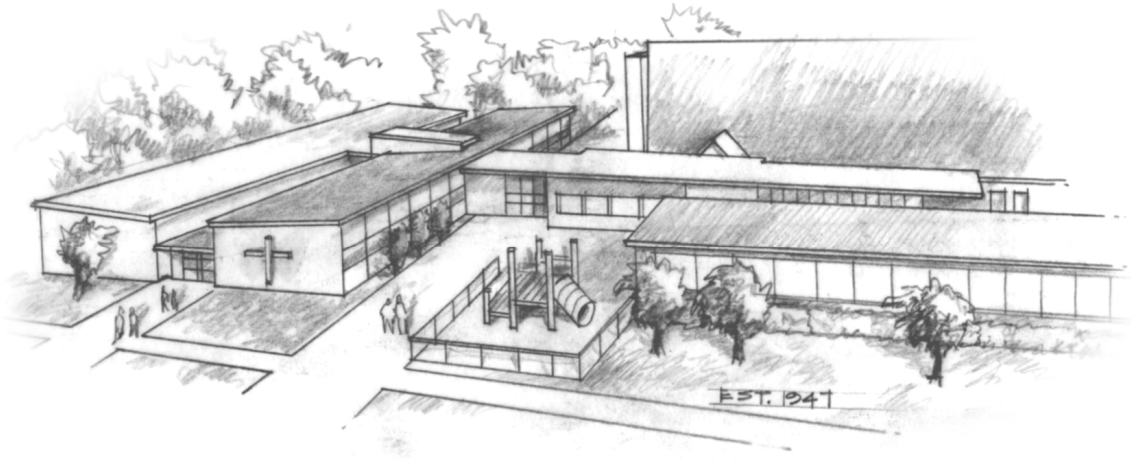


ASSUMPTION-ST. BRIDGET SCHOOL FAMILY HANDBOOK



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INTRODUCTION

Assumption-St. Bridget School (ASB School) is a Catholic elementary school that includes kindergarten through eighth grade. It was founded in 1947, and in its history both the Dominican Sisters of Tacoma and Benedictine monks have been involved in the school. ASB School is the parish school for both Assumption and St. Bridget parishes.

ASB School is approved by the state of Washington. All teachers are certified by the state of Washington, and the school abides by the state's requirements for schools.

ASB School is accredited by the Western Association of Schools and Colleges and the Western Catholic Educational Association.

ASB School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its policies, admissions, finances, athletics and other programs.

ASSUMPTION ST. BRIDGET SCHOOL MISSION STATEMENT

As a Catholic parish school, Assumption-St. Bridget School has the unique responsibility to proclaim the Good News of Jesus through the education of children in the Catholic tradition in a school that strives to be accessible and affordable to all who desire this education. While maintaining high educational standards, the school creates learning opportunities that support parents as the primary educators of their children; build a faith community; develop ethical and moral thinking; provide service to the entire community, and address the ways in which children learn.

PHILOSOPHY OF ASSUMPTION-ST. BRIDGET SCHOOL

We believe that it is only through seeing each child as a unique individual, who possesses particular learning strengths, needs and preferences as well as a powerful personal history, that we will effectively teach the whole child.

We commit ourselves to continuous development in deepening our understanding of the learning-assessing-teaching process and in the refinement of our skills as teachers and administrators in implementing best educational practices based upon research, self-assessment, and experience.

We commit ourselves to providing diverse ways in which students can experience themselves as challenged, supported and successful in their present lives; which build the moral, social, intellectual, and personal skills for productive living and leadership as adults; and which provide the foundation for ethical thinking, self-direction and a commitment to continued personal growth.

SCHOOL-WIDE LEARNING EXPECTATIONS

During the 2003-2004 school year, the faculty and staff, in consultation with the ASB community, developed the School-wide Learning Expectations. These guide all of our decisions, to ensure that our practices are aligned with the school's mission and philosophy.

RIGHTS AND RESPONSIBILITIES

As in any community, each member of our ASB School community gains certain rights as a member of this community. Likewise, he/she also has certain responsibilities which come with those rights.

Students' Rights

Students have the right to be treated with respect by everyone.

Students have a right to learn in school.

Students have the right to safety and fun while at school.

Students have the right to be heard when there are needs, concerns or issues to be presented.

Teachers' and Parents' Rights

Teachers and parents have the right to be respected in how they are treated, spoken to, and referred to by all.

Teachers and parents have the right to be heard by one another.

Teachers and parents have the right to be contacted about the students when there are issues which impact their interactions with the children.

Teachers and parents have the right to rules, policies and procedures that enhance their work with the children.

Principal's Rights

The principal has the right to be regarded as the religious, instructional, and organizational leader in the school.

Students' Responsibilities

Students have the responsibility to treat others with Christian respect.

Students have the responsibility to allow others to learn in class.

Students have the responsibility to follow rules that insure safety for all.

Students have the responsibility to listen to others and respect their positions.

Teachers' and Parents' Responsibilities

Teachers and parents have the responsibility to speak, act and refer to one another with Christian respect, especially before children.

Teachers and parents have the responsibility to listen and attempt to understand one another.

Teachers and parents have the responsibility to keep the lines of communication open and active regarding the students.

Teachers and parents have the responsibility to know, abide by, and enforce rules, policies, and procedures of the school.

Principal's Responsibilities

The principal has the responsibility to administer and lead the school in ways that conform to its philosophy and goals. This insures that the school continues to be a life-giving community for the children and adults who are a part of it.

ORGANIZATIONAL STRUCTURE

This section of the handbook provides information about the organizational structure of the school, including its relationships to the Archdiocese of Seattle and both Assumption and St. Bridget parishes. It also includes information about the governance of the school and the various organizations that are a part of ASB School. An organizational chart may be found in the Appendix.

RELATIONSHIPS WITHIN ORGANIZATION

- Archdiocese of Seattle: Parishes function within the framework of the Archdiocese and are ultimately the responsibility of the Archbishop. The parish school is governed by Archdiocesan policies that are published in the *Policy Handbook for Archdiocesan and Parish Schools in the Seattle Archdiocese*.
- Parishes: Each parish Pastoral Council is responsible for assisting the pastoral leader in establishing priorities, broad goals and policies for the parish. The Governance Council insures that the school operates within those guidelines. It is in response to the overall parish directions and priorities that the School Commission establishes direction for the school.
- The Parish Pastoral Councils establish parish priorities regarding the use of parish resources, parish personnel and finances. The responsibility for determining the amount of parish funds allocated to the school rests with each Pastoral Council. The principal and the School Commission are responsible for clearly and accurately articulating the needs of the school.
- The School Commission maintains regular communication with the Parish Pastoral Councils about the direction of the school, the state of the school's health, and future planning.
- Parish Finance Councils: The Parish Finance Councils advise the pastoral leaders about the effective stewardship of the parishes' financial resources. They are responsible for developing and overseeing a parish budget process, as well as conducting long-range financial planning. The Parish Finance Councils are not responsible for determining priorities or evaluating the worth of parish programs and ministries.
- The local School Commission is governed by the budgetary financial processes that are established by the pastoral leader in consultation with the Parish Finance Councils.
- The Parish Finance Councils oversee an annual budget development process in response to the parish priorities set forth by the Parish Pastoral Councils. Upon the advice of the Governance Council, the pastoral leaders and the Parish Pastoral Councils make the final decision of the annual budget. The School

Commission and the principal have the responsibility for the effective use of the parish financial investment (subsidy) and are accountable for keeping expenditures within the budget as set.

