



ASSUMPTION
OF THE BLESSED VIRGIN MARY
CATHOLIC PARISH & SCHOOL

Family Handbook
2025-2026

MISSION STATEMENT

Assumption of the Blessed Virgin Mary Catholic Parish and School seeks to hand on the Catholic and Apostolic Faith in all its integrity by celebrating reverently the Sacred Liturgy, evangelizing our family and friends with the joy of the Gospel, and educating our youth in the truth, goodness, and beauty of the Lord Jesus Christ, so that in this apostolic age Christ might be preferred to everything.



Archdiocese of Denver Office of Catholic Schools

1300 S. Steele Street Denver, CO 80210

(303) 722-4687

Hours: 9:00 a.m. – 4:00 p.m.

Assumption Catholic School

2361 E 78th Ave. Denver, CO 80229

303-288-2442

www.assumptiondenver.com

School Day: 8:00-3:15 pm

Mass daily at 8:15 a.m. (Tuesday - Friday)

Assurance Statement of compliance with the purposes of Title IX Education Act

The Catholic Schools of the Archdiocese of Denver, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, its treatment of students or its employment practices.

Notice of Student Non-Discrimination Policy

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, S.T.L. and at the direction of the Superintendent, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit disabled students in accord with the policy on Admissions in the Archdiocese of Denver Catholic Schools Administrator's Manual. These schools do not discriminate on the basis of race, age, disability, color, and national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, athletic or other school-administered programs.

The Parish Priest

Assumption Catholic School operates under the authority of the parish priest. The principal acts as his delegate and has been entrusted by the pastor with the responsibility for the daily operation of the school. The parish priest should not be approached with matters that the principal should handle and should never be contacted before the principal has an opportunity to handle the problem.

The Relationship Between the School to the Parish

Assumption Catholic School is an apostolate of Assumption Catholic Parish. The school uses parish facilities to operate. Therefore, for good relations, it is important to keep a positive attitude toward the other groups in the parish who use the building and classrooms, remembering that these spaces and classrooms belong to the parish and may be used for anything the parish priest designates.

The Principal's Right to Amend

The principal retains the right to amend the Domestic Church Handbook for just cause. Parents will be given prompt notice when changes are made. All parents must sign and return the acknowledgement form appended to this handbook by the end of the first week of school.

ACADEMIC AND SPIRITUAL FORMATION

ATHLETICS

It is an expectation that all Assumption athletes are performing at a high academic level. All athletes will be required to hold a minimum of a C average in all core subject areas. Students are not allowed to participate in sports events if they have an F in any core class. Students must be in attendance (for at least 3.5 hours) at school the day of an extracurricular activity to be eligible to compete that day.

AWARDS

Students will be recognized for superior achievement in the areas of academics as well as merit, academic improvement, and conduct. Awards are given each trimester of the academic school year and are based on the grades for that trimester.

- Award of Excellence- Grade point average 4.0
- High Honors- Grade point average of 3.76-3.99

- Honor Roll- Grade point average of 3.5-3.75
- Perfect attendance- no tardies, early dismissals, or absences

CHEATING/PLAGIARISM

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in those activities. If a student plagiarizes a portion or an entire document turned in for a final grade, the teacher will provide the parents/guardians and student with confirmation of the plagiarism. The principal, teacher and will determine the consequence for the student.

COMMUNICATION CHANNELS

In an effort to keep parents informed of school events and news, Assumption Catholic School staff will use all usual channels of communication. The school will use FACTS parent alerts to pass along information. Homeroom teachers will send home a weekly message to communicate class news. Teachers are willing to schedule parent meetings before and after school with a prior appointment.

CONTROVERSIAL ISSUES

Catholic school personnel have the obligation of teaching and advocating Catholic doctrine, which is contained in *The Catechism of the Catholic Church* or in other authentic teaching documents of the Catholic Church, when this doctrine is relevant to any controversial issue being considered. (#4300)

DETENTION

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with written notification of the detention or called. The day, date, and time of the detention are at the discretion of the principal. Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.

ELEMENTARY SCHOOL PROMOTION AND RETENTION

Students will only be promoted when they have demonstrated mastery of skills taught in their current grade. Credit for courses will not be given solely on the basis of class attendance. Should a student not pass key academic subjects, the teacher may recommend retention in the best interest of the student. Excessive absences and/or tardies may be cause for retention or withdrawal. A final decision will be made following a conference between the teacher, parents, and principal. The final decision regarding retention is the responsibility of the principal in consultation with the teacher(s). (#4420)

GRADING SCALE

For grades Pre-kindergarten through 2nd, grade level expectations of performance are based on the curriculum guidelines of the Archdiocese of Denver for that specific grade and subject. Academic grades are based solely on scholastic achievement. Report cards, standardized test scores, and conferences will provide parents with tangible evidence of student progress. Credit may or may not be given for work completed during unexcused absences or suspensions. Teachers will confer with parents about the progress of individual students. Parents are always encouraged to contact their child's teacher with any concerns about grades or test scores. (#4400)

Pre-K through 2nd Grade

4	exceeds expectations
3	meets expectations
2	beginning to meet expectations
1	not yet meeting expectations

3rd through 8th Grade

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

GRADUATION

Assumption Catholic School will hold a graduation ceremony for 8th grade students near the end of the school year. All school obligations must be met for a student to graduate from Assumption. (#2460)

HOMEWORK

Homework is part of our academic program and is at no point to be considered optional. The homework plan is designed to allow for a balanced amount of homework in those subject areas in which there is normally the greatest need. Please consult your child's teacher for a detailed explanation of their homework policy. A general rule for homework is about 10 minutes per night for each grade they are in, so 4th grade would be about 40 minutes. If you are concerned about the time your child spends on homework, please reach out to your child's teacher. Parents are asked to communicate with the teacher if a student is unable to complete homework due to family obligations or other circumstances. (#4130)

LENGTH OF SCHOOL DAY

Instructional time on all regular school days in the Archdiocese will be a minimum of 6.0 hours. Assumption's school day is from 8:00am-3:15pm. (#2610)



DAILY MASS ATTENDANCE

The Eucharistic Sacrifice of the Mass is the source and summit of our school's daily life! 3rd through 8th grades attend Mass at 8:15 am Tuesday-Friday. On Thursday's Pre-K through 8th graders attend. Parents and family members are welcomed to attend Mass with the school as often as they can. Students must sit with their class and not with parents.

