

**PARENT/STUDENT HANDBOOK**  
**2009-2010**

**MISSION STATEMENT OF OUR LADY OF ASSUMPTION SCHOOL**

Our Lady of the Assumption in Lynnfield, Massachusetts is a Catholic school that exists primarily for the total development of the student through spiritual growth and academic excellence. Only with the mutual support, cooperation, and encouragement of parents and faculty can the mission be fully realized in the life of the student.

In fulfilling our mission we prepare the youth at Our Lady of the Assumption School to be concerned Christians and future leaders in our changing society. In accordance with this mission, we present the following philosophy:

- Lead each student closer to God through an increase in understanding, practice, and profession of Catholic principles.
- Instill into each student a love of learning through an academic environment that stresses fulfilling potential through both independent and cooperative study.
- Foster in each student a respectful relationship with all of Creation: self, family, others, and the earth.
- Encourage each student to become an instrument of peace in the tradition of St. Francis of Assisi through prayer, simplicity, and love of neighbor.

**ADMISSION POLICY:**

New students will be admitted to Our Lady of the Assumption School in the following order:

1. Siblings
2. Parishioners
3. St. Maria Goretti Parishioners
4. Others

**ADMISSION REQUIREMENTS:**

1. Students entering OLA are required to submit birth, baptismal and health records.

2. Immunization data on the child's health record must be up to date.
3. Children entering the 3 year old preschool must be 3 yrs. old and potty-trained by September 1<sup>st</sup> of the year they begin or 4 yrs. old by September 1<sup>st</sup> to enter the 4 year old program. The children entering kindergarten must be 5 years old by September 1<sup>st</sup>.
4. New admissions require an interview, a placement test, and a copy of the most recent report card.
5. Parents/Guardians must be supportive of the school's philosophy, and cooperate with administration and staff in matters pertaining to school regulations.
6. The ability to meet financial responsibilities must be demonstrated.
7. A commitment of time must be made to the PTO and other school-related activities in accordance with guidelines established annually by the PTO and School administration.
8. Students must cooperate with school regulations and to conduct themselves in a manner befitting a learning environment and self-discipline.

**NON-DISCRIMINATORY ADMISSIONS POLICY**

1. Our Lady of the Assumption School does not discriminate on the basis of race, color or national origin.
2. Scholastic aptitude is not the sole determinant of our admission policy, however the student applying must have successfully completed the previous grade.
3. We cannot service students who need the benefits of special services.
4. Non-Catholic applicants are accepted upon their agreement, and that of their parents, to attend religion classes and religious activities conducted in the school.

**ACADEMIC AND ASSESSMENT POLICY:**

Our Lady's will administer the Stanford 10 standardized test this year to students in grades 2-8 in March.

Each member of the faculty uses several additional methods to assess individual student achievement.

Students are given age appropriate tests, midyear and end of year exams (grades 5-8), quizzes, homework and special projects. Quarterly report cards, progress reports, portfolio assessments, and parent conferences add to the evaluation process. Low test scores will not be mitigated by retesting, nor will extra credit assignments be given.

#### **AIDS:**

Our Lady of the Assumption School adheres to the Massachusetts school attendance policy with regards to Acquired Immune Deficiency Syndrome.

#### **ASBESTOS MANAGEMENT:**

Our Lady of the Assumption School has complied with Archdiocesan and state recommendations regarding the removal of all exposed and friable asbestos. A Management Plan for asbestos monitoring is on file in the school office.

#### **ATTENDANCE POLICY:**

8:00 a.m.	students are picked up from cafeteria
8:00-8:10	students prepare for first class period
*students arriving after this time are considered TARDY	
8:10 a.m.	morning prayer and announcements
8:15 a.m.	first period class begins
11:20-12:55	lunch periods and recess
2:20 p.m.	afternoon prayer and announcements prior to dismissal
2:30 p.m.	1st dismissal: bus, first floor, siblings and carpools
2:40 p.m.	2nd dismissal: second floor

#### **EARLY RELEASE:**

Dismissal for early release days will follow this procedure:

- 11:50 a.m. for first dismissal: bus, 1<sup>st</sup> floor, siblings and carpools
- 12:00 a.m. for second dismissal: 2nd floor
  - Attendance is as important on these half days as any other day.

- There is no PM Preschool or After School Program on these days.