School Commission/Parents' Association:

Officers of both groups need to keep one another informed about the functions of each group. School Commission should seek parent input in designing and implementing the long-range plan, and work with the fund-raising committee of the Parents' Association in coordinating the overall financing of programs for the school. The Parents' Association should communicate to the School Commission any parent needs and concerns that could help in designing a long-range plan or could possibly require a policy. Both groups should use the communication mechanism of the Parents' Association to report to school families about School Commission and Parents' Association activities.

ROLES OF VARIOUS ORGANIZATIONS

Role of the Pastor/ Pastoral Life Director:

The Pastors/Pastoral Life Directors, as chief administrators of parish programs, are the employers of the principal. In this management role, they are responsible for the hiring, contract renewal, supervision and evaluation of the principal.

Role of the Principal:

The principal, with the authority delegated as specified in the employment contract and job description, is responsible for the operation of the school. The responsibility includes the employment, supervision and evaluation of the school staff; the establishment and evaluation of academic programs, and the evaluation and management of student behavior. In addition to these responsibilities, the principal is also the executive officer of the School Commission and Parents' Association.

Governance Council:

ASB School is a co-parish school, meaning that it is sponsored by two parishes. A Governance Council has been established to coordinate the parishes' shared responsibility. The purpose of the Governance Council is to advise the parish leadership on major policy issues for the school.

School Commission:

The overall purpose of the Catholic school commission is to advise and support the pastor/parochial minister and the principal in the formation of policy and the ongoing development of the parish school. The School Commission is a consultative body. Members of the School Commission are appointed.

The School Commission will fulfill its functions in collaboration with the pastoral leaders and principal and will be consulted before

a decision is made by the administrative team in the School Commission's areas of responsibilities.

School Commission Responsibilities:

1. Planning
 - Establish a mission statement for the school
 - Establish goals for the school
 - Establish future plans for the school
2. Policy Development
 - Formulate policies that give general direction for the pastor/pastoral life director and principal
3. Finance
 - Develop plans/means to finance the school program, including tuition, development and fund-raising
 - Allocate resources according to the budget
 - Monitor the budget
4. Public Relations
 - Communicate with various publics about the school
 - Listen to the needs and concerns of the publics through appropriate forums set up for this purpose
 - Recruit students
 - Promote the school to the parish and parents
5. Evaluation
 - Determine whether commission goals and plans are being met
 - Evaluate the commission's own effectiveness

School Finance Committee: The school finance committee is a subcommittee of the School Commission. The duty of this committee is to review and evaluate the school's financial operations on a monthly basis. The chairperson of this committee is an *ex officio* member of the School Commission.

Parents' Association: The purposes of the Parents' Association are: to maintain effective communication between home and school; to provide a vehicle through which parents can provide service to the school; to offer a mechanism for parent education; to fund-raise; and to offer a mechanism for political action when needed.

The Parents' Association works within the framework of the parish school and consults the principal before decisions are made.

The duties of the Parents' Association are directed by an 11-member board. These members are elected by the parent community and serve a two-year term. Two members of this board represent the Parents' Association on the School Commission.

EDUCATIONAL PROGRAMS

This section of the handbook describes the basic curriculum at ASB School. It also provides information about programs that are available to our students beyond the school curriculum. More detailed information about curriculum is available from the school principal or from individual teachers.

RELIGIOUS EDUCATION AND FORMATION

Assumption-St. Bridget School exists to teach the gospel of Jesus Christ to its students. Religious instruction is of primary importance in the school. Christian attitudes and actions are integrated into the complete school day. We try to help the students develop a personal prayer life and concern for each other through example, personal involvement and growth in responsible action. Students receive formal religious education in every grade. In addition, Gospel values and the study of the Catholic faith are woven into many aspects of the curriculum. Students also have many diverse prayer experiences at school.

Students have opportunities during the year to plan both Eucharistic and non-Eucharistic liturgies under the direction of the classroom teacher. The entire student body participates regularly in the Eucharistic Celebration on Holy Days and other special occasions. Non-Eucharistic prayer experiences are held periodically in individual classrooms and at particular grade levels (primary, intermediate, and middle school).

OTHER CURRICULUM COMPONENTS

In addition to religion, Assumption-St. Bridget School offers a comprehensive, developmentally appropriate curriculum for students in grades kindergarten through eight. The curriculum is consistent with recommendations from the Archdiocese of Seattle, the state of Washington, and professional organizations. The curriculum undergoes continuous evaluation and refinement, driven always by the School-wide Learning Expectations that have been established for our students. We want to give students the education that they need in order to succeed in future educational experiences and to live productively as Christians, citizens, workers, and family members in their adult lives.

The curriculum includes the following subject areas:

- Religion
- Language arts (reading, writing, oral communication, spelling, grammar)
- Mathematics
- Social studies (geography, history, including Northwest history in grades 4 and 8, civics, and economics)
- Science
- Technology education
- Fine arts (music, drama, art)
- Physical education
- Family life (sex education, personal responsibility, relationship-building, conflict resolution)
- Health Education (nutrition, drug education, personal safety)
- Spanish (grades 7 and 8)

Our curriculum is supported and enhanced by several programs and activities, including those listed below:

- Art Parents: Parent volunteers provide monthly art instruction in grades K-5.
- Science Parents: Parent volunteers enhance the science curriculum and support teachers in science instruction.
- Environmental camps: Fifth and sixth graders attend environmental camps, which are closely tied to science curriculum.
- Class retreats: Retreats are held for seventh and eighth graders to build community and enhance leadership skills.
- Musical performances: Performances are planned for all students in grades K through 5 and for all students involved in band, choir, and drama.
- Anti-bullying and conflict resolution curricula: Students are taught to recognize and deal appropriately with bullying and harassing behaviors. They practice strategies for resolving conflicts in appropriate ways.

Students at ASB School also have the opportunity to be involved in buddy classes throughout the school year. This helps students form positive connections with students in other grades.

Community service is built into the program at ASB School. Projects vary by grade level. Students provide service to the school, the parishes, and the wider community. Seventh and eighth graders are required to contribute community service hours outside of the school day.