PARENT-TEACHER CONFERENCES

Conferences will be held in the Fall and in the Spring. Conferences are student contact days; students must be in attendance. Report cards will be distributed by email at the conclusion of each trimester. Each student will receive progress reports throughout the year. Parents may schedule additional conferences with a teacher or principal at mutually agreed upon times. (#4400, #4410)

PROBATION

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be re-assessed. Students whose average is an F in any core class will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of C (70% or higher). Students who are not benefiting from the academic program of our school will be withdrawn in accordance with Archdiocesan Policies.

PROGRAMS

Assumption offers basic core classes as well as the following specials: Music, Art, and PE. All academic programs meet the goals, objectives, and accountability matrix and mandatory study/curriculum guidelines provided by the Office of Catholic Schools within the Archdiocese of Denver. The curriculum standards are found on the Archdiocese of Denver Catholic Schools website. (#4000)

RECESS

Recess breaks are generally held outside and students should plan for outdoor recess daily. Precipitation, wind speed, and low temperatures can cause recess breaks to be held inside. We will shorten recess if necessary but will always try to go outside for some time unless it is not safe to do so. Parents must ensure that their child/ren are properly dressed to go outside each day. Exceptions will only be made with a parent's note.

SACRAMENTAL PREPARATION

The school provides a sacramental preparation program for students who are in the second and third grades so as to be in alignment with the restored order of the Sacraments of Christian Initiation. All students must be baptized to receive the Sacrament of Penance in 2nd grade, and First Holy Communion and Confirmation in 3rd grade. Students that transfer into Assumption and are in grades 4th- 8th should plan to participate in the sacramental preparation program at their home parish. Students will participate in retreats for the sacraments; parents of Catholic students are required to be active partners in the preparation of their children for these sacraments and must attend retreats with their children.

TESTING

Assumption employs a variety of testing measures to provide data for student support and instructional design. PreK uses Brigance, while K-8th is assessed using the STAR test. Grades 3-8 also take the ARK test on Catholic doctrine. Other testing platforms may be employed at the principal's discretion. These results are best used to compare an individual student's progress over time, and will be shared with parents throughout the year. It is an Archdiocesan policy that scores not be released to the wider community for recruitment or public relations purposes. (#4430)

TEXTBOOKS

Student textbooks and workbooks will be purchased by the school. All students assume full responsibility for the books issued to them. In case of lost, damaged, or completely destroyed books, the student will be held accountable for the cost of purchasing a new book. (#4020)

PROFESSIONAL DEVELOPMENT

Teachers and staff participate in required and regular professional development programs on both Archdiocesan and local levels. These dates/times will be published on the yearly calendar and in weekly newsletters.

HEALTH

ACCIDENT/ILLNESS WHILE AT SCHOOL

Parents will be contacted if a child becomes seriously ill or injured. A record will be kept of all major accidents which occur on the property. Minor injuries (scrapes, bumps, etc) may not warrant an immediate call home. Emergency cards which list physician/emergency treatment centers must be completed yearly and kept updated by parents. The school reserves the right to act as deemed necessary by the principal or principal's designee in a life-threatening situation. When a child is seriously ill or injured, the parents must make arrangements to come and pick up the child. (#2220)

ALLERGIES TO FOOD

Assumption School recognizes that life threatening food allergies affect many school children. In order to minimize the incidence of life-threatening allergic reactions, Assumption School will maintain a system wide procedure for addressing life-threatening allergic reactions and maintain an Emergency Action Plan for any student whose parent/guardian, and physician have informed the school in writing that the student has a potentially life threatening allergy. In an effort to make Assumption Catholic School a safer environment for all students, the school will make an effort to educate teachers, parents/guardians and students regarding food allergies of classmates. Teachers are asked to be aware of food allergies in their classroom and make an effort to keep such foods away from students with specific food allergies. Parents/guardians must help the school by educating their child not to accept food that may harm them.

In the event of a suspected allergic reaction (where there is no known allergic history), emergency medical services will be called immediately. All teachers and substitutes will be educated about the risk of food allergies. Information will be kept about students' food allergies in the classroom and in the substitute

emergency folder, accessible by teachers, substitutes or other responsible adults. Tables will be washed with soap and water following any food related events held in the classroom. Proper handwashing techniques will be taught and encouraged before and after handling/consumption of food. **Lunch:** Students bringing cold lunch should be made aware not to share food. **Parties:** Room parents are encouraged to provide food for every student in the classroom, avoiding foods that classmates are allergic to so that each student can participate and enjoy the party. If a child has a severe food allergy, parents/guardians should provide snacks for their child.

ASTHMA MEDICATION

Immediate access to reliever inhalers is vital. Parents are asked to provide a labeled spare inhaler for the office. All inhalers must be labeled with the child's name by the parent. The school does all that it can to ensure the school environment is favorable to children with asthma: as far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

CERTIFICATE OF IMMUNIZATION

All Archdiocesan schools comply with Colorado law which states that no child may attend school unless such child can present a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health. Requests for exemption will be granted only in accordance with Colorado law. Forms provided by the CO Department of Health shall be kept on file and available for review. (#2080)

CHILD ABUSE

Colorado law requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency. All teachers and school staff are by law and conscience required to report all forms of suspected abuse. Employees who make a report of suspected child abuse in good faith while performing their official duties in response to such a report shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed. All information pertaining to the matter will be kept confidential. In cases where suspected abuse involves parish or school personnel, the procedure for reporting is outlined in the Archdiocesan Code of Conduct. (#2200).