#### **ABSENCES:**

1. Absence calls should be made to the nurse's extension before 8:30 a.m. on the day of the absence.
2. **Excused absences** are those absences that are **documented** by a note from the student's treating physician, OR are kept at home by the parent/guardian due to illness with **a note** documenting the illness upon the students return.
3. **Unexcused absences are family vacations and appointments** that are made while school is in session. The school is not responsible for providing school work prior to unexcused absences. **Parents/guardians are responsible for seeing that the student is taught any concept presented during an unexcused absence.** Students must return to school from unexcused absences prepared to take tests/quizzes missed, as well as complete class work, and homework assignments.
4. Excessive absences and/or dismissals may contribute to a drop in academic grades; result in an incomplete mark on report cards; need summer school instruction or private tutoring, or require retention.

#### **TARDINESS:**

- **Your child is tardy when he or she is not in the classroom by 8:10 a.m.** If you arrive at 8:10 or later, please drive around to Grove Street and accompany your child into the building by the front doors. **Your child will not be permitted to enter through the cafeteria doors.**
- **All parents and/or guardians and students must report to the office. YOU MUST SIGN YOUR CHILD INTO SCHOOL IN ORDER FOR THE CHILD TO ATTEND CLASS.**
- Each incidence of tardiness is entered into a child's permanent record. **Excessive tardiness will be questioned by the teacher and the administration.** Future school applications to the schools of your choice are subject to questions regarding tardiness on permanent school records.

### STUDENT DISMISSAL:

- Students who are to be dismissed early must have a note from a parent/guardian which informs the school of the reason for dismissal.
- Students will be dismissed only after parent/guardian signs the dismissal log in the nurse's office.
- Parents will be contacted by the school if dismissal is necessary due to illness. **Children who are ill may not remain in school. Please keep your children home if they complain of not feeling well before school.**
- It is the responsibility of the parent/guardian to make arrangements for someone to come and pick up the child.

### CLASSROOM VISITATION AND COMMUNICATION:

- **NO PARENT/GUARDIAN may enter the school through the cafeteria doors to deliver lunches, projects, or homework assignments to the classroom.**
- ALL VISITORS, including family/friends of students, must use the front door, report to the receptionist desk, sign in and receive a visitor pass.
- Parents/Guardians that have a **scheduled** conference with a teacher or has a child with a physical disability may accompany their child to the classroom.
- This year we will attempt to send notices via the internet. Families who do not have access to the internet will receive a paper copy.
- Teachers will meet with parents/guardians upon request. It is important that there be complete cooperation in authority between parents and teachers.
- It is important to withhold judgment on what appears to be a problem or grievance until you receive all the facts from the proper person.
- A request for an appointment with the principal may be made by phone or in writing, **only after the problem has been discussed with the classroom teacher(s).**

### FAILURE GRADE - grades 3-7

- Any child who fails any major subject(s) for the year must attend an accredited summer school or be tutored by a certified teacher for an amount of class time equal to that of an accredited summer school.
- At the end of the school/tutor period, the student must have passed the failed subject with a C(75-79) in order to be promoted.
- The certified tutor must submit the test portfolio and make-up work to the school along with a written report of the student's progress.
- Any student who fails **three or more major subjects will be retained.**

### GRADUATION/PROMOTION:

- All students have the opportunity to succeed at Our Lady's.
- Parents/guardians will be notified if a student is not meeting the grade requirements by the 3rd Quarter Report Card.
- Promotion and graduation will be granted upon the successful completion of all required subject matter.
- All financial obligations such as tuition, graduation fees, athletic fees, etc. must be fulfilled prior to graduation.

### HEALTH OFFICE:

- **No medication** will be given to a child without a signed consent form and a signed order form from a physician on file in the nurses office.
- Students who require any over the counter medication must bring in their own in the original package and with a signed order from a physician.
- Our Lady's school will not supply any over the counter medication such as Tylenol, Advil, Tums, cough drops, etc.
- All efforts should be made to medicate your child before school.

### HOMEWORK:

- Grades of projects and/or long term assignments will be penalized for each day beyond the due date.
- All students are expected to participate in class assignments, projects, and homework and to complete all assignments as required by the teachers.
- Report card grades are a combination of test marks, homework, projects, class assignments and participation.
- Homework is not a reward or a punishment. It is a necessity to **reinforce, supplement, and strengthen** skills.
- Parents should not only inquire about assignments but also help their child evaluate the quality of work they will be returning to school.
- Incomplete assignments, assignments not done, and missed assignments will affect the student's grade and effort in that academic area.
- Homework assignments should be written in the assignment book purchased from the school for grades 2-8.