EXTRA-CURRICULAR PROGRAMS

Students at ASB School also have opportunities to be involved in many activities apart from the school day. Some of these activities are listed below.

- | | | |
|--------------------------------|---------------|------------|
| • CYO sports | Volleyball | grades 5-8 |
| | Basketball | grades 4-8 |
| | Cross-country | grades 1-8 |
| | Soccer | grades 1-8 |
| | Track | grades 4-8 |
| • Math team | | grades 6-8 |
| • Speech team | | grades 6-8 |
| • Choir | | grades 4-8 |
| • Band | | grades 4-8 |
| • Chess Club | | grades K-8 |
| • Fall play | | grades 7-8 |
| • Spring musical | | grades 5-8 |
| • Boy Scouts | | |
| • Campfire Girls | | |
| • Student Council | | grades 4-8 |
| • Foreign language instruction | | grades K-6 |
| • Science clubs | | |

ADMISSION AND PLACEMENT

This section of the handbook provides information about the school's policies and procedures for admission and placement of students

Entrance: A child should be 5 years of age on or before August 31 for admission to kindergarten. A child must be 6 years of age on or before August 31 for admission to grade one. Occasionally, testing may be requested to determine the advisability of an early entrance to kindergarten.

Admissions Criteria: ASB School desires to offer its educational programs to every family whose values and goals for their children are consistent with those of the school. We recognize, however, that space may not always be available. Priorities for admission are as follows:

- a) Current families with siblings already in school
- b) Parish families
- c) Out-of-parish Catholic families (including Orthodox)
- d) Out-of-parish families who are not Catholic

In the event that space is not available for all parish and school families seeking admission, the Pastors/Pastoral Life Directors of the parishes determine which children to admit. In these decisions, priority is given to families that are currently active participants in the faith and community life of the parish.

Placement: The principal is responsible for student placement. A variety of factors and input are used in student placement. Parental requests may be considered, but they are not the determining factor.

Grouping: Kindergarten through fifth-grade classes are self-contained. Classes in grades six through eight are departmentalized. Class assignments are made to insure a positive learning environment, not according to students' abilities.

ACADEMIC PERFORMANCE AND PROMOTION

Our educational goal is for each student at ASB School to succeed according to his/her capabilities. We want to provide the support that we can in order to help students achieve this goal. We also want to hold students accountable for their responsibilities in the classroom, as is appropriate for their ages. This section of the handbooks details expectations for student performance and procedures for monitoring their performance. This section also outlines criteria that must be met for promotion to the next grade.

Individual Needs:

Every effort will be made to meet the individual needs of students. Teachers plan instruction that addresses the diverse learning styles and ability levels of students. In some cases, teachers may require specialized information about a child's learning needs. This may require testing outside of the school. When this occurs, the school will work closely with parents to obtain the information and make an appropriate plan for that child.

Homework Time:

The amount of homework will vary according to students' abilities, interests, and strengths. Typical times spent on homework would be:

Grade 1	15 - 30 minutes
Grades 2 and 3	15 - 45 minutes
Grades 4 and 5	30 - 60 minutes
Grades 6, 7, and 8	60 - 120 minutes

If a student *consistently* spends more time than this on homework (without TV and other distractions), the teacher should be notified. If a student consistently spends less time on homework, it should be determined if he/she is doing the quality of work that is consistent with his/her ability. Parents will be contacted if students are not completing homework as assigned.

Academic Performance:

For several reasons, students may fall behind in their studies. The following steps will be taken by the teacher and principal for a student in grades six through eight who does not maintain competence in each subject area, and for a student in grades one through five whose progress is not satisfactory:

1. Student, parents, and teacher will meet to define the problem and the expected performance.
2. If improvement does not occur, student, parents, teacher and principal will meet again to determine special arrangements to be made to help the student. Possible options will be private tutoring, participation in challenge work, extra study, summer school, family counseling and/or other appropriate actions.

3. When special arrangements are decided upon, the terms agreed to will be clearly delineated in writing and signed by the student, parents, teacher and principal.
4. If a student's promotion to the next grade is in danger, the parents and student shall be notified in writing by March 15th.
5. If the student has not fulfilled the requirements of the special arrangements and will not be promoted to the next grade unless specified conditions are met, the parents and student shall be so notified by the teacher, in writing, at least one week prior to the end of the school year.

Promotion Policy:

Students are promoted once a year in June. Promotion is based on the students' fulfillment of the grade requirements. Any student may be required to repeat the work of a grade whenever, in the judgment of the principal and the teacher, it would be to the student's educational advantage to repeat rather than be promoted to the next grade. Whenever a student is in danger of retention, his/her parents must be advised of this situation at least three months prior to the end of the school year.

1. A student who has demonstrated competence will be promoted.
2. A student receiving more than two D's in a trimester is placed on an improvement plan. The plan will be developed by the appropriate school personnel, in consultation with the parents and student.
3. A student receiving a grade of "No Credit" in a subject in two trimesters will be given an incomplete at the end of the year and be required to complete the work. The student will not be promoted to the next grade until documented evidence of satisfactory completion of a course of study in that subject is presented to the principal. Summer school and tutoring are examples of acceptable courses of study.
4. A student receiving a grade of "No Credit" in the last two trimesters in more than one subject will not be promoted unless an approved work plan is completed.
5. A student receiving a grade of I (Incomplete) in any subject must make up the Incomplete to the satisfaction of the principal and the teacher before he/she is promoted to the next grade level. A grade of Incomplete means that work is at passing level, but that certain requirements have not been met.

Standardized Testing:

Students are given the Iowa Test of Basic Skills every year in grades 1-3, 5-6, and 8. Students in grades 4 and 7 take the Washington Assessment of Student Learning. Results of these standardized tests are used for evaluation of school programs

COMMUNICATION

In any community, effective communication must be a priority. At ASB School we have established some important procedures for communication between home and school. These procedures are described in this section of the handbook.

The school relies on the support of parents; we share responsibility for the children in our charge. It is, therefore, imperative that there be genuine unity of purpose and practice among parents, teachers, and other school personnel. Parents and teachers are urged to bring their concerns regarding school-oriented incidents into proper focus by doing the following:

Listen to what the students have to say, but **remember** that it is only one side of the story.

Discuss the situation honestly and calmly as soon as possible.

Confer with the principal when the situation involves more extensive decision-making or problem-solving than can be done on the parent-teacher level.

Remember: Everyone wants what is best for the student.

COMMUNICATING STUDENT PROGRESS

Several avenues have been established through which teachers communicate with parents about their child's academic progress. Other avenues for communication may be established by individual teachers and parents as the needs arise.

Teacher Letters: Teachers send home letters and other publications in which they keep parents informed about classroom activities. These letters give a great deal of information about that grade's curriculum and the expectations of students.