COMMUNICABLE DISEASES

Any student, teacher or other staff member having a communicable disease will be dealt with on a case by-case basis. In all cases due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. Information will be conveyed on a need to know basis only. Where required by law, the school will report a communicable disease to the Adams County Health Department. Identities of students are always protected, but where appropriate, information for the common good is shared. Parents are always asked to err on the side of caution and avoid sending a sick child to school, especially if the child has a fever, is vomiting, or has diarrhea. Parents are asked to review proper hygiene with their child/ren, to promote general health and wellness in the school and to prevent the spread of infection and disease. (#1400)

CONCUSSION GUIDELINES

Sports and physical activity are a great way for children and teens to stay healthy and grow in virtue. Medical researchers have discovered that young athletes, especially children and teens, don't often recognize their own limitations; especially when they have a concussion. All teachers, and coaches are required to complete the on-line concussion-training course approved by the Office of Catholic Schools. Specific guidelines outlined by the Center for Disease Control and Prevention will be followed in the event that any student experiences a bump or blow to the head or body. (#2190)

HEAD LICE

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness

in the home or school has nothing to do with getting head lice. The head louse is a parasitic insect that can be found on the head, and at times, the eyebrows, and eyelashes of people. Head lice feed on human blood several times a day, live close to the human scalp and are found worldwide. Head lice move by crawling; they cannot hop or fly. They are spread by direct contact with the hair of an infected person. Anyone who comes in head-to-head contact with clothing (hats, scarves, coats) or other personal items (combs, brushes or towels) used by an infested person is a means of spreading head lice. The principal will determine what will work best for the treatment procedures and control of the infestation of head lice at Assumption Catholic School. (#1420)

Process

- A) If Assumption School is not sure if a student has head lice, the diagnosis should be made by the family's health care provider or other person trained to identify live head lice.
- B) Assumption School will notify school families when a case of head lice occurs in a classroom reminding parents/guardians to check their child's hair.
- C) If head lice are found in several students in one classroom or in more than one classroom, all students will be respectfully examined by trained personnel.

MEDICATIONS

Parents of children with severe allergies or other conditions requiring medications must sign the Medical Release Form each year. Assumption cannot guarantee an allergy-free environment, and asks parents to ensure that emergency medication is available at school. If a child needs to take medication at school, parents must submit a written request to the office to provide the medication, along with written orders from an authorized prescriber. Medication must be brought to school in the container appropriately labeled by a pharmacy or authorized prescriber. If a student has a condition that requires medication on an emergency basis, the family is asked to provide the school with all necessary information to administer medicine/carry out medical procedures. Students are not allowed to take any over-the-counter medicine (including cough drops) without a doctor's orders. Parents are welcome to come to Assumption and administer/provide medication (including aspirin, cough drops, etc) to their child as needed. It is imperative the proper information be provided on the annual Emergency Information Card. Please do not send a sick (i.e. fever or severely coughing) child to school because of the risk of illness to others. If your child becomes ill during the school day, he/she will be made as comfortable as possible until arrangements can be made with parents or guardians to pick them up. (#2240)

SCHOOL POLICIES

ADMISSION TO ASSUMPTION

All students are admitted for the period of one academic year. Each spring, families will receive registration materials to enroll for the following year. Registration may be denied-or revoked- by the school for the following reasons: late payment of tuition (beyond 60 days), student conduct, parent conduct, or student's failure to make reasonable progress in the academic program. All students applying for the first time must complete an application and may be asked to submit transcripts, including discipline records, and demonstrate willingness and potential for reasonable academic success. All Catholic preschools, elementary schools, and Archdiocesan high schools are open to families and students who sincerely seek a Catholic education and meet the requirements as delineated in Admission Policy below. As such, all Catholic schools in the Archdiocese of Denver, at the choosing and approval of the pastor, principal, and superintendent, may enroll both full-time and limited- status students. Limited-status students are not eligible to earn diplomas. Currently both Assumption preschool and K-8th program are for full-time students only. (#2020)

Assumption accepts students who meet age and ability requirements. Admission to Assumption Catholic School, requires the parent/guardian and students to agree to the school's philosophy and agree to abide by the educational policies and regulations of the school and Archdiocese. Students are re-admitted on a year-to-year basis. Admission is based upon timely and complete payment of tuition, cooperation with the school, adherence to the Domestic Church Handbook requirements, a contribution of time to volunteering at the school, and participation in major fund-raisers sponsored by the school. Only students who have a reasonable hope of successfully completing Assumption Catholic School's program may be admitted. Children of other faiths are welcome at Assumption. All children participate in all programs offered within the curriculum. All students attend and participate in weekly Mass. (#2000)

APPEALS PROCESS

The Archdiocese has in place a due process for appeals, with the philosophy to resolve difficulties directly with the parties involved. Parents with an issue should first go to the teacher, then to the principal, then to the pastor and only after discussions at each of these levels should the Archdiocese be contacted. Parents should feel free to contact the school at any time. The faculty will make every effort to keep parents informed concerning their child's progress. Parents should use the student information system or school email addresses when contacting teachers. (#1500)

ATTENDANCE

State law requires that children attend school to the age of sixteen. Once a child's total unexcused absences reach 5 days (one entire week of instruction), the principal will request a meeting with the parents to discuss the matter. Family vacations are not considered excused absences, and are highly discouraged during the school year.