The following is a guide for the amount of time an average student should spend on homework:

Grade 1 - 2	10-30 minutes
Grade 3 - 4	30-60 minutes
Grade 5 - 8	1.5-2.5 hours

### PHONE CALLS:

- Arrangements for after school activities and transportation must be made **BEFORE** coming to school in the morning. Students **WILL NOT be permitted to call home for forgotten materials, assignments or to make personal after-school activities with friends.**
- Cell phones or pagers **MUST BE TURNED OFF when in school and kept in the student's backpack.** If a student uses the cell phone without permission, it will be taken away and the parent/guardian must pick the phone up from the office.

- If you need to get a message to your child, it would be helpful to do it as early as possible in the day. Incoming or outgoing calls at dismissal time can be disruptive as this is the busiest time of the day and messages could be missed.
- **A child who is going home with someone else must bring a note to school that day.**

### SCHOOL CANCELLATIONS:

- If it becomes necessary to close the school due to severe weather or any other unforeseen circumstance, the following radio station and TV channels will be notified to make the announcements: **WBZ 1030, TV Channels 5 and 7.**
- You will receive a message via the Connect Ed system.
- In most cases, we follow the Lynnfield School Department.
- There are occasions when Our Lady's uses its own judgment regarding a late delay or cancellation.

### PARENT/VOLUNTEER SERVICES:

- Through volunteering, each family provides valuable services to Our Lady's School, which would otherwise increase the cost of operation, and in turn, cause higher tuition rates.
- Service can be provided in the following areas:

**Yard/Recess duty**

**Kitchen/Lunch Help**

**Library**

**PTO**

**Various fund raiser committees**

**Office Assistant/Photo Copier**

### TRAFFIC REGULATIONS:

- Please park in the lot assigned to your town.
- **Please STAY IN or BY YOUR CAR during dismissal. DO NOT LEAVE your car and block the movement of car lanes.**
- Teachers are on duty to cross the children. Please follow their directives.
- **No one is permitted to park in the street during dismissal times.**

- **Students WILL NOT be permitted to walk to cars before the large CROSSWALKS painted on the ground.** You must wait patiently until your car passes this line before your child can walk safely to you.
- **YOUR COOPERATION ensures the safety of ALL OUR CHILDREN.**

### DISCIPLINARY CODE

At Our Lady of the Assumption School we strive to teach the students self-discipline. We also teach that actions have consequences, some more serious than others. All students are expected to follow the directives of anyone in charge, whether it is a teacher or another designated adult, and to respond with courtesy. By law we are obligated to address any issues of harassment or bullying that we are made aware of. Classroom discipline is the responsibility of the teacher and is handled at the discretion of the teacher.

### CHEATING

Honesty and integrity are the foundations of solid Christian character. These virtues are expected of all our students. Cheating on any test, quiz, homework or project will not be tolerated. A **zero** will be given and parents/guardians will be notified. Plagiarism IS CHEATING, therefore, it will be treated as such. First offenses in cheating will result in a DETENTION. Repetitive cheating will result in suspension or a more serious consequence.

### GUIDELINES OF BEHAVIOR (misbehavior may incur serious consequences)

### CAFETERIA

- **Due to the severe allergic reaction to peanuts and peanut products experienced by some of our students, OLA is a nut safe school. Peanuts and peanut products may not be brought to school under any circumstances.**

- Students are asked to enter the cafeteria quietly and orderly and to take assigned seats.
- No one should touch the food or drink of another student without the permission of the other student.
- Each student is responsible for cleaning his/her own eating area.
- **Parents are not to bring special lunches in to the cafeteria (fast foods, Wendy's, McDonalds, etc) It is unfair to the other children who can't receive these treats.**

### STUDENT

In order to maintain a proper learning environment inside the building, students are asked to exercise self-discipline and self-control in the following ways:

1. Walk so as not to disturb others.
2. Show respect for all faculty and staff.
3. Respect each individual's rights and possessions.
4. Cooperate and participate in classroom activities with a healthy attitude and self-control.
5. Walk on right side of corridors and stairways.
6. Adhere to proper uniform and dress code. (see uniforms)
7. Exhibit proper safety behavior.

### DETENTION:

The school reserves the right to issue detentions for the following offenses and may result in suspension:

1. Leaving school, classroom, or recess yard without permission.
2. Threatening, intimidating or causing bodily harm to any person; this policy includes verbal and physical bullying and harassment.
3. Use of obscene language, gestures or possession of materials of pornographic nature.
4. Refusal to obey persons in authority in the school.
5. Forging a parent/guardian signature results in an automatic zero for that particular assignment.

