

STUDENT/PARENT HANDBOOK

IMPORTANT UPDATES

Summer 2018

You will, of course, need to review the Student/Parent Handbook for a number of additional changes for the 2018-2019 school year, but here are some pretty big changes that you need to know about—and you might even be excited about some of them!



ARRIVAL AND DISMISSAL

Arrival at School

The school building opens and supervision of students begins at 7:15 a.m. daily unless indicated otherwise in updates provided via the principal's weekly Rocket Report and/or over the daily announcements. Students may not arrive at school earlier than 7:15 a.m. without special permission; if there are mitigating circumstances, parents may submit a written request to the dean of students for arrangements to be made to allow the student to arrive prior to 7:15 a.m. Students arriving between 7:15 and 7:55 a.m. (8:55 a.m. on 9:05 Schedule days), unless participating in a supervised activity, must report to and remain in the cafeteria until the first bell rings at 7:55/8:55 a.m. when they may go to their lockers (if needed) and to their first period classrooms. Students who wish to engage in quiet study may do so in the media center, which will open to students at 7:15 a.m. daily.

Regular Dismissal (2:55 p.m.)

Afternoon dismissal will occur at 2:55 p.m. Students are to be picked up immediately following dismissal and immediately following any extracurricular activity. Students who remain in the building after 3:15 p.m. must be under the direct supervision of a faculty/staff member—they may not remain unattended in classrooms, hallways, labs, etc. Students who remain in the building from 3:15 until 4:30 p.m. and are not under the direct supervision of a faculty/staff member must report to the cafeteria; they may use engage in quiet study in the media center until 3:45 p.m. (3:30 p.m. on Fridays). Students who are in unauthorized areas without supervision will be subject to disciplinary consequences. All students must exit the building and leave the campus by 4:30 p.m. (4:00 p.m. on Fridays) unless they are participating in a supervised extracurricular activity. Assumption cannot be responsible for students who choose to remain on campus after school or after extracurricular activities.

Early Dismissal

When school dismisses early, the building/campus will close to students 20 minutes after dismissal and any student not under the direct supervision of a faculty/staff member must exit the building and leave campus. Students who are in unauthorized areas without supervision will be subject to disciplinary consequences. Assumption cannot be responsible for students who choose to remain on campus after school or after extracurricular activities.

from the Uniform Code

- **Socks and tights:** solid white or black socks that are visible above the top of the shoe or solid black opaque or flat knit cotton-spandex tights; socks may have a small black or white single logo on them; socks may not be worn over tights; no leggings allowed; tights may not be gray or white; cable knit, patterned, fishnets, and sheer hosiery are not allowed.
- **Sweater (optional):** black V-neck with A logo monogram; seniors may wear the senior sweatshirt in place of a black sweater.
- **Quarter-zip Sweatshirt (optional):** black with A logo monogram; seniors may wear the senior sweatshirt in place of a quarter-zip sweatshirt.



Wearable Technology

Students may not wear smart electronic devices that connect to the internet or use Bluetooth technology during the school day; this prohibition includes, but is not limited to, devices such as activity trackers, smart watches, and digital eyewear. Students who use such devices to monitor their health and fitness may keep them in their purse during the school day (where they will continue to count steps, etc.), but they may not consult or actively use them during school hours.

Wearable technology may not be seen or heard from bell to bell (8:05/9:05 a.m.- 2:55 p.m.); violations will be handled as for cell phones, with one demerit issued if wearable technology is audible or visible and two demerits issued in cases of active use. An exception will be made if the wearable technology is medically necessary due to a health condition (such as impaired hearing or a need to monitor blood sugar) if medical documentation is provided to the school nurse.



Lockers

Students may go to their lockers before school from 7:55-8:05/8:55-9:05 a.m., during the passing time between periods, and during the 10-minute locker break. In order to avoid disrupting classes being held in nearby classrooms, students are not allowed to go to their lockers during class, study, or lunch without specific permission from the teacher/proctor to do so.

