



## **PARENT/STUDENT HANDBOOK**

2010-2011

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# ASHEVILLE CATHOLIC SCHOOL PARENT/STUDENT HANDBOOK

*“What greater work is there than training the mind and forming the habits of the young?”  
St. John Chrysostom*

Dear Parents and Students,

Welcome to Asheville Catholic School! Built in 1956, the school was first established as St. Lawrence Parochial School. It became Asheville Catholic Community School in 1980 to provide a school for the “community” of parishes in the area. The name was then changed to Asheville Catholic School in 1992. For 53 years, our school has offered a community environment in which children can develop and live out the values they are encouraged to develop so they can contribute to society and assume leadership roles in shaping public attitudes and programs. In choosing Asheville Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Asheville Catholic School for the 2010-2011 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Asheville Catholic School during the 2010-2011 school year. As partners in education, we ask the parents:

To read school notes and newsletters

To meet all financial obligations to the school

To support and cooperate with the discipline policy of the school

To support the religious and educational goals of the school

To treat teachers with respect and courtesy in discussing student problems, and

To set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time, and
- Has ordered a lunch or brings a nutritional bag lunch every day

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Donna Gilson  
Principal

# **ASHEVILLE CATHOLIC SCHOOL ACCREDITATION**

Asheville Catholic School is accredited by the Southern Association of Colleges and Schools and the Diocese of Charlotte.

## **DIOCESE OF CHARLOTTE MISSION STATEMENT FOR CATHOLIC SCHOOLS**

The mission of the Catholic School in the Diocese of Charlotte is to proclaim the Good News of the Gospel and to develop each student spiritually, intellectually, emotionally, physically, and socially, so that each is prepared to live and serve in a changing society as a self-respecting and responsible citizen. The Catholic Schools propose to create an environment in which the teachings of Jesus are promoted and proclaimed as the basis of the values they teach and uphold.

Because the Diocese of Charlotte recognizes that all Catholics benefit substantially from a strong system of Catholic Schools, and is committed to maintaining the availability and high quality of Catholic Education in the Diocese, we are dedicated to the following goals:

- To develop a loving and caring Christian community that gives positive evidence of responding to the needs of one another and of the larger community to which it belongs.
- To integrate Christian values and principles into the entire school experience with a special focus on an appreciation and understanding of Roman Catholic doctrine, heritage, traditions, and values.
- To provide a quality education that will encourage the development in each individual a sense of responsibility, a willingness to recognize, accept, develop and respect one's gifts and those of others, and the formation of Roman Catholic personal values.
- To develop and implement instructional programs and create an environment which will nurture a love of learning in each student.
- To expose students to cultural, aesthetic, and extracurricular experiences that will inspire the use of leisure time creatively and productively.
- To prepare students to maturely embrace with confidence the roles to which they have been called in an adult society.
- To educate all students without regard to race, color, sex or creed; to foster respect for individual differences, and to promote a better understanding of justice, peace, and the love of God to all people.
- To encourage the interest and participation of parents as primary educators in the formal and informal education of their children.
- To promote initiative, creativity, and innovation among teachers in implementing the goals of Catholic education.

## **ACS MISSION STATEMENT**

Asheville Catholic School integrates Roman Catholic tradition and principles in a comprehensive instructional program. We guide our students to become Christian leaders and inspire them to be life-long learners capable of living to the fullest potential in our world.

## **DAILY SCHEDULE**

7:30-7:50	Report to playground/gym
7:50	First bell rings – students report to homeroom
8:00	School day begins
8:05	Classes begin
11:45-12:45	Lunch and Recess
2:57	Closing Prayer
3:00	Dismissal
3:00-6:00	After School Enrichment Program

## **RELIGIOUS EDUCATION PROGRAM**

Inherent in the philosophy of Asheville Catholic School is the conviction that a child develops spiritually, emotionally, mentally and physically. Students grow in faith through participation in a variety of religious programs. All students are required to participate in all religious programs and classes.