When students are to miss school for any reason, it is expected that parents call to report by 8:30 am. If we do not receive a parent phone call your child will receive a non-excused absence. Students missing more than 25 days in a year (except for severe illness) cannot be promoted. The responsibility for compliance with this law belongs to the parents. Excessive tardy (after 8:05 a.m.) problems fall under the mandatory attendance laws and are considered serious at Assumption. Students who are frequently absent or tardy will be given consequences and if the problem does not improve, will be placed on an attendance improvement plan. Poor attendance and frequent tardies can result in a student being withdrawn from the school. (#2120)

BACKGROUND INVESTIGATIONS

All regularly scheduled school volunteers are subject to a background check through the Colorado Bureau of Investigation. If any part of the report needs review, the pastor will decide if any further action is necessary or if the person is allowed to volunteer. (#3140)

CHILD CUSTODY

Custodial parents/ legal guardians are recognized by the school as the primary decision maker for their children. Legal documentation regarding custody and visitation must be provided to the school by the custodial parents/legal guardian at the time of registration each year and updated with any changes. It is a parents' responsibility to ensure that all school documents reflect current custodial agreements. In exceptional circumstances a parent may call in to say that someone who is not listed on the Emergency Card will be picking their child/en up. In a case such as this, that person must come to the school office and they will be required to show their Driver License or some other form of legal, acceptable documentation matching the name given by the parent over the phone or may be asked to provide legal documentation in the school carline. (#2140)

CO-CURRICULAR PROGRAMS

Co-curricular programs (clubs) which complement the academic program or mission of the school can be formed provided they can be adequately staffed, coached and supervised. Ultimately, all groups or clubs at the school must advance the Catholic mission of the Parish/School and never serve to contradict the Church's mission or teachings. (#4180, #2700)

CONCEAL CARRY

Firearms are prohibited at Assumption Catholic School. Pursuant to Colorado law CRS 18-12-105.5(1), all school administrators, teachers, and staff are prohibited from possessing firearms on school premises at all times, even if the individual possesses a permit to carry firearms. Exceptions are granted only for staff for whom it is within the scope of their job to carry a firearm (e.g. licensed and trained security guards). (#3450)

CONTACT WITH STUDENTS DURING SCHOOL HOURS

Persons (other than custodial parents/legal guardians), agencies or organizations desiring to contact individual students during the school day must first receive permission from the principal/director. If contact is sought by a police officer or Social Service personnel, the principal shall contact parents *unless* directed not to by these individuals. The principal will never allow students to be alone with anyone who is not a legal guardian, school employee, or registered school volunteer. This includes the following: Visitors, law enforcement officers, Social Services workers, medical or counseling professionals who are not employed by the school. (This does not apply to parent-authorized contact for academic/diagnostic/tutorial purposes.) (#2280)

DISCIPLINE

All students are expected to follow all policies of Assumption Catholic School. Students must treat other students, teachers, parents/guardians, and school property with respect. Any behavior which is deemed to be detrimental to the welfare, safety, and orderly operation of the activities and events at Assumption Catholic School, will be cause for appropriate discipline. Discipline will range from discussions with the student, parent/guardian involvement, administrative involvement, detentions, suspension, and expulsion. Any after school detention must be pre-arranged with complete understanding of the parent/guardian. More serious issues will be recorded in the student's file. (#2500)

E-MAIL, CELL PHONE, AND INTERNET USE

All electronic communications to and from any Archdiocesan school shall reflect the principles upon which the school is founded, in support of its mission, Catholic identity and educational goals. All electronic devices at the school are school property. The school and/or the Office of Catholic Schools reserve the right to monitor and view emails sent from or to the school and/or Internet sites accessed on school computers. Engagement in online for a such as, but not limited to Facebook®, Twitter®, Instagram®, TikTok®, texts, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, or the parish. Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. (#4030)

EXPULSION

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort: (a) after all other efforts of motivation and counseling have failed or (b) where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or (c) as set forth in Archdiocesan Policy #2660 (Student Withdrawal on Grounds of Parental Behavior). At ACS, the following behaviors qualify for consideration of a student's expulsion: bullying or cyberbullying, cheating/plagiarism, defamation of character, harassment, sexting, making threats, possession of weapons, alcohol, or illegal drugs. Final decision for student expulsion rests with the principal. (#2600)

FIELD TRIPS

Students will be encouraged to take field trips that are planned by the teacher and relate to the child's course of study. The students must follow all school policies while out of the building. Students must have a signed permission slip from their parents to attend a field trip. Any child with discipline infractions, or severe academic concerns may be excluded from field trip opportunities. Any parent attending a field trip must have completed the "Safe Environment Training" and passed a Background Check. Parents driving for field trips are also asked to complete a Defensive Driving course and observe all policies set out by the Archdiocese of Denver and turn in all required paperwork. Drivers must have a copy of their insurance and driver's license on file in the school office. Buses are sometimes used for off campus trips. However, when buses are not available, we depend on parent transportation. In this situation, all children must have access to and wear seatbelts. All accidents must be reported and there are no unauthorized "side trips" for treats, etc. without prior authorization by the supervising teacher. On overnights, if a child misbehaves, parents will be notified and required to take the child home immediately. In order to participate in a school day field trip, a child must report to school that day. (#4340)

FINANCIAL

2025-2026 Tuition (plus \$100 Enrollment Fee)

K-8 Affiliated Catholics: \$6,00 PreK Affiliated – 5 day: \$6,750 K-8 Unaffiliated or non-Catholic: \$7,250 PreK
Unaffiliated or non-Catholic: \$8,000

Multi-Child Discount (dependent of same family)

2nd Child \$300 off tuition

3rd Child \$600 off tuition

4th Child \$900 off tuition

According to Archdiocesan policy, parishes which have children enrolled in Catholic schools need to verify their affiliation each year in order for families to receive the affiliated tuition rate. Pastors have final authority over the decision to verify affiliation. All families must sign a school tuition contract when registering each year. All school families are asked to use FACTS management for their tuition payment. Information for the program can be found in the school office.