Lockers are optional for juniors and seniors. As a senior privilege, before school starts in August, seniors who would like to have a locker will be given the opportunity to choose their own locker partners and their lockers; juniors who want to have a locker will be allowed to select their own lockers and locker partners during the first few days of the school year. Lockers and locker partners will be assigned for all freshmen and sophomores.

Lockers for use by seniors and juniors are located on the first and third floors of the main building. Sophomore lockers are located on the second floor of the Convocation and Athletic Center. Lockers for freshmen are located on the first and second floors of the Arts and Sciences wing and on the second floor of the main building.



Water Bottles

• Water bottles must be reusable, clear, and colorless; if they have logos or writing on them, these cannot impede the ability to see easily what is in them. Acceptable water bottles are available for purchase in the AHS campus store, but may also be purchased elsewhere.

- Students may not carry bottled water with them at school.
- Water bottles should be kept and carried in the student's purse, not carried around loose or kept on the student's desk during class, study, etc.
- Students should drink out of their own bottles only—water bottles should not be shared nor borrowed. Students need to put their names on their water bottles with permanent marker.



Driver's Testing

Students are encouraged to use time out of school for driver's testing whenever possible. When it is not possible, students should minimize their time out of school and are asked to incorporate their study block into the time missed if they can.

• **Written Permit Testing:** students who live in Jefferson County will not be excused from school to take the written permit test; due to limited days/times when written tests are administered, students who live in surrounding counties (Bullitt, Henry, Nelson, Shelby, Oldham) may be excused from school for up to a half day to take the written permit test if the half day's absence is approved in advance by the dean of students.

• **Road Test for Restricted Driver's License:** students may be excused from school for up to a half day to take the road test to get the restricted license if the half day's absence is approved in advance by the dean of students.

Please note: Requests for a half day's absence for driver's testing need to follow the same guidelines as for other excused absence requests as indicated in the Student/Parent Handbook. Requests will be denied if the student has numerous other absences or is not performing well academically. Also, if the student is present for less than two hours, the absence would count as a full day's absence and would be unexcused.

REVISED!

Testing Pool

Testing Pool is held in Rooms 206 and 207 after school on Mondays, Tuesdays, and Thursdays at 3:05 p.m. and before school on Wednesdays at 8:00 a.m. Tests and quizzes missed due to absence must be taken in the testing pool and need to be made up within one calendar week (four testing pool sessions) of the student's return to school. Only tests missed due to school-related functions (retreat, field trips, etc.) can be made up during study time. If a student has extenuating circumstances and needs to request that she be allowed to take a makeup test outside of testing pool, she needs to see her dean of studies, who is the only person who may make an exception and give this permission. Work, sports practices, or issues with a ride are not valid reasons for an extension to the testing pool rules.

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Detention

Detention is held in Room 201 from 7:25-7:55 a.m. before school Monday, Tuesday, Thursday, and Friday and from 3:05-3:35 p.m. after school on Wednesday. If a student receives a detention, she is expected to serve it on the next school day. Students must be in the detention room prior to the time detention is scheduled to start; the clock in the detention room will be the only one used to determine if a student is on time for detention. A student arriving late will be required to serve an additional detention the following day; if a student is 20 minutes late, she will be issued a demerit (the equivalent of three additional detentions to be served). A student who does not serve detention as assigned will be issued a demerit and will still need to serve the original detention.



Smoking/Vaping

Assumption High School maintains a smoke-free/ vape-free campus, including The Assumption Green. Students may not be in possession of or use tobacco products or e-cigarettes/vaping (including Juul) products on school property (including in their vehicles), while participating in a school-sponsored activity on or off campus (including retreat), in the neighborhoods surrounding Assumption, or while in uniform off school premises. Violations will result in disciplinary consequences.