The entire school will attend the Eucharistic liturgy together every **Wednesday** and on all Holy Days of Obligation when school is in session. Parents are always welcome at our celebration of the Eucharist, which begins at 10:00 a.m. at Saint Eugene Church, unless otherwise noted.

Religious instruction includes the study of Catholic doctrine and Christian values. Although we do teach about the sacraments, we are not a parish school and therefore do not provide the Sacramental preparation classes. The Diocese of Charlotte has mandated that Roman Catholic students attend Sacramental preparation classes in their home parish. For this reason parents who have children of age for First Reconciliation, First Eucharist, and Confirmation should contact the pastor of their parish and make proper arrangements for instruction of their children.

As the first and primary educator of your child's spiritual growth and development, you must appreciate the importance of modeling your faith for your child. It is the responsibility of every parent to see that his/her child attends Mass each weekend and receives the Sacraments of Holy Eucharist and Reconciliation on a regular basis. Attendance at ACS as well as your pastor's signature on the parish voucher requires that you fulfill this responsibility.

# GENERAL SCHOOL PROCEDURES

## After School Enrichment Program

Asheville Catholic School has an After School Enrichment Program (ASEP) to meet the needs of Pre-K-8<sup>th</sup> grade children and their working parents. The purpose of ASEP is to provide a child-centered, safe, stimulating, and happy environment, which allows children to interact freely with others. Information is available in the school office.

## Age and Registration Requisites

Children must be **four (4)** years old by **August 31** to enter the **Pre-kindergarten**. All new kindergarten and first grade students must present a birth certificate and record of immunization. All new students are required to have a physical examination. These forms must be returned to the school prior to school opening for admission. There will be a three-month probationary period for all entering students. Admission to Asheville Catholic School is governed by the rules and regulations of the Diocese of Charlotte.

## Animals in School

Household pets are not permitted in the school building or on the school property unless prior approval is obtained from the principal. If pets are brought in the car during carpool, please make sure these pets stay in the car at all times.

## Arrival and Departures

**Arrival:** School is in session from 8:00 A. M. to 3:00 P.M. Students may arrive as early as 7:30 A.M. Students assemble on the playground until the 7:50 A.M. bell rings. In inclement weather students assemble in the gym in their designated class areas. The school day begins at 8:00 A.M. with the prayers, pledge and announcements.

Please remember that there is no talking while prayers are being said. **Stop where you are in the school and quietly pray with us.**

**Dismissal:** Regular dismissal for grades Pre-K through 8 is 3:00 P.M. Van students will be dismissed at 2:58 p.m. They will proceed to the playground area where the van drivers will be waiting. Two teachers will be present to supervise dismissal. Students are to remain in the class area until called. Eighth grade safety assistants will assist the students to their vehicle at this time. Please instruct your child to watch for your arrival. To be playing, talking, or otherwise distracted is inconsiderate to those waiting in line. **Students not picked up by the end of carpool (at 3:30) will be sent immediately to the After School Enrichment Program. Parents will be charged the hourly rate of \$5.25 per child for using this program.**

**Car Line:** Please follow the prescribed procedure for picking up children. Cars should use either Swift Street or Culvern Street to the school to become part of the car line. If necessary this line must continue down Culvern **through the** church parking lot and back to the school driveway. **Please do not “cut in line”.** This is unfair to other parents who have been waiting patiently. If you are in a hurry due to a scheduled appointment, please arrange to pick your child up prior to

2:30 P.M. This requires that you come in to the building and sign your child out. Naturally, we would not expect that this would be a chronic use of early dismissal. Once prayers are over and the student body has been dismissed, parents must follow the regular procedure. Please do not park your car in front of the school fence or in front of a neighbor's property.

Your student will be allowed to leave school only with those adults known to us as the usual designated person. A signed note to your teacher will be required if someone else will be picking up your child. In addition, that person must present himself/herself to the office with proper identification prior to the dismissal bell.

Please understand that our focus is on the children during arrival and dismissal. While we are most interested in communication with our families, the supervising staff will not be available for discussions during these critical time periods. Cell phone use during carline is prohibited.