6. Cheating is an automatic detention and zero on that assignment.
7. Lying
8. Misbehavior in church, class, assembly or on school property.
9. Touching another student in any way.
  
10. Inappropriate behavior on class field trips.

Detentions will be held at the discretion of the teacher or principal from 2:30-3:15. Parents will be notified in writing at least one (1) day in advance. If a student is not picked up by 3:25 they will be sent to the after school program and you will be billed accordingly.

### **SCHOOL SUSPENSIONS:**

Suspensions are issued for:

1. Deliberate insubordination
2. Bullying or fighting in class or on school grounds
3. Leaving school property without permission
4. Stealing (restitution of the property stolen or monetary equivalent will be expected)
5. Truancy
6. Persistent violation of school rules
7. Deliberate destruction of school property (monetary restitution for the damage will be expected.
8. Smoking - any student caught by school personnel smoking or possessing cigarettes or any other tobacco products while on school property or while participating in any school function will be suspended immediately.
9. Persistent/chronic disturbance anywhere on school property.
10. Inappropriate cell phone or internet usage, cyber-bullying, texting or instant messaging.

Parents/guardians are required to attend a conference with the principal should a suspension occur. The student will not be readmitted to class prior to the conference.

### **EXPULSION:**

Expulsion is issued for the following:

1. Physical violence or use of any type of weapon or object used as a weapon.
2. Any student who communicates a bomb threat, threatens any member of the school community, vandalizes the property of any member of the school community, or brings a weapon or weapon facsimile to school or a school function will be subject to expulsion and the notification of the proper authorities.
3. Alcohol and drugs. Any student using or possessing alcohol or drugs while on school property will be subject to expulsion.

### **PROBATION/ BEHAVIORAL CONTRACTS:**

- Probation/Behavioral Contracts may result from frequent violations of school regulations, suspensions or other behaviors that indicate a continued lack of cooperation with school policies.
- Probation/Behavioral Contracts may lead to expulsion.

### **FIRE DRILLS:**

- Absolutely no talking during fire drills.
- A fire exit sign is posted in each room.
- Students are to leave the classroom as quickly as possible, and listen for any instructions from the adult in charge. The last student to leave the room closes the door.
- If an exit is blocked, the first students to arrive should raise their arms above their heads and turn around. The adult in charge will redirect the students to the next nearest exit.
- Every drill should be treated as an actual emergency.
- Everyone in the building must vacate the premises.
- Lock-Down drills will be practiced – Go Silent, Go Small

### **OTHER**

### **LIBRARY:**

Each class has one library period a week. Students may use the library for reference work when the Librarian is present. You are required to pay for lost or damaged books; the cost will be determined by the librarian. Parents will be notified of library violations.

### **UNIFORM POLICY**

All students are required and expected to be in full uniform while on school property. Disciplinary action will be taken for any student who is improperly dressed. Excuses will not be tolerated. \*See following pages for Uniform Dress Codes.

### **NUT DAYS**

“NO UNIFORM TODAY” days are for dressing appropriately and conservatively in style and color. You represent your school and family by what you wear. **STUDENTS MAY NOT WEAR:** short shorts, skirts, or dresses; oversized shorts, pants or shirts; tops that show bare skin at waist; strapless, tube or halter tops; tops with spaghetti strings; low rise pants or shorts; sport tee shirts or tank tops. No flip flops or backless shoes.

### **EXTRA CURRICULAR ACTIVITIES:**

**Participation in all extracurricular activities is subject to behavior and academic standards. The student must have grades of C or above and have no behavioral issues with review by the teacher or principal.**

**BASKETBALL:** There are 2 teams for boys and girls respectively. Junior Varsity, grades 5 and 6. Varsity, grades 7 and 8.

**CHEER LEADING:** There are 2 teams for girls. Junior Varsity, grades 5 and 6. Varsity grades 7 and 8.

**AFTER SCHOOL PROGRAM:** For students in grades K-6, information and applications are available in the school office.

### **INTERNET USE:**

Our Lady of the Assumption School has access to the Internet which can be used by students and teachers. Before any student can use the Internet, **EACH STUDENT must READ,**

**UNDERSTAND and have SIGNED by a parent/guardian an Acceptable Use Policy which MUST be returned to their HOMEROOM TEACHER.**

Our Lady of the Assumption School does have a web site which can be accessed through the following address:

**<http://www.olalynnfieldschool.com>**

The integration of Internet into the core curriculum is viewed as an additional resource for both the teachers and the students. Please understand that:

- No one is required to have internet access in their home.
- Homework will not be listed on the school web site.
- A new wave of plagiarism has come with the advent of computers. Articles printed directly from the Internet or CD-ROM programs and passed in as the student's own work will be considered cheating. (See cheating section for disciplinary measures.)
- Prior to placing any student's work or picture on this web site, a permission form will be sent to parent or guardian for a signature specific to placing the information on this site.