ASB Website: Teachers also post important information on the school website. This can be accessed at www.asbschool.org.

Progress Reports: Progress reports are issued half-way through each trimester for every student.

Report Cards: Report cards are issued three times during the year, at the end of each trimester.

Conferences: In the first trimester, teachers conference with parents of all students. In the second trimester, conferences are held at the request of teachers or parents. Other conferences with teachers can be scheduled by calling or emailing the teacher to make an appointment. Parents wishing to confer with either a teacher or the

principal are requested to make an appointment ahead of time. We wish to give our undivided attention to such conferences, and it is difficult to do so if we have conflicting appointments, obligations, etc. Please do not plan just to “drop by” for a conference. This is particularly important on Mondays when faculty meetings begin at 2:30 p.m.

OTHER COMMUNICATION PROCEDURES

In addition to communication between teachers and parents, we also strive to keep effective communication between the school office and parents. You can help by being aware of these procedures.

- School Telephone: The school telephone number is (206) 524-7452. There is a voice mail system. Press 12 for the office. Phones in the classrooms are for staff use only; students may use the phone at the office with a teacher’s permission. This is for business and **not** for students to make personal calls. Arrangements to go to a friend’s house should be made outside of school.
- School E-mail: All school personnel can also be reached via e-mail. A directory of e-mail addresses is included in the school directory. If you do not get a response to your e-mail message within a reasonable length of time, please call or send a note, in case the network is down.
- Teachers and the school office may send emails to parents as a regular means of communication.
- Website: Look for our school home page at www.asbschool.org.
- Home/School Communication: Every Wednesday an information envelope is sent home with correspondence from the school and/or teachers. Each child has an envelope; however, only the youngest child receives the basic packet, and his/her envelope is marked with a bird. Anything pertaining to a particular child or class will go in the individual child’s envelope. ***Please sign and return your child’s envelope(s) the next day so we may be ready to send them again the following Wednesday.*** Please notify the office if your envelope becomes lost so that we can provide a new one.
- Announcements to be included in this weekly envelope must be submitted to the office by 12 noon on Monday. Any announcement that is sent out in the Wednesday envelope MUST be approved in advance by the principal.***
- Make-up Work: When your child is absent, work should be made up in a timely manner. For short-term absences, students should call a classmate or check the website for homework assignments. If you need to get work from the teacher, please call or email in advance. After an

absence, students should check with the teacher about work that was missed.

Students who will miss school for family vacations, high school visits, or other planned absences must make **prior** arrangements to make up their work **ahead** of time. Two weeks' notice should be given. This is especially important for students in grades six through eight, since they must get work from all of their teachers before their absence. Pre-planned absence forms are required for all middle-school students; these are available from home-room teachers.

Money: All money coming to school should be in an envelope, marked with name, grade, purpose, and amount enclosed. Please do not include any other payment with your scrip payment, as this is a separate account. All other payments may be combined in a single check, as long as the different payment purposes are clearly marked.

Lunches: Forgotten lunches should be brought to the school office to minimize classroom interruption. Please label lunch bags with the student's name and grade.

Parents' Absence: When parents will be away, please notify the school. In addition, leave the name and contact numbers of those people caring for the family.

Change of Address/Telephone: Please contact the school office of any change of address, telephone numbers (including cell phones), or email addresses so that records may be kept current.

Class Interruptions: Only in cases of emergency are teachers or students to be interrupted during school hours. Leave messages or forgotten articles at the office.

Outside-of-School Announcements: It is imperative that *all notices, announcements, and bulletins relating to activities of students (other than normal school routine) are submitted to the principal for approval before distribution*. No announcements can be made in the classroom without the approval of the principal. **Announcements to be included in the Wednesday communication envelopes need to be submitted by 12:00 p.m. on Monday.**

Withdrawal: Notice of transfer from school should be made to the school office two weeks in advance of moving. All tuition needs to be current and all books returned before student records will be sent.

Snow Closure: In the event of snow, please check the school website or voice-mail for information regarding school closure. We also make these announcements on KING, KIRO, and KOMO television. Please

do not phone the rectory. Whenever weather is a factor, we rely on families to make a prudent decision based on the circumstances in your geographical area. We will always err on the side of safety. We do not always follow Seattle Public Schools.

Visitors:

Visitors to the building must report directly to the school office to sign in and wear a visitor badge. This ensures that only authorized personnel are in the building, and it helps us account for everyone in an emergency. ***Please note: This applies to all visitors and volunteers, including those in the fourth grade classroom and Mary House.***

Classroom Visitation:

Parents are invited to visit classrooms on a limited basis. The following procedures must be followed:

1. Make an appointment with the teacher in advance.
2. Report to the office to sign in when you arrive at school.
3. Do not bring small children with you.
4. Do not expect to talk with the teacher while he/she has the responsibility of the class. Make an appointment for a conference later. Limit visits to an hour.
5. Do not knock. Walk right in, find a seat, and observe your child's:
 - Ability to listen
 - Independent work habits
 - Willingness to participate
 - Performance in relation to others

Visitation by non-students, cousins, etc. is allowed only with the advance permission of the principal and teacher. Keep in mind that every person in the classroom is an added responsibility for the teacher.

STUDENT DISCIPLINE

The goal of discipline at ASB School is to provide a safe and effective learning environment while helping students learn to make choices that reflect our Catholic values. We constantly strive to help students become reflective, community-minded learners who demonstrate integrity in their decision-making, respect in all interactions, and a commitment to building moral, social, and personal skills for productive living now and as adults.

GUIDELINES FOR STUDENT BEHAVIOR

*As members of the Assumption-St. Bridget School community, students and staff are expected to act in ways that are **respectful, reasonable, and responsible**. Because students participate in a variety of activities outside of school (CYO sports, dances, extracurricular activities and other events not supervised by school staff), ASB School reserves the right to be involved in behavioral situations that affect relationships within the school community. All members of the community are expected to:*

- Follow school and classroom rules and procedures
- Respect the person, feelings, rights, needs and property of others in what is said and done
- Work cooperatively with all members of the ASB School community
- Be honest and courteous
- Find positive ways or seek teacher assistance to resolve conflicts
- Do our best to fulfill our responsibilities

WHAT HAPPENS IF...?

At times, students choose to act in a manner that does not show respect and responsibility. Typical situations may include, but are not limited to, the following examples of varying levels of seriousness.

Disrespectful or irresponsible behavior:

These behaviors call for a student-teacher conversation regarding the behavior.

- Disrespect for the space or property of others (writing on books, nametags, hiding belongings)
- Disruptive behavior, such as talking out, or other ways of interfering with the ability of others to learn
- Repeatedly being out of uniform
- Speaking rudely to or about classmates or adults
- Unsafe behavior, such as pushing, or play that is too rough on the playground
- Using inappropriate language

More serious behavior that is harmful to the community or to the individual:

These behaviors call for a student-teacher-parent conference to change the behavior.