**Walkers and Bike Riders:** Students who will walk home or ride their bicycles must have parental permission in writing on file in the office. ALL walkers and bike riders must wait until most of the car line has left and the teacher on duty can supervise their leaving safely. Safety is a must. All students who ride their bikes must wear safety gear. Bikers are expected to show special care when leaving the school grounds and are expected to follow the regular driving rules. Riders are to go directly home and not ride around the school area.

## **Asbestos**

In accordance with EPA and OSHA regulations, we are required to inform all students, parents and school personnel that we have asbestos containing materials in floor tiles, gymnasium ceiling tiles, and in the old boiler. This does not pose a hazard, however. The building is routinely inspected and monitored to ensure the safety of our students and school personnel. We are happy to report that we are in total compliance with all EPA and OSHA regulations.

## **Attendance**

The Southern Association of Colleges and Schools requires students and teachers to attend school for a minimum of one hundred **seventy-six (176)** days, exclusive of holidays. The educational program at Asheville Catholic School depends heavily upon the content of each school day, and all areas of the curriculum are considered valuable. Regular attendance is vitally important to each student as it directly affects his/her progress academically and his/her development of attitudes and habits for later life. Studies of student progress in school show a high correlation between attendance and success or absence and failure. For this reason, every student is required to attend every class, except when excused for the illness of the student, a death in the immediate family, quarantine, or family emergencies.

Any family with a student who misses 10 days may be subject to a conference with the principal, classroom teacher and guidance counselor. At 20 absences the student may not be eligible to continue in our school program and/or be eligible for promotion.

Tardies and early dismissals cause students to miss important information and are strongly discouraged. Five unexcused tardies or five unexcused early dismissals, or any combination of five unexcused tardies or unexcused early dismissals will be equated to one day of absence for

the purpose of this policy. Upon a fifth tardy or early dismissal from school during a given semester, and for subsequent tardies/early dismissals in the same semester, students will serve detention as determined by the principal.

The first bell rings at 7:50 A.M. The tardy bell rings at 8:00 A.M. when the instructional day begins in the classroom. Any student arriving after the 8:00 A.M. bell will be marked tardy and must report to the school office to receive a tardy pass before proceeding to class. Since our students depend on their parents/guardians to drive them to school on time, in fairness, the adult is ultimately responsible for a tardy, and is therefore required to accompany his/her child(ren) to the office. We all look to the parents/guardians to set the example.

When a student must leave school before dismissal, a written note from a parent or guardian stating the reason must be presented to the teacher and the office. No verbal requests from the student will be honored. Students who come to school after 11:30 A.M. or who leave before 11:00 A.M. will be marked absent for the day. Parents or guardians must come to the office and sign a release for their child's early dismissal. The school staff will call the student to the office. **Parents may not go directly to the classroom.**

Parents/guardians are requested to call the office before 10:00 A.M. if a child remains at home. Out of concern for your child(ren)'s safety, the staff will call the parents/guardians of any student who is absent if word is not received from the family by 10:00 A.M. All students returning to school after an absence must bring a written note signed by the parents/guardians to their teacher.

## **Bullying and Cyberbullying**

Asheville Catholic School attempts to provide a safe environment for all individuals. Verbal, physical, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously or in jest or online) or who possess or transmit inappropriate photos on their cell phones or other electronic devices face disciplinary action. Engagement in online blogs may result in disciplinary actions if the content of the student's blog include defamatory comments regarding the school, the faculty, other students, or the parish. The school reserves the right to check a student's personal internet or social networking site, if one so exists, for just cause.

## **Birthdays**

Recognition and celebration of a student's birthday is seen to be an important aspect of that student's development. To assist in this, parents may send to school or drop off in the office a nutritious snack for the class. The teacher will then distribute the items for celebration at a time that is determined best for the whole class. There are no class parties for birthdays. Invitations to private birthday parties may not be distributed at school unless the entire class is invited.

## **Cell Phones**

Cell phones are disruptive to the learning process. We ask adults to silence their cell phones when in the building. If a student must have a cell phone, it should be kept in the student's backpack and turned off (power off) during the instructional school day. It should not be used

during instructional hours of the school day or during car line. Violation of this policy will result in confiscation of the cell phone. The school will not be responsible for loss, damage, or theft of any electronic device brought to school.