Students whose families have outstanding tuition balances will not be permitted to register for the next school year until obligations are met. Delinquent accounts will require a consultation with the principal, and may result in withdrawal from the school. Any returned checks to the school or the church will be charged a \$25.00 returned check fee. All tuition obligations must be paid before an 8th grader may participate in the graduation ceremony.

Parents have two options for paying tuition: A) Pay in full by June 30 of the summer before the start of the school year and receive a 10% discount per family or B) Payment through automatic withdrawal monthly, through FACTS. Students who leave Assumption with balances owing will not be permitted to enroll in another Catholic school in the Archdiocese. (#5020)

FUNDRAISING PROJECTS

No organization or individual may promote a fundraising project in the school's name without prior approval of the principal. (#5040)

Unless previously designated and approved by the principal, pastor and/or superintendent, all funds raised on behalf of the school or its activities are ultimately used at the discretion of the principal, pastor and/or

superintendent. (#5050)

INAPPROPRIATE STUDENT-TO-STUDENT INTERACTION

Each individual has a right to be afforded dignity and respect as a child of God; as such a Catholic school can do no less than take steps to ensure this. *It is important to note that not every incident between students is harassment or bullying, and as such will be dealt with on a case-by-case basis.* Harassment and bullying will not be tolerated at Assumption Catholic School, and incidences should be reported **in a timely fashion** to a teacher or the administration. Once an incident has been reported, the teacher and/or administrator will speak to all parties involved, inform the pastor, and if necessary, consult with the Archdiocese of Denver, Office of Catholic Schools. Archdiocesan Policy #2610 prohibits any verbal, physical, visual or electronic conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

The following behaviors will result in a conference with the parents and student and could lead to suspension or expulsion: Defamation of character, sexting, cyber-bullying, or harassment in person or via cell phones, texting, Facebook, Instagram, Snapchat or any other social media sites. (#2610)

Categories of Inappropriate Behaviors

- A) **Harassment.** Harassment is defined as *any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.*
- B) **Bullying.** Bullying is defined as *a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements – imbalance of power; intent to harm; threat of further aggression.*
- C) **Teasing.** Teasing behaviors - while needing to be addressed by school officials - do not constitute bullying or harassment and the interventions and consequences are of another level. All students engaging in teasing will be encouraged to remember the behavior norms of students at Assumption School, to apologize for any offense caused, and to provide restitution where appropriate.
- D) **Sexting.** Sexting is sending, receiving, or forwarding immodest, suggestive, enticing, and/or sexually explicit messages, photographs, or images, primarily between mobile phones, of oneself to others. Sexting has become more common with the rise in camera phones and smartphones with Internet access that can be used to send explicit photographs as well as messages. It may also include the use of a computer or any digital device.

INSPECTIONS AND RELATED REPORTS

The school will participate in all inspection programs required by the city, county, state, and federal government that are appropriate for a preschool and a school. All inspections will be maintained at required levels. All inspection reports will be on file at the parish office. All inspection reports that require posting will be posted in appropriate places.

LIABILITY INSURANCE

Each parish, mission, educational, charitable and religious institution, under the control of the Archbishop, is covered by Commercial General Liability. Coverage is extended to include clergy, employees and volunteers, while acting in the scope of their duties for the Archdiocese. Injuries resulting from student accidents are not covered under the medical payments features. It is assumed that parents/guardians are providing accident and

health insurance.

LOST PROPERTY

Students assume responsibility not only for personal possession, but for those items issued to them by the school. Students are encouraged to report any missing items to their teacher or school office. Parents should mark their child's name or initials on the inside of clothes, backpacks, lunch bags, and other personal property. At the end of each trimester any unclaimed items will be donated.

MEDIA

Student/family information is not shared outside the school community. The parent/guardian must grant permission to use the name, likeness, whether in still, motion pictures, audio or videotape, photographs and/or other reproductions of a student, including voice and features with or without the name of the students for any promotional purposes involving the Archdiocese of Denver or school or other publications. All families must sign a media release form giving the school permission to use images in its marketing platforms. (#2350)

OBJECTS NOT ALLOWED ON SCHOOL GROUNDS

In an effort to keep all students safe, some items are prohibited at Assumption Catholic School, including but not limited to: Weapons, or items that can be construed as a weapon, or any form of illegal drug including, but not limited to alcohol, and marijuana, are prohibited on school grounds. Expulsion is mandatory for deadly weapon possession and/or use in accordance with state and federal law. Students are not to bring technology devices, smart watches, Ipods, music players, Ipad, airpods, etc., without the teacher or principal's permission. The school is not responsible for the care or safety of any personal items brought to school. The school reserves the right to limit at any time additional items which become problematic. **Cell phones may not be brought to campus. Smart watches are also not allowed.** Exceptions are only to be made by the Principal after consultation with a family around the verified need for a student to have a cell phone at school. In these cases, the phones will be kept in a locked phone box at the start of the school day and released to the student at pickup (#2621)

OFF CAMPUS MISCONDUCT

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community. Intervention may include, but are not limited to—required private assessment and counseling; detention, suspension, or expulsion; removal from participation in school sports, activities, class trips, and graduation ceremonies.

POLITICAL ISSUES

The teaching of political matters should evoke faithful citizenship, an obligation to study the issues and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents, and students in the building, in the name of the school or during school-sponsored activities. The posting of political materials is prohibited in the school. (#4310)

PROBATION

All students who transfer from another school are considered on probation until a determination is made that the student will be successful at Assumption Catholic School. Furthermore, any student can be placed on academic or disciplinary probation with specific terms and conditions for continuing beyond the probationary period. Any questions concerning probation should be brought to the attention of the principal. (#2520)

SAFE ENVIRONMENT TRAINING

This training is required by the Archdiocese for all staff and volunteers of the school and parish. Anyone who attends a student field trip, whether in the capacity of a chaperone or not, drives students other than their own child/relative on a field trip, or volunteers in or around the school in any capacity where students may be present must complete and have on file with the school: a copy of their certificate for completing the Safe Environment Training, a Volunteer Hold Harmless Agreement, have completed a Background check through Assumption School/parish and in addition if driving students, a Volunteer Driver's Agreement, and a copy of their current, valid Driver's License and proof of insurance. A copy of the completed volunteer application, together with a copy of the results of the background check, shall be kept in a confidential file at the local school or parish. (#3140).