- Chronic tardiness
- Disobeying adults
- Dishonest behavior, including lying, cheating, forging signatures
- Fighting
- Incidents of relational aggression (excluding others, ruining reputations, destroying friendships)
- Leaving school grounds
- Repeated disrespectful behavior
- Stealing
- Vandalism and graffiti

Most serious behaviors:

These behaviors call for a review of the student's ability to continue as part of our school community.

- Bullying or harassing behavior as defined below
- Conduct harmful to the school's reputation
- Inappropriate use of technology
- Possession or use of alcohol, drugs or tobacco, or related paraphernalia, or providing the same to others, on or off school grounds
- Possession of a weapon or any object that could be used as a weapon
- Repeated behavior that harms the community

Bullying

Bullying often involves a pattern of **repeated** and **systematic** disrespectful behavior targeting one or more students by another student or students. Bullying typically involves an imbalance or perceived imbalance of power that can take many forms that include, but are not limited to:

- **Physical:** hitting, kicking, shoving, spitting and any other form of physical violence
- **Verbal:** insults, name-calling, put-downs, persistent teasing, spreading rumors and gossip, false accusations and threats
- **Non-verbal:** mean or threatening gestures, defacing personal property
- **Psychological:** threatening, ridiculing, humiliating, exclusion from groups or activities

Bullying can be perpetrated via electronic devices such as cell phones and computers. Electronic bullying may include:

- Threatening phone calls and emails
- Harassment or spreading of rumors via text messages, emails, social networking websites or instant messaging
- Invasive picture posting

When children report a pattern of negative behavior perpetrated by another student or students, or report an incident that seems serious, parents should contact the classroom teacher. It also is appropriate to contact the principal, vice principal, or school counselor.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Inappropriate behaviors may be dealt with by any school personnel, including teachers, classroom aides, playground supervisors, school administrators, and the school counselor. Consequences for inappropriate behavior are determined by such variables as the infraction itself, the age of the child, and her/his pattern of previous behaviors.

BEHAVIOR NOTE: When students choose to engage in inappropriate behavior, it is important for them to reflect on their behavior and the impact it has on themselves and others, and to make a plan for avoiding similar behavior in the future. Teachers at each grade level will use age-appropriate tools to facilitate this reflection. Parents will receive a copy of the reflection tool. Teachers may also communicate with parents regarding behavior via email.

RESTITUTION: In some cases, students may be asked to make restitution for their behavior through means such as an apology, community service, or replacement of damaged property.

BEHAVIOR MONITORING: Students may be placed on an on-going plan to monitor their behavior using strategies such as regular meetings with a teacher or administrator, a behavioral contract, or weekly behavior reports to parents.

SUSPENSION: Suspension occurs when the student is instructed to remain at home (or in a supervised area at school) until the parents, student, administrator(s), and other involved parties have come to an agreement about the terms for the student's return to school.

Suspension normally occurs after repeated misbehavior by the student and communications among parents, teachers, and administrators. **In certain circumstances, immediate suspension may take place at the discretion of the principal.**

EXPULSION: Expulsion is defined as a request for the student to leave the school and find educational accommodation in another school. This would normally occur only after all efforts had been made to resolve the problem and when, in the opinion of school authorities, the student would not gain by continuing in the school and/or the student's continued presence would be detrimental to the good of the whole. Repeated offenses after a period of suspension would indicate this decision. **Immediate expulsion may take place at the discretion of the principal in certain cases.**

Procedure for suspension or expulsion:

1. Parents will be notified and required to pick up their child immediately. A conference will be arranged at the earliest date possible.
2. Terms will be specified for resolution of the problem.
3. The principal shall record all parts of the agreement in writing.
4. The suspended student will return to school according to the terms of the agreement.
5. In cases of expulsion, an appeal may be made to the canonical administrator, who will consult with all concerned in rendering a decision.

Police involvement:

In situations which are unsafe or in which laws are broken, school personnel may call the Seattle Police Department for support and assistance.

ATTENDANCE PROCEDURES

*Washington state law demands that all children between the ages of eight and fifteen (sixteen if not regularly engaged in some useful remunerative occupation) attend school. **It is the parents' obligation to make sure their children are in attendance regularly. Missing school creates many challenges for students, and it is impossible to duplicate the classroom experience for an absent student. We strongly discourage students missing school time. Excuses for dismissal for appointments are a parent's responsibility. Doctor and dental appointments are to be made outside of school hours if possible. Since it is difficult to maintain the educational process when extended or frequent absences or consistent tardiness occurs, communication with the principal or the teacher is required. This section of the handbook describes procedures to be followed in communicating with teachers and the school office regarding attendance.***

Daily Schedule:

School doors open at 8:30 a.m. Classes begin at 8:35 a.m. Students are to arrive at school just in time for 8:30 opening of doors. Students will not be allowed into the school before 8:30 a.m. School ends at 3:00 p.m. on Tuesdays through Fridays and at **2:00 p.m. on Mondays.**

Procedures:

Roll will be taken between 8:35 and 8:40 and reported to the office. The attendance data will be entered as part of the student's permanent record.

Students arriving at school after 8:35 **MUST** first report to the office for an "admit slip." The student is recorded as tardy.

All absences and tardies are recorded, including preplanned absences.

To Report Absences:

Parents must email attendance@asbschool.org or call the office at (524-7452 extension 85) on the day of absence at by 9:00 a.m. To insure your child's safety, you will be called when the school has not been notified.

Pre-planned Absence

At times, students miss school for other reasons, such as family vacations or other special events. We recognize that such absences may be important to your family. However, missing school creates hardships for students. Absent students cannot make up the learning experiences that occur in school. With this in mind, we discourage such absences. When students must miss school, it is the family's responsibility to assist the student(s) in making up missed instruction and to ensure that all make-up work is completed.

When your child will be absent from school, we ask that they give the school advance notice. ***Arrangements for pre-planned absences should be made at least two weeks in advance, starting with a note to the principal.*** Students in grades 6 through 8 or

their parents should pick up a pre-planned absence form from the homeroom teacher. The parent fills out the top of the form and signs it. The student takes it to each teacher. After the form is completed by all teachers, one copy goes to the homeroom teacher, one to the office, and one to home. Teachers may ask for work to be made up in advance of the absence; this includes taking tests or quizzes early. Parents may also need to provide support to enable their child to keep up with the class work. ***Parents of 8th graders, please note that this procedure should be followed for high-school visits.***

Early Dismissal:

Parents requesting an early dismissal must email attendance@asbschool.org or send a signed note to the teacher with the student(s). ***Parents must sign out students from the office before leaving with them.***

Excessive Absences:

Students who miss an excessive number of days in one trimester may receive a grade of **Incomplete** for the trimester. They may need to complete additional work, or they may need a tutor in order to keep up with the rest of the class. The grade of Incomplete will be changed when the student has completed the required work.