Of special note: Although manufacturers lure teens to their products with fruity flavors, e-cigarettes and vaping/Juuling are not safe alternatives to smoking—they are merely alternate nicotine-delivery systems. According to the US Surgeon General, “Compared with older adults, the brain of youth and young adults is more vulnerable to the negative consequences of nicotine exposure. The effects include addiction, priming for use of other addictive substances, reduced impulse control, deficits in attention and cognition, and mood disorders.” The CDC reports that ongoing medical research confirms that the use of e-cigarettes and vaping/Juuling devices can cause serious damage to a student's physical health, particularly to the mouth, lungs, and respiratory system. Some chemicals in e-cigarette formulas contain known cancer-causing chemicals including formaldehyde and acetaldehyde. In addition to addictive nicotine, teens commonly add marijuana and other synthetic drugs to their e-cigarettes. It should also be noted that the purchase and/or possession/use of vapor products or alternative nicotine products by person under age 18 is illegal in Kentucky (Ky. Rev. Stat. Ann. § 438.315(2), 438.350(1)).

For these reasons, if a student is found to be in possession of, using, or under the influence of these substances/items, she will be considered in violation of our Drug and Alcohol Policy (see the Student/Parent Handbook for full details) and will be subject to the consequences specified for possession/use of unauthorized drugs or other substances.

REVISED!

Over-the-Counter and Prescribed Medications

Unless express written permission is given in the Medical Information and Physical Examination Form that must be completed and returned by the parents of all incoming students, at no time will any faculty or staff member be permitted to administer any over-the-counter medication to a student. This includes aspirin, acetaminophen, ibuprofen, and Tums. Parents may allow their daughters to carry such medications with them and self-administer them as needed and appropriate. Assumption High School accepts no liability for any injury sustained by a student from this self-administration of over-the-counter medication.

Whenever it is necessary for a student to take a prescribed medication for a serious medical problem for more than two weeks, the parent must notify the school nurse in writing as to the nature of the medical condition, the name of the medication, and the dosage. Written notification is required so the school can respond appropriately in the event of an emergency.

If the student is regularly taking a prescribed medication which must be taken during the school day and is considered a narcotic, stimulant, anti-depressant, tranquilizer, or other controlled substance, the medication must be kept in its original container in the nurse's office. The student is required to visit the school nurse to self-administer the medication. The student's parent and physician must complete a Parental Consent Form for Administration of Prescribed Medication. This form requests that the school keep the medicine and states that the parent understands that taking the medicine appropriately (time and dosage) is the daughter's responsibility. The student's counselor will be notified by the school nurse. At no time should a student have in her possession a medication that is considered a narcotic, stimulant, anti-depressant, tranquilizer, or other controlled substance.



Certificate of Immunization Status (902 KAR 2:060)

By state statute, all students must provide a new Commonwealth of Kentucky Certificate of Immunization Status issued by a physician or an advanced practice registered nurse licensed in any state, a physician assistant or pharmacist licensed in Kentucky, or local health department or a licensed healthcare facility administering immunizations in Kentucky. The certificate will verify that the child has been immunized against diphtheria, tetanus, pertussis, pneumococcal, polio, measles, mumps, rubella, varicella, hepatitis B, hepatitis A*, and meningococcal*.

* Effective July 1, 2018, all students in kindergarten through twelfth grade must show proof of having received two doses of Hepatitis A vaccine to attend school (doses are administered 6 months or more apart), and students 16 or older must show proof of having received two doses of Meningococcal ACWY vaccine (MenACWY). Students who have received their first dose of Hepatitis A may begin school in August if they present a Provisional Immunization Certificate with an expiration date two weeks after the next Hepatitis A vaccine is due; if the second dose is not completed before the certificate's expiration date, the student will no longer be able to attend school until the required second dose of the vaccine is completed.

Immunization certificates must be current at all times; students will not be allowed to remain in school if their immunizations are not up-to-date. Immunization certificates are kept on file in the school office.