SAFETY AND EMERGENCY PROCEDURES

A copy of the school safety plan can be found in the office and each classroom. All exterior doors are locked each day, and all visitors are required to sign in at the school office. The school also utilizes security cameras in and outside the building. All students, staff, and visitors should expect to be seen on the cameras while in or outside the building. Safety drills including but not limited to: fire, tornado, evacuation, and lockdown will be reviewed, practiced, and logged each year. In the event of a building evacuation, students and faculty will move to James Nursery at 7900 York St. Parents will be notified via media outlets, email, and other communication channels to pick up students at this location. In the event of a police ordered evacuation, students may be bussed to another location in the city. Parents will be expected to follow reunification procedures and all directives given by local law enforcement. Parents must bring a driver license to pick up his/her child following an evacuation due to a threat or crisis. (#1300)

SEARCHES OF STUDENTS AT SCHOOL

The principal, pastor, or the Office of Catholic Schools may conduct a search of the school, including cubbies and desks. School searches must be reasonable and related to the school official's responsibilities. A student assigned a cubbie or desk has use of, but not proprietary right to the property. School cubbies and desks belong to the school, not the student. Inspection of personal property e.g. pockets, handbags, backpacks, book bags, etc. will be made in the presence of the student, and in the presence of at least two school officials. If a student refuses a search, parents will be contacted immediately. (#2300)

SNOW DAYS OR CLOSURE DUE TO FACILITY CONDITIONS

At times, school will be closed due to bad weather or facility conditions. Information will also be posted through the FACTS Student Information System and on the school's Facebook account. Parents may use their own discretion when making weather related decisions for their children. If you feel that conditions are too hazardous, you may choose not to bring your child to school, or may pick your child up early. Students that stay home when school is in session are responsible for any missed work. In lieu of missing an entire day, if it appears that opening for a shorter length of school day, late start, early dismissal, helps us travel more safely, then a shorter day may be called. If closures exceed a reasonable number of days, the Office of Catholic Schools may require that days be added to the calendar in order to maintain the level of instruction. (#1270)

SOCIAL ACTIVITIES

School sponsored groups, clubs, and social activities may only be held with the approval of the principal and in accordance with archdiocesan guidelines. These must be adequately supervised by staff and parents. (#2700, #2710)

STUDENT DIRECTORY

Written permission for publication of student directory information must be secured from parents. Names and addresses of students and faculty shall not be made available to anyone outside the school. (#2340)

STUDENT PERMANENT RECORDS

Permanent records shall be kept for individual students in accordance with the regulations of the Office of Catholic Schools (Appendix II, Safeguarding of Documentation and Archives – Record Retention). All Archdiocesan schools shall use the official cumulative record form as designated by the Office of Catholic Schools. Details on access to and release of student permanent records are outlined in archdiocesan policy. No records will be sent to transferring schools of students whose financial commitment is in arrears. Parents/guardians are requested to notify the school office in writing to make changes of address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. (#2320)

STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for the action of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be required to remove their students from the school for the following reasons:

- 1.) Refusal to cooperate with school personnel
- 2.) Refusal to adhere to Archdiocesan or local policies and regulations
- 3.) Interference in matter of school administration or discipline
- 4.) Public rejection of the laws, norms, and teachings of the Catholic Church.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. If such an effort does not correct the situation, the principal may recommend to the parents that they withdraw their child only after appropriate consultation with the pastor and the Superintendent of Catholic Schools. Documentation of all consultation with the parents on the matter must be retained on file. If parents refuse to accept the recommended withdrawal, the procedures for expulsion shall be followed. Registration for the following school year may be denied on the basis of this policy, but is not limited to the actions specified herein. (#2660)

STUDENTS UNDER COURT ORDER

The Archdiocese of Denver has a policy stating that students who have been arrested for a felony or misdemeanor may not attend classes until notification of the disposition of the charge. (#2580)

SUSPENSION

Only the principal, the pastor and the Office of Catholic Schools have the authority to suspend a student. A suspension can be no more than five (5) school days. Parents/guardians must be informed before suspension begins and a conference shall be held with appropriate parties. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students will not be allowed to attend or perform in school activities. Students must complete all class work and tests from the days of suspension. Schoolwork may be done during suspension. (#2560)

TECHNOLOGY AND RESPONSIBLE USE

Students in each classroom have access to school-owned mobile devices (iPads or Chromebooks), which teachers and support staff may integrate into classroom activities and lessons on a regular basis. Students will be trained in the respectful and responsible use of these devices; at the beginning of the academic year, the school will assign each student a specific device which they will use for the entire school year. These devices are not to be used outside of the classroom except by specific teacher instruction and permission. These devices also are not to be taken home or leave school property at any time. All parents (and students, as age-appropriate) will sign technology use agreements at the beginning of the school year. These agreements will specify expectations for respectful and responsible use of mobile devices and include fees to be applied for repair or replacement of devices due to student-caused damage.

TELEPHONES

Assumption has phones in every classroom. Students may not use the phone unless given permission from a

faculty member. If a student needs to call home due to illness, the school office will call for that student. Students should never use personal cell phones during the school day.