### **Change of Address or Phone Number**

It is important that the school has an up-to-date phone number and address, as well as an emergency number. If these facts change during the year, please send this information to the school office via a note or phone call.

### **Discipline Code**

The essence of Christian discipline is self discipline. Discipline is a critical element in the learning environment. Parents, teachers, and school administrators share the responsibility of shaping good behavior. By cooperating with teachers in enforcing the school's discipline policies, parents become a part of the child's educational development

The authority of the teacher, the rules of ACS, and the Christian formation of all students are to be upheld. When a student's behavior violates the rights of others, it becomes subject to disciplinary measures. The teacher concerned will handle discipline on an individual basis. If corrective conduct measures are to be taken, parents will be notified. **Behavior Referral Forms** may also be issued to inform parents of their child's behavior. These slips are to be signed by the parent/guardian and returned to the student's teacher the next day.

Students will:

- Respect the authority of all adults and abide by their decision
- Respect and honor the opinion and property of fellow students
- Be honest and forthright in all that they do
- Conduct themselves in a proper manner while moving about the building
- Exercise self-control and conduct themselves in an appropriate manner at all times
- Adhere to classroom rules as well as school policies and procedures

**As members of the Asheville Catholic School community, there are rules and regulations which must be followed. Most aspects of discipline or minor infractions of the rules are addressed by the adult involved and the student, and together appropriate consequences are decided. Should a student commit a more serious infraction of the rules or a repetition of minor infractions, the student, the teacher, the principal and the parents will meet. The administration is ultimately responsible for assigning appropriate consequences.**

The administration has the right to suspend or expel any student based on the frequency and severity of a discipline infraction. Acts that could result in an in-school/out of school suspension or expulsions include but are not limited to **physical aggression causing injury to a student or staff member, vandalism, theft, harassment, possession of weapons, tobacco products, drugs/alcohol.**

### **Discipline – Non/school related**

With the rise in text-messaging, e-mails, cell phones and parties in individual homes, it is necessary to clarify the responsibility of the school with regard to discipline associated with any problems.

Asheville Catholic School is responsible for the safety of your child while he/she is in school or at a school-sponsored event. If there is an incident involving a threat, danger or illegal activity involving your child outside of the school or a school-sponsored event, it is the responsibility of the parent to bring the threat, danger or illegal activity to the attention of the parents of the child involved and also to report it to the proper legal authority. The school and/or employees are not responsible for any issues or problems that occur outside of the school and/or school-sponsored events.

## **Dress Code**

Asheville Catholic School believes that performance in school is improved by setting and enforcing standards of dress that reflect pride in one's self and in our school. Therefore, Asheville Catholic School has instituted a school uniform policy that requires students to wear the approved uniform. It is important that parents and students take responsibility for following the approved guidelines. The uniform is considered proper attire for all school activities including the Eucharistic Celebration.

Neatness in dress is always the norm at Asheville Catholic School. This includes "free dress" days. Please guide your son/daughter in selecting the appropriate sizes for school clothing when purchasing their clothing. Modesty should be the norm when choosing attire to wear to all school functions. Therefore, short shorts, halter-tops, spaghetti straps, shirts that are too short (bare midriffs), **low cut blouses, clothing that is extremely tight**, and clothing with inappropriate messages are not permitted. Your cooperation is appreciated in nurturing this awareness in your child (ren). We reserve the right to refuse entrance to class or school functions for any student not dressed in an appropriate manner.

**Approved Vendor List:** To ensure quality and standardization of uniform apparel throughout the school, all clothing must be an approved style from the following vendor list:

Flynn O'Hara          French Toast          Lands' End          Read's Uniforms

All uniform items should be marked appropriately with the student's name. ACS is not responsible for misplaced items.