### **GIRLS UNIFORM REGULATIONS**

The **optional warm weather uniform** may be worn from the first day of school until October 31<sup>st</sup> or until announced, and again from April vacation until the end of school.

#### **No Exceptions:**

##### **Gr. K-6**

- Navy blue uniform shorts, belted or skort
- Lt. Blue, short sleeve golf shirt
- White socks only
- Uniform shoes or white canvas sneakers (low sole) only

##### **Gr. 7-8**

- Khaki uniform shorts, belted or skort
- Navy Blue, short sleeve golf shirt
- White socks only

-Uniform shoes or white canvas sneakers (low sole) only

**Fall Uniform** can be worn from the first day of school.

**No Exceptions:**

**Gr. K-4**

-J.B. Edward plaid uniform jumper, hemmed 1-inch above knee

-Long or short sleeve, round collared white blouse

-Solid gray cardigan

-Navy blue tights or knee socks only

-Uniform shoes or navy or black, flat (low sole), plain, rubber soled shoes

**Gr. 5-6**

-J.B. Edward plaid skirt hemmed **1-inch above knee**

-Long or short sleeve, white button-down collar oxford shirt

-Solid gray crew or V-neck sweater or vest

-Navy blue tights or knee socks only

-Uniform shoes or navy or black, flat (low sole), plain, rubber soled shoes

**Gr. 7-8**

-J. B. Edward plaid skirt hemmed **1-inch above knee** or dark Khaki dress pants, belted

-Long or short sleeve, white button-down collar oxford shirt

-Navy V-neck sweater or vest

-Navy blue tights or knee socks only

-Uniform shoes or navy or black flat (low sole) plain, rubber soled shoes

**Winter Uniform (date to be announced)**

**Gr.K-4**-White turtleneck may be worn with jumper or J.B. Edward navy blue pants with a belt and gray sweater

**Gr.5-6**-White turtleneck with skirt or J.B. Edward navy blue pants with a belt and gray sweater

**Gr.7-8**-White turtleneck with skirt or J.B. Edward khaki pants with belt and navy sweater

**Dress Code For Girls In All Grades -**

**-White socks must be worn at all times when appropriate.**

**-Pants must be belted at the waist.**

**-Blouses must be tucked in at all times.**

**-Jewelry: Watch, one small ring and small stud earrings only. One earring per ear; no hoops or dangles.**

**-No chokers, anklets, or necklaces.**

**-No body piercing or tattoos.**

**-Hair styles must be conservative in style and color. No lightened, bleached, streaked, striped, highlighted, tinted or colored hair.**

**-Hair accessories must be conservative in style and color.**

**-Make up of any kind is not allowed.**

**-No tinted fingernail polish or artificial nails. Clear polish is acceptable.**

**-No perfumes or colognes.**

**-No Fads are acceptable.**

**-Hats are never to be worn in school.**

**Three violations of any uniform or dress code will result in a detention and a call to a parent from the Principal or Vice Principal.**

**BOYS UNIFORM REGULATIONS**

The **optional warm weather uniform** may be worn from the first day of school until further notice and again from April vacation until the end of school.

**No Exceptions:**

**Gr. K-6**

-Navy blue uniform shorts, belted

-Lt. Blue, short sleeve golf shirt

-White socks only

-Uniform shoes or black, low-cut sneakers (**NO LOGOS/DESIGNS**)

**Gr. 7-8**

-Khaki uniform shorts, belted

-Navy Blue, short sleeve golf shirt

-White socks only

-Uniform shoes or black, low-cut sneakers (**NO LOGOS/DESIGNS**)

**Fall Uniform** can be worn from the first day of school.

**No Exceptions:**



### **Gr. K-6**

- J. B. Edward Navy blue dress pants, belted
- Long or short sleeve white dress shirt & navy uniform tie
- Solid gray crew or V-neck sweater or vest
- White socks only
- Uniform shoes or black, low-cut sneakers (**NO LOGOS/DESIGNS**)

### **Gr. 7-8**

- J. B. Edwards dark khaki dress pants, belted
- Long or short sleeve white dress shirt & appropriate tie of choice
- Navy V-neck sweater or vest
- White socks only
- Uniform shoes or black, low-cut sneakers (**NO LOGOS/DESIGNS**)

**Gr. 7-8 boys also have the option of wearing a tie of their own choice, providing that it is in good taste.**

### **Winter Uniform (date to be announced)**

The only substitution for boys is a white turtleneck instead of the shirt & tie.  
The uniform sweater must be worn over the turtleneck.