THREAT ASSESSMENTS

The purpose of this policy is to establish guidelines for the prevention of general violence in the Catholic schools. The Archdiocese of Denver prohibits threats and acts of violence on parish/school property, within parish/school facilities, at any parish/school sponsored events, while engaged in any educational or athletic activities, and while traveling in parish/school vehicles. Prohibited conduct includes, but is not limited to:

- A. Injuring another person physically
- B. Engaging in behavior that creates a reasonable fear of injury to self or others
- C. Engaging in behavior that would subject a reasonable person to extreme emotional distress
- D. Possessing, brandishing, or using a weapon while on school premises
- E. Intentionally damaging property
- F. Threatening to injure an individual, oneself, or to damage property
- G. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment
- H. Retaliating against any employee or student who, in good faith, reports a violation of this policy

Students who violate this policy will be subject to disciplinary action. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of enrollment, to participate in mental health evaluations as part of a threat assessment process and receive approval from the mental health evaluator that they are not a risk to themselves or others. (#1320)

TOBACCO, E-CIGARETTES, ALCOHOL AND OTHER DRUGS

Student possession and/or use of tobacco or e-cigarettes, possession, use, being under the influence of alcohol or illicit drugs are prohibited on school premises and at all school-sponsored activities. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs may result in expulsion from the school and notification of the proper authorities. (#2620)

TUITION ASSISTANCE

Any families requiring tuition assistance will be encouraged to apply for scholarship programs each spring during the registration window. Each scholarship agency has additional requirements that families and students must meet in order to remain eligible each year. All families are expected to pay tuition and participate in school fundraising activities.

TUTORING POLICY

Teacher recommendation for tutoring must be approved by the principal. No teacher may accept private pay for tutoring a pupil from his/her class during the academic year. In rare instances an exception may be sanctioned by the principal. (#3600)

UNIFORM CODE

All students are required to abide by the school uniform code, which is published and distributed annually prior to the start of school. See the website for the latest version of this code.

USE OF THE BUILDING

With prior approval of the pastor, prior scheduling, and proper insurance, outside groups may use the school building provided their purpose is compatible with the school and parish's mission. (#5070)

USE OF NAME

Faculty members, staff, students, parents, and parish members may use or authorize the use of school name,

logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the principal and/or pastor. (#1050)

VISITING SCHOOL/OBSERVING CLASSES

Visitors are welcome at the principal's discretion and must not be a distraction from the learning environment. For the safety of the students and staff and fidelity to the educational program, visitors (including parents) may be denied entrance to the school. All visitors without exception must sign in and receive a visitor's badge from the front office.

VOLUNTEER HOURS

To help keep tuition as low as possible, it is the obligation of each family to contribute **25 hours** of service to the school/parish each year. In order to perform service at the school/parish, all adult volunteers must have completed the Virtus Safe Environment Training, and submit information for a Background Check. The school will keep parents informed of volunteer opportunities. (#5090)

WEAPONS IN SCHOOL

Possession and Definition:

- A. Possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel with the school community. Possession is defined as having physical possession of a deadly weapon/weapon/facsimile, or the deadly weapon/weapon/facsimile being under the control of a student whether it be in a car, locker, backpack, or other location, under the control of or belonging to the student while on the school grounds and/or participating in a school-sponsored activity.
- B. Carrying, bringing, using or possessing a deadly weapon/weapons/facsimile on school grounds, when being transported in vehicles to/from a Catholic school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connections to school or any school-sponsored event without the authorization of the school is prohibited.
- C. A deadly weapon/weapon/facsimile is defined as:
 1. A firearm, whether loaded or unloaded.
 2. Any pellet, gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
 3. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
 4. Any object, device, instrument, material, or substance – whether animate or inanimate – used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, nunchakus, spring gun, throwing star, bludgeon, brass knuckles or artificial knuckles of any kind.

Mandatory Expulsion

- A. Expulsion is mandatory for deadly weapon possession and/or use in accordance with state and federal law.
- B. The principal, upon consultation with the pastor and the Superintendent, shall initiate expulsion proceedings as outlined in *Expulsion, Policy 2600* for any students who carry, bring, use or possess a deadly weapon/weapon/facsimile.
- C. Expulsion shall be for no less than one full calendar year for a student who was determined to have

brought a deadly weapon/weapon/ facsimile to school or a school-sponsored activity. (#2621)

WITHDRAWAL

After the school has made attempts to meet their individual needs, students clearly unable to profit from Assumption by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from school. If a parent withdraws a student during the course of an academic year; the parent must complete a withdrawal form in the school office. Parents are assessed tuition until the withdrawal papers are signed. Parents may still be obligated for the full tuition for the year – see Tuition Contract. (#2630) NB: Per Policy #2660 students may be forced to withdraw due to parental behavior.

SCHOOL PROGRAMS

ATHLETICS

The sports program is a source of unity and pride for our school. It is the responsibility of all involved (school administration, athletic director, student participants, parents and coaches) to ensure a positive and quality program. The teaching of basic skills, good sportsmanship and positive attitudes is essential to a quality sports program. Students who participate in the sports program are to be encouraged and instructed to work to the best of their abilities.

All athletic programs participate in the Catholic Schools Athletic League (CSAL). CSAL is designed, “to contribute to the mission of the Catholic Schools, and to the health, well-being, citizenship and character development of the youth of the League.” Each participant is expected to display Christian principles of fair play, courtesy, self-control and sportsmanship. These principles shall not be sacrificed in the desire to win. Basic to this is the duty of the host school at any athletic contest to take every possible measure to assure courteous, friendly and fair treatment of visiting players, school officials, spectators and game officials. (CSAL by-laws, Article 1) Coaches will be responsible for ensuring that each rostered player has equitable play time if they have met practice responsibilities and are not losing time due to discipline. (<https://www.csaldenver.org/>)

At least one parent from each family who has a child in 2nd- 8th grades participating in any sport must have completed the Play Like A Champion parent training **before** the start of the season. This is a one time commitment. If parents do not complete the training their child/ren will not be allowed to participate. The athletic director is the liaison between the sports programs and the school administration. The athletic director is responsible for the smooth running of the program, coaches, facilities, scheduling, fee collections, and resolving problems. Parents are encouraged to read the Athletic Handbook for more information on the athletic program. All students will be required to complete the physical exams necessary for participation in extracurricular athletics.