Tardy Rules:

Consistency and regularity in routines are in your child's best interests. The morning classroom routine sets the tone for the day, and your child benefits from being in school on time. **Please make every effort to have your child in class by 8:35.** Students who are consistently tardy disrupt the class, as well as their own learning. They may be required to make up class time that they miss.

EMERGENCIES AND STUDENT SAFETY

Many procedures are in place to make sure that our students are safe while they are in our care. We ask that you familiarize yourself with these procedures and follow them.

EMERGENCIES

The safety of our students is our first priority. We have a comprehensive emergency plan in place. In the event of an emergency, messages on the school website and voice mail will outline our procedures and provide directions for parents. Please do not come to school to pick up your child, unless you are instructed to do so. Portions of the emergency plan are included in the Appendix; the plan in its entirety can be found on the ASB website.

Release of Students: In any emergency, students will only be released to their parents or to other adults who have been designated by their parents. Please follow the directions of the office and school staff in such a situation. ***Do not take ANY child without following the procedures for signing out that child.***

TRAFFIC SAFETY

Traffic procedures have been developed in order to ensure the safety of all students and in order to be considerate of our neighbors during busy drop-off and pick-up times.

Car Traffic: For the safety of our children, always proceed **SOUTH** on 33rd Avenue and **NORTH** on 32nd Avenue when dropping off and picking up your child. Use the pick-up/drop-off loop on 33rd whenever possible. ***Do not drop off your children across the street. If you are going to park your car, please park in the lot in front of the fourth-grade center.*** A map showing the traffic route is included in the Appendix of this handbook.

Be courteous of our neighbors. If you park on the streets near the school, do not block neighbors' driveways.

Parents in each grade will serve as traffic patrol during the year. These parent volunteers and teachers assist students in getting in and out of cars in order to keep traffic flowing more smoothly. Please be on time for this duty. We count on you! If you are unable to help, please find a replacement.

Students should be picked up at 3:00 p.m. (2:00 p.m. on Mondays). No student is to linger around the school premises. Students unattended after 3:15 will be placed in Extended Care with a \$4.00 charge per child per hour.

Safety Patrol:

The Safety Patrol is an extremely important safety organization. It exists specifically to prevent traffic accidents involving our children. Membership is required of all students in grade 6.

Students are expected to give the patrol members all possible cooperation. The student crossing guards are instructed to report all violations observed while standing their posts. These could include student walkers, bike riders, automobiles who proceed through patrol flags, or other actions that might be detrimental to the health and well-being of our students.

Students on patrol are expected in the classroom no later than ten minutes following the last morning bell and are released from class ten minutes prior to general dismissal.

Please report any concerns about the Safety Patrol to the office as soon as they arise.

Bicycles:

Those who ride bicycles to and from school must walk their bicycle when they are on the school premises. Bike racks are off limits to all students during the day and bikes are to be locked during school hours.

Skateboards/Scooters:

For safety reasons, skateboards, scooters, and skates are **not** allowed at school.

Dogs on Campus:

Dogs on the school grounds create problems on many levels. Their behavior is somewhat unpredictable, and many students fear them. They also cause distractions that interfere with traffic safety. Please do not bring your dog to school, unless it is for a pre-arranged visit to your child's classroom. We request that you do not have dogs in the car when you pick up children. If you must bring your dog, please make sure that it is restrained in the back of your car.

SCHOOL SERVICES

ASB School provides a number of services to students and parents. This section of the handbook describes these services. More information is available from the school office or from individual teachers. It is important that you familiarize yourself with these resources and procedures.

HEALTH SERVICES

Illness:

Students should not attend school when they are suffering from colds or flu. Doing so endangers not only their own health, but also the health of their fellow classmates and teachers. Student must be fever, diarrhea and vomiting free for 24 hours prior to returning to school after an illness. When students return after an illness, it is important that they are well enough to go out at recess and fully participate in class.

Emergency Contacts:

Students who become seriously ill at school will be sent home after parents are notified. ***Any student leaving school will be picked up by parent or guardian in the school office. Each family must have an emergency information form on file in the school office (and in the extended care office, if applicable).*** This form provides us with the information that we need to contact parents during the school day or to contact other people you designate in an emergency.

Medications:

School personnel are not permitted to choose medication for students, and the extent of their ministrations to students is limited to minor services. Permission for acetaminophen, ibuprofen, and benadryl at school is indicated with parent signature on emergency form. If a student needs daily or emergency medication, the office must be notified.

All medication must be kept in the school office and administered by office personnel. Parents will be asked to fill out a medical authorization form, available in the school office. Medication must be in its original container, clearly labeled with the child's name, the name of the medication, and clear instructions regarding the child's dosage. Parents should bring medicine to the office personally; no child should bring his/her own medication to the office. The only exceptions that can be made to this policy are asthma inhalers that the student needs in his/her possession. The child's teacher should be informed about the inhaler. **NO OTHER EXCEPTIONS CAN BE MADE TO THIS POLICY.**

Immunization:

WAC 246-105-030 A child is required to be vaccinated against, or show proof of acquired immunity for, the following vaccine-preventable diseases before attending school or a child care center:

- (1) Diphtheria;
- (2) Tetanus;
- (3) Pertussis (whooping cough);
- (4) Poliomyelitis;
- (5) Measles (rubeola);
- (6) Mumps;
- (7) Rubella;
- (8) Hepatitis B;
- (9) Haemophilus influenzae type B disease;
- (10) Varicella; and
- (11) Effective July 1, 2009, pneumococcal.

The parent or guardian of a child enrolled in ASB School must present to the principal evidence of a state of immunity; otherwise the child will not be allowed to remain in school.

Vision and Hearing:

Screening of vision and hearing is provided by the school. Vision screening is conducted annually in kindergarten through grade eight. Hearing screening is carried out yearly in kindergarten and grades one, two, three and five. A student at any grade level having suspected hearing or vision problems can obtain vision or hearing screening. Referrals can be originated by the teachers, parents, and students themselves.

Children at Risk:

As required by Washington state law, school personnel must report to Child Protective Services any situation in which a child seems to be at risk.

OTHER SERVICES

Computers:

Computers are available for student use before and after school and during lunch recess. Students should come to the middle school study hall for this.

Counselor:

ASB School employs a counselor. The counselor is available to students, parents, and school staff.

Extended Care Program:

ASB School offers an Extended Care program for before and after school care for its students. The program runs from 7:00 a.m. to 5:45 p.m. (flex time to 6:00 p.m.) on **school days**. The cost is \$4.00 per hour (or part of an hour), per child. Financial aid is available. A summer program is also offered. Please see the Extended Care page on the school website for more detailed information.