### **Elementary (PK-5th) Boys Uniform**

- Pants:** Navy tailored pants, non-faded
- Shorts:** Navy, non-faded, no shorter than two inches above the knee and no longer than two inches below the knee. Shorts may be worn during the months of August, September, October, April, May, and June.
- Belt:** Solid or braided leather belt. Navy blue, black or brown in color. (Grades 3-5)
- Shirts:** White or Carolina Blue polo shirt (long or short sleeve). White or Carolina Blue mock/turtleneck.

- Socks:** White or navy crew socks (ankle must be covered).
- Shoes:** Sneakers in neutral colors including white, blue, black, brown, tan or gray are acceptable. Leather loafers or lace-up shoes with less than one-inch heel in neutral colors are also acceptable.
- P.E. Uniform:** (Pre-K – 5th grade) Sneakers are required. Shorts are recommended.
- Jewelry:** No earrings. A small and appropriate necklace of one's faith and **one watch or wristband may be worn.**
- Other:** Solid navy or Carolina Blue sweater and ACS navy sweatshirt

**Elementary (PK-5<sup>th</sup>) Girls Uniform:**

- Jumpers:** ACS plaid or navy jumper, non-faded, no shorter than two inches above the knee and no longer than two inches below the knee (it is suggested that shorts be worn under jumpers).
- Skirts:** Tailored navy skirts, non-faded, no shorter than two inches above the knee and no longer than two inches below the knee (it is suggested that shorts be worn under skirts).
- Slacks:** Navy tailored slacks, non-faded.
- Shorts/Skorts:** Navy, non-faded, tailored walking shorts/skorts no shorter than two inches above the knee and no longer than two inches below the knee may be worn during the months of August, September, October, April, May, and June.
- Capri Pants:** Navy, non-faded, tailored Capri pants may be worn during the months of August, September, October, April, May, and June.
- Shirts:** White or Carolina Blue blouse with Peter Pan collar to be worn with jumper only. White or Carolina Blue knit polo (long or short sleeve) or mock/turtleneck.
- Socks:** White/navy crew or knee socks visible above the ankle. Solid white/navy tights.
- Belt:** Solid or braided leather belt. Navy, black or brown (Grades 3-8).
- P.E. Uniform:** (PK – 5th grade) Sneakers are required. Shorts are recommended.
- Shoes:** Sneakers in neutral colors including white, blue, black, brown, tan or gray are acceptable. Leather loafers or lace-up shoes with less than one-inch heel in neutral colors are also acceptable.

**Jewelry:** One small bracelet or watch, one ring per hand, one or two small earrings in each ear and a small and appropriate necklace of one's faith may be worn.

**Other:** Solid navy, Carolina blue or white sweater or ACS navy sweatshirt.

### **Middle School (6<sup>th</sup>-8<sup>th</sup>) Boys Uniform**

**Pants:** Khaki, non-faded tailored pants.

**Shorts:** Khaki, non-faded tailored shorts no shorter than two inches above the knee and no longer than two inches below the knee may be worn during the months of August, September, October, April, May, and June.

**Belt:** Solid or braided leather belt. Navy, black, or brown.

**Shirts:** White or navy collared knit polo (long or short sleeve) or mock/turtleneck.

**Socks:** Navy or white crew socks visible above the ankles.

**Shoes:** Sneakers in neutral colors including white, blue, black, brown, tan or gray are acceptable. Leather loafers or lace-up shoes with less than one-inch heel in neutral colors are also acceptable.

**Jewelry:** No earrings. A small and appropriate necklace of one's faith and a watch or bracelet may be worn.

**Other:** Solid navy sweater or ACS navy sweatshirt.

**P.E. Uniform:** ACS P.E. Uniform purchased from ACS.

**Assembly Dress:** Navy blazer, Khaki pants, white button down dress shirt, navy tie.

### **Middle School (6<sup>th</sup>-8<sup>th</sup>) Girls Uniform**

**Skirts:** Khaki, non-faded, tailored skirt no shorter than two inches above the knee and no longer than two inches below the knee.

**Shorts/Skorts:** Khaki, non-faded, tailored walking short/skort no shorter than two inches above the knee and no longer than two inches below the knee. may be worn during the months of August, September, October, April, May and June.