BEFORE/AFTER SCHOOL CARE

Students may be dropped off at 7:30 a.m. at the front door if the parent needs to get to work. All other students will be dropped off at the cafeteria door. Cafeteria doors will open at 7:45 a.m. for students to come to the gym to wait for the morning assembly.

Homework Club is available to all students after school in the cafeteria up to 45 minutes after dismissal (4:00 p.m.). If a student is not picked up at regular pickup time s/he will be sent to the cafeteria. Sports coaches and teachers may sign students out from Homework Club to practice or study hall, respectively. Parents or designated guardians will need to come to the cafeteria to sign out a student after the regular pickup period ends at 3:30 p.m..

CAFETERIA

Students may purchase hot lunch or bring their own. Lunch menus are published monthly on the FACTS SIS system and website. Milk may be purchased separately. Milk or water is included with a hot lunch. Parents may pay for lunch via the FACTS system or in the front office. If your account goes into a negative balance, you will receive a reminder phone call and/or reminder email. Accounts must be current in order for students to continue to receive hot lunch. Food brought to the cafeteria should be healthy. Students may not use the school microwave to warm food. Candy and bags of chips larger than a single serving size are not allowed. Soda or coffee based beverages are not allowed. Students may not share food due to allergy concerns.

SUPERVISION

The school assumes responsibility for supervising students from 7:45 a.m. (when students are to arrive) and dismissal through the car line beginning at 3:15 p.m. Children may not be unattended in the school building during the following times: A) prior to 7:45 a.m. and B) after 3:30 p.m. unless engaged in organized after-school activities or Homework Club. Students must be supervised at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored extracurricular activities, and at any other times during which the school accepts responsibility for supervision. Since Assumption is a partner with parents in their child's formation and in providing for their safety, the school administration may notify parents when we become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done. (#2180)

Parents must make the necessary arrangements to provide transportation to and from school. The person responsible for picking up the child needs to come through the car line to retrieve the child at the gym door. No student may wait outside the front of the school for a ride. Rideshare companies may not be used for student dropoff or pick up. Whenever a child needs to leave school prior to the end of the school day, the parent must report to the school office to sign the child out. When returning a child back to school from an appointment, the parent should return to the school office to have them signed back in.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

Assumption Catholic School provides use of the internet via a broadband provider. Assumption Catholic School filters out inappropriate sites and chat rooms to the best of its ability. Devices are intended for educational use only. Students are responsible for their behavior, actions, and communications when using any of the school's iPads, Chromebooks (and associated programs and applications), as well as other school computers and printers. They are responsible for the appropriateness and content of material they store, transmit, view, share, or publish. While many opportunities offered by the Internet are appropriate, others are unsuitable for school use. All students must abide by the following guidelines when accessing the Internet via the iPads, chromebooks, or a computer.

- A. Remember that use of the devices and the Internet is a privilege, not a right; abuse of this privilege by engaging in unethical or irresponsible activities will result in its loss.
- B. Students will only use the Internet for assigned projects and activities related to school. The student agrees never to use the Internet or the iPad, and chromebooks to access inappropriate sites, or for any activity that is considered illegal, criminal, or contrary to the teachings of the Catholic Church. Students will not use the internet to engage in any social media sites (instagram, facebook, twitter, snapchat, etc.)
- C. Students will not engage in any form of electronic correspondence unless specifically directed to do so by their teacher.
- D. Do not alter the software content of the technology. This includes deleting files, downloading programs,

and copying commercial programs. Do not tamper with any software or settings, including desktop background wallpaper.

- E. Take care of the equipment. Vandalism will result in loss of usage privileges, and damage could result in a fee for replacement of the device.
- F. Use of school Gmail accounts are for school use only. The school has the right to inspect, retain, and if necessary, disclose any information sent or received through the school IT system.

Assumption Catholic School views any off-campus misconduct regarding electronic communication and its students as a violation of school policy. Students engaging in any off-campus misconduct will be subject to the full range of school disciplinary penalties. Off-campus misconduct includes any communication that endangers the health or safety of students, or has an adverse effect on the school community or education process. In the event of violation of policies and guidelines outlined in this agreement, and school handbook, students may be subject to Temporary or Permanent loss of privilege, or Disciplinary action. In the event of damage to the iPad, Chromebooks, or computers/printers students will be financially responsible for the repair or replacement cost of the device.

Handbook Consent and Acknowledgement Form 2025-2026

We have read and do agree to abide by the policies contained in the Domestic Church Handbook, including the Technology Acceptable Use Agreement, Photographic Release, and Archdiocesan Code of Conduct. We understand each family must serve 25 hours of volunteer time for the school. We recognize that this handbook governs activities at Assumption of the Blessed Virgin Mary Catholic School (and off-campus), including but not limited to: Homework Club, Athletics, and Extra-curriculars.

We understand that nothing herein creates or is intended to create a contract with us. We acknowledge that the information contained herein is always subject to change, interpretation, and elimination by the Archdiocese of Denver and Assumption of the Blessed Virgin Mary Catholic School at its sole discretion, without notice. We understand that this Handbook supersedes and revokes all previously issued materials.

The specific Archdiocesan policies identified in this Handbook are for summaries only. For complete copies of the policies referenced, refer to the Archdiocese of Denver Office of Catholic School Administrators' Manual. In the event of any conflict between the summary and the complete policy, it is the Administrators' Manual and Code of Conduct that governs.

Parent signature_____

Parent signature_____