Hot Lunch:

Hot lunches are available each day through Lunch Ladies Catering. Lunches are all ordered on line in advance at www.orderlunches.com.

Library:

Students in grade 1 may check out one library book at a time. (Kindergarteners begin to check out books in January.) In grades 2-4, they may check out two books at a time. In grades 5-8, they may check out three books. Books are due two weeks from the date checked out and are stamped on the date due slip inside the book. Students will be reminded of overdue books every week and asked to return them as soon as possible. Students will be asked to pay for or replace lost or damaged books. There are no fines for overdue books.

At the end of the trimester, report cards will be withheld for students who have not returned overdue books or paid for or replaced lost or damaged books. Students will receive a written reminder one week prior to report cards.

Lost & Found:

Please check the lost and found for lost articles. It is located in the main building next to the girls' restroom. Jewelry, watches, and other small valuables should be claimed at the school office. Periodically items in the lost & found are sorted. Every effort is made to return labeled items to their owners. Any unclaimed items that are not labeled will be given to charity. ***Be sure to label clothing, school supplies, and other personal belongings with your child's name and grade.***

Milk:

Milk will be served daily to those students who want milk. It is provided free as a service of the Parents' Association. ASB School operates the USDA Special Milk Program. The Special Milk Program is available to all students without regard to race, color, national origin, age sex, or handicap.

School Roster:

A roster listing addresses and phone numbers of school families is published every fall and made available only to school families. This information is published as a convenience to school families and should never be used for solicitation purposes.

Study Hall:

A supervised study hall is available for students in grades 5 through 8 before and after school, as well as during lunch recess for grades 6-8. Morning study hall begins at 7:15; students should not be dropped off in advance, as there is no supervision. There is no after school study hall on Monday.

Uniform Recycling:

Uniforms can be recycled through the school. Anyone looking for a slightly-used uniform may contact the school. We encourage families to donate uniform pieces that are in good condition. You may bring them to the office any time throughout the year.

GENERAL INFORMATION

This section of the handbook includes important information that does not fit into any other part of the handbook.

- Boundaries: Throughout the school day all students are to remain on the school premises in the sight of adult supervision. Written permission to leave the school building during the day (for reasons other than illness) may be given only by the principal, or a person delegated by him/her. The written pass must be presented upon request. To protect the students, no one may leave the school grounds unless a request is written and signed by a parent or guardian.
- Electronic Devices: Radios, tape recorders, iPods, electronic games, and other such devices should not be at school except under the direction of a teacher for a school-sponsored activity. Students who carry cell phones to school must leave them turned off in their backpacks during the school day. Any cell phones or other electronics that are being used in school without permission will be taken to the office; parents will be contacted to retrieve them.
- Field Trips: Field trips and other outside-of-class activities have educational value for the students. Teachers are encouraged to plan these experiences. They require written permission of the parents. Teachers will be considerate when planning so the money and time involved will not be a burden on parents. If, at any time, a field trip poses a financial burden, contact the teacher or the principal. Financial assistance is available for these activities.
- Field Trip Drivers: ASB School will follow all laws regarding the transportation of children. Please observe the following guidelines.
- It is a policy of the Seattle Archdiocese that all who drive for field trips have a seat belt for each individual in the car and have the recommended liability insurance requirement of \$100,000/\$300,000. Drivers must have their insurance information on record at school before driving students.
 - Cars must have a seat belt for each passenger.
 - **Children 12 and under should not ride in seats with airbags. Students under 6 years or 60 pounds must ride in booster seats (provided by parents).**
 - <http://www.800buckleup.org/parent/images/6-07Anton'sLawWithHighlights.doc>
 - Do not use a cell phone while driving.
 - Do not make unscheduled stops, for issues of liability and fairness.
 - Assist the teacher with the supervision of students.

Student Records:

According to the Family Education Rights and Privacy Act of 1974, all parents, even those not having custody of their children, have the right of access to each education resource that the school keeps on their child.

Procedure for requesting access to records:

1. Through written request, the parent asks to view the student's educational records.
2. Within a reasonable time, the principal sets a specific date and place for viewing the file. The principal or his/her delegate may be present while the file is being read.

Transfer of student educational records: When a student transfers out of the school, all educational records may be sent to the receiving school. According to Section 7.0 and 7.2 of the Family Educational Rights and Privacy Act of 1974, P.L. 93-380, no parent signature is required to transfer student records to another educational agency.

Parties and Events:

Invitations to parties are **NOT** to be passed out at school unless everyone is invited (either all of the boys, all of the girls, or both). Limiting guests is understandable, but untold hurt results when students are made conscious of the fact that they are not invited because invitations were passed out at school.

School Property:

No school books (text or library) should be taken home unless in a book bag. Plastic bags, store paper bags, etc., are permissible. All books should have book covers. Desks, lockers, and all other school property should be treated with care. Desks and lockers may be checked at any time without student permission.

Student Solicitation:

Students will **not** be asked to go door to door in their neighborhoods for any fund-raising activities. Any student fund-raising activities taking place on school premises must have permission of the principal.

Volunteers:

According to Archdiocesan policy, all volunteers, including coaches, must submit to a background check. The form is submitted to the office.

POLICIES RELATING TO THE FINANCES OF THE SCHOOL

This section of the handbook provides information about financial dealings with the school.

TUITION INFORMATION

It is the policy of ASB School that the children of any parish family may attend school (space permitting), regardless of their ability to pay tuition. As you know, tuition alone does not cover the costs of educating your child at ASB School. Families contribute in other ways as well, as per the "School / Family Agreement," which is submitted at the time of registration. A copy of that agreement is included in the Appendix of this handbook.

Tuition: The tuition scale changes annually. Please refer to the current tuition scale in the Appendix of this handbook for the most current tuition information.

Scholarships: As stated above, parishioners may attend ASB School regardless of their ability to pay. Families requesting tuition assistance are asked to submit school and Archdiocesan financial aid forms to the school office by the previous March. These forms are available in the school office.

<u>Fees:</u>	Application fee	\$100	per child
	Returning registration	\$250	per child
	New student registration	\$250	per child
	Book fee	\$125	per child

All fees are non-refundable.

Tuition Collection Policy: It is the policy that all payments are made on a timely basis. Payments are due on the 1st of each month. Tuition may be paid over 12 months, with the first payment beginning July 1st and ending the following June. ALL payments received after the 10th will be considered delinquent, and a \$25.00 late charge will be assessed.

Statement of Delinquency: A statement of delinquency will be sent at the end of each trimester. *Delinquent accounts where no special arrangements have been made will have all records held until definite payment arrangements have been made to bring the account current.* An additional \$25.00 per month will be added to the account balance for each delinquent payment.

Re-Registration: Registration meetings are held each spring. Parents must attend a scheduled meeting or arrange an appointment with the principal to receive re-registration materials. In order for registration to be complete, tuition, fees, and late charges must be paid in full, unless a payment plan or other arrangement has been made with the principal.