### **Dress Code For Boys In All Grades**

- White socks must be worn at all times.
- Pants must be belted at the waist.
- Shirts must be tucked in at all times.
- Jewelry: A watch and one simple ring are allowed. No earrings, chokers or bracelets are allowed.
- Hair styles must be conservative in style and color. Hair is not allowed below the eyebrow or longer than the top of the shirt collar. No lightened, bleached, streaked, striped, highlighted, tinted or colored hair.
- No body piercing or tattoos.
- No facial hair.
- No colognes or perfumes.
- No Fads are acceptable.
- Hats are never to be worn in school.

**Three violations of any uniform or dress code will result in a detention and a call from the Principal or Vice Principal.**

### **GYM UNIFORMS**

Students must wear the complete gym uniform purchased from J. B. Edwards on their assigned day for Physical Education.

- The gym OLA golf shirt must be tucked in at all times.
- Turtlenecks are not considered part of the gym uniform.
- Jewelry may not be worn on gym day.
- Appropriate sneakers must be worn.
- Any student not in the gym uniform may not participate in gym class.

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**Please note: All students are required and expected to be in full uniform while on school property. Disciplinary action will be taken for any student who comes to school with improper dress. Excuses will not be tolerated.**

### **Our Lady of the Assumption Acceptable Use Policy**

Internet access is available at Our Lady of the Assumption School. Before use, all students must obtain parental permission by means of a signature on the Terms and Conditions for Use of the Internet form. That form must then be returned to the school office.

Access to the Internet is given to those students who agree to act in a considerate and responsible manner. Access is a privilege, NOT A RIGHT! It entails responsibility along with accountability. Internet users are responsible for their behavior and communications. It is presumed that users will comply with school standards, and will honor the signed agreement. It is expected that students will not access sites with objectionable material. Although we will be using filtering software to reduce access to objectionable sites, the school is not responsible for restricting, monitoring, or

controlling the communications of individuals using the Internet.

By signing this Acceptable Use Policy the student agrees that the following actions (which are not inclusive) constitute unacceptable use of the Internet. Violations such as the following may result in a loss of access as well as other disciplinary or legal action:

- 1) using the internet for non school related activities
- 2) sending or displaying offensive messages or pictures
- 3) using obscene language
- 4) violating copyright laws
- 5) using another person's password
- 6) posting any private information about another person
- 7) changing any computer file that does not belong to the user
- 8) circumventing security measures on school computers
- 9) downloading or installing any software without consent of the teacher
- 10) plagiarizing any works from the internet

Each student is solely responsible for his/her actions and will be held accountable for them. OLA cannot guarantee that information received from the Internet will be accurate and error free. OLA will not be responsible for any loss of data or financial obligations incurred through the students' use of the Internet.

\*If any student is harassing another student via Internet, it is the parent's responsibility to contact their internet provider to stop such actions. Suspension and/or expulsion may result from this form of harassment.

Please read and help your child/children to understand the concepts contained in this book.

There are slips at the end of this Handbook. Complete one slip for each student attending Our Lady's School.

Each student must sign a slip and parent(s)/legal guardian(s) must sign

each of their children's slips.

All Handbook slips must be returned to the student's teacher by September 15th.

As the parents/guardians of children attending Our Lady of the Assumption School, we hereby acknowledge receipt of a copy of the Parent/Student Handbook. We have read and understand its contents. We also understand that the Handbook outlines the expectations and responsibilities of parents/guardians and students. We agree to support the school in enforcing the policies and regulations stated in the Handbook, or as later promulgated or modified by the school Administration. We further agree to pay the annual school tuition and other fees, and to support the fund raising activities of Our Lady of the Assumption School organization.

**PLEASE DETACH AND RETURN THIS  
SIGNED FORM TO THE HOMEROOM  
TEACHER NO LATER THAN  
SEPTEMBER 15, 2009.**

**After this date, students will receive a  
detention for every day they come to class  
without receipt of this signed document.**

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**Student's Signature and Room No.**

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**Parent/Guardian Signature**

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