Special Arrangements: Sometimes families run into difficulties paying their tuition. In such cases, contact with the Principal will be required. Each case will be reviewed on an individual basis and will be held in strict confidence. Most alternative payment plans can be approved; the main thing to remember is: ***If the need for help arises, please communicate with us.***

PARISH PLEDGES

Assumption Parish and St. Bridget parishes are committed to offering a Catholic education to all parishioners who desire it. This commitment is evident by the parishes' support of the school's mission, the parishes' financial support, and the involvement of parishioners in the life of the school. Contributing members of Assumption and St. Bridget parishes pay tuition at a lower rate than people who are not parishioners.

Parish Pledges: The pastor of Assumption or St. Bridget parish must verify that a family is eligible for in-parish tuition. To qualify, a family must be registered in the, attend Mass regularly, support the parish through sacrificial giving, and participate in parish life.

If a family's involvement in the parish changes, the pastor may determine that the family is no longer eligible for in-parish tuition. In this case, the pastor will contact the family to discuss this before the school is notified of their change in status. Any questions you might have regarding these policies, or any special arrangements you need to make that divert from the stated policy, should be discussed with the pastor or parish business manager.

OTHER FAMILY OBLIGATIONS

Family Service Hours: It is the policy of the ASB School Parents' Association that each family will contribute thirty five service hours to the school or parish each year. These include one hour of traffic duty per child. Additional hours may be given in a variety of ways. Parents, students, other relatives, friends and neighbors may contribute the hours to the school. Families are responsible for reporting these hours throughout the school year. At the end of the school year, unreported hours will be billed at the rate of \$10.00 per hour, unless other arrangements have been made with the school office.

Annual Fund: Every family must sign the Annual Fund form. Donations to the Annual Fund are tax-deductible as allowable by law.

Scrip: Families are encouraged to buy scrip. A percentage of scrip purchases is donated to the school. Scrip may be ordered through the family envelopes or by a standing order, paid through EFT (electronic funds transfer).

Other Fund-Raising:

The school depends upon the participation of families in the gift-wrap sale each September and the school auction each December. Each family is required to procure or donate an item to the auction with a minimum value of \$100.00.

OTHER INFORMATION REGARDING FINANCIAL TRANSACTIONSMoney to Office:

All money coming to school should be in an envelope, marked with the appropriate name, grade, purpose, and amount enclosed. **Do not send loose money to school.** Also, please do not include any other payment with your scrip payment, as scrip goes into a separate account.

Reimbursements:

Parents working on any Parents' Association committee or activity must receive approval from the Parent Board **prior** to spending any money. Requests for expenditures that are not part of the approved Parents' Association budget are considered on an individual basis. Reimbursements for expenditures not previously approved cannot be guaranteed.

Any expenditures for classroom or school-related activities for which reimbursement will be requested must have **prior** approval of the principal.

Request forms for reimbursements may be obtained from the main office. Reimbursements require receipts, and they must be submitted within thirty days of the expenditure.

THE UNIFORM CODE

If a student consistently is out of uniform, parents will be asked to bring appropriate clothing to school. Our goal with these guidelines is to ensure that uniforms are neat and fit appropriately. We cannot anticipate the fashion trends, so please use your judgment as questions arise. All parts of the uniform should be neat, clean, and in good repair.

Please remember to label all of your child's belongs with his her name.

Pants & shorts	K-8 6-8	Navy blue cords or slacks Also light gray or khaki (solid colors only)	Pants must be hemmed and must fit appropriately, being neither too tight nor excessively baggy. Shorts should be approximately the length of walking shorts. Both should be solid color, without contrasting stripes, large logos, etc. Mesh shorts are fine, as long as they fit appropriately. Sweat pants are not allowed. Leggings are only allowed if they are worn under a skirt or jumper; they should be navy blue or white.
Skirts & jumpers	K-8 6-8	Lloyd plaid or navy (stitched pleats optional) Also light gray or khaki (solid colors only)	Skirts should fit appropriately, being neither too short nor too tight. Skorts are fine as well, as long as they are the correct colors.
Shirts & blouses	K-8 7-8	Bright white Also navy blue or red (solid colors only)	Shirts must be solid color and have collars or turtlenecks. Button-front shirts must be worn buttoned, not open with another shirt underneath, Sleeveless shirts are not allowed. T-shirts worn under shirts must be plain white only. ASB t-shirts (white with logo on lapel) may be worn as part of the uniform.
Sweaters (optional)	K-8 6-8	Red or navy blue Also white (solid colors only)	Sweaters may be plain crewnecks, cardigans, or sweater vests. Hooded cardigan sweaters are permitted. Sweaters should not include designs or decorations.
Sweatshirts	K-8 7-8	Navy blue or red Also gray	ASB sweatshirts may also be worn, including those from previous years. Otherwise, sweatshirts must be solid colors, with no logos or other designs.
Shoes & socks	K-8	Shoes and socks must be worn at school.	Shoes must be appropriate for school. Flip-flops are not allowed, even on non-uniform days. Shoes must be kept tied, if appropriate to their style. Socks or tights should coordinate with uniform colors. Students should wear tennis shoes on P.E. days.

Mass days: On days when students attend Mass, they should be in uniform. On those days, uniforms should include collared shirts.

ASB wear: ASB School produces school wear that may be worn in place of the uniform. These include only shirts, sweatshirts, and fleece vests. Warm-ups and sweat pants are not part of the uniform.

Bulldog Fridays: The ASB Bulldog tee-shirt may be worn only on Fridays, with uniform pants/skirts.

Activity shirts: ASB activity shirts for band, drama, etc., may also be worn as part of the uniform.

Make-up: Make-up is discouraged. Middle-school students may wear make-up if it is simple and appropriate. Heavy eye-liner and mascara and dark lipstick are examples of inappropriate use of make-up for school. A general rule of thumb is that make-up should not be noticeable; if it is noticeable, it's probably too much.

Hair: Hair is to be neatly groomed. Extreme styles, including colors, are not allowed.

Grooming: Students should be well groomed at school. Cologne and perfume should be kept to a minimum, out of courtesy to others who may be sensitive to the scents.

Non-uniform days: The **first Monday school day of each month** is a non-uniform day. In addition, free dress may be given on other occasions. Students also have free dress on their birthdays. Free dress should be appropriate for school. Sweats should not be worn. All clothing must be appropriate for school; no alcohol, drug, sexual or violent themes are allowed. Pants and shorts must be hemmed. Tank tops may not be worn to school.

<i>APPENDIX</i>

ASB School Organizational Chart
Campus Map
Traffic Guide
Family/School Agreement Form
Emergency Plan**

***Please note: Excerpts from the ASB Emergency Response Plan are included here. To see the full plan, consult the school website at www.asbschool.org.*