**Slacks** Khaki, non-faded tailored slacks.

**Capri Pants:** Khaki, non-faded, tailored Capri pants may be worn during the months of August, September, October, April, May, and June.

<b>Shirts:</b>	White or navy collared knit polo shirt or mock/turtleneck. White button down collared blouse.
<b>Socks:</b>	Navy or white tights or crew/ knee socks visible above ankle. Solid navy or white tights.
<b>Shoes:</b>	Sneakers in neutral colors including white, blue, black, brown, tan or gray are acceptable. Leather loafers or lace-up shoes with less than one-inch heel in neutral colors are also acceptable.
<b>Belt:</b>	Solid or braided leather belt. Navy, black or brown
<b>Jewelry:</b>	One small bracelet or watch, one ring per hand, one or two small earrings in each ear and a small and appropriate necklace of one's faith may be worn.
<b>Other:</b>	Solid navy sweater or ACS navy sweatshirt.
<b>P.E. Uniform:</b>	ACS P.E. uniform purchased from ACS.
<b>Assembly Dress:</b>	Navy blazer, khaki skirt/slacks, white button down dress shirt, navy cross tie.

**For all Pre-K-8<sup>th</sup> students, please note:**

- No shorts will be worn on Mass days.
- No designs are allowed on shirts. Only the school logo may be on the shirt/sweatshirt.
- Undergarments will be all white with no advertisements or logos and shall not be visible outside of uniform
- No extreme haircuts/styles/colors etc. are permitted. Students are not permitted to wear "bangs"/hair below his/her eyebrows. Boys are not permitted to wear hair touching the collar.
- Tattoos of any kind are not permitted.
- Hats or kerchiefs may not be worn in school.
- No chokers, chunky necklaces or bracelets or dangling earrings.
- No Cargo style pants/shorts/skirts/skorts.
- No sandals including Birkenstocks or Crocs, **no boots, no open back shoes.**
- Light make-up for girls in grades 6-8 only.
- Shirts shall be tucked in at all times.

**Extracurricular Activities**

Throughout the school year, enriching extracurricular activities will be provided. The principal in consultation with the advisors will set up directives and standards for participating in these activities. A fee may be charged to offset the costs of the program.

Please Note: Extracurricular activities are strongly encouraged; however, the students are expected to give their scholastic work first priority. Students in grades six (6) through eight (8) may be placed on probation, suspended, or permanently removed from any extracurricular activity for failing grades.

It is the policy of ACS to offer Extracurricular Activities that benefit ACS students and their families. This policy requires that only those students who are currently enrolled at ACS may participate in its Extracurricular Activities. Thus, subject to following exceptions, if a student ceases to be enrolled as a student at ACS, then he or she must also cease to participate in ACS Extracurricular Activities.

If, in the opinion of the coach, Athletic Director and Administration, an ACS team needs an additional player, then a non-ACS student may be invited to play on the team. The invitee should be well known to the coach and should be of such a character that he or she will well represent ACS while wearing its jersey.

If an ACS player leaves ACS during the season, then the player becomes a non-ACS player and is subject to the guidelines above. However, the player may be invited to play on the team for the remainder of the season if, in the opinion of the coach, Athletic Director and Administration, the player is needed to enhance the experience for ACS players. Continuing a winning season is not necessarily a reason to invite a non-ACS player to continue to play. For further information on this policy please consult the office.

Fifth through eighth grade students will be participating in sports through the Western Carolina Christian Middle Schools Conference. Students participating in this league and their parents are expected to abide by the rules and regulations established by the Conference. The Conference Handbook will be provided to all participants upon request.

The North Carolina Athletics Association requires a yearly sports physical for all middle school students planning to participate on school teams. The physicals must be on file in the office before the athlete can participate in tryouts, practice, or competition.

Volunteer coaches for athletic teams are required to complete "Protecting God's Children" training and must attend ACS Coaches Training prior to the season.

## **Field Trips**

Field trips are privileges afforded to students. Students can be denied participation if they fail to meet behavioral or academic requirements.

- The school field trip forms will be given to each child for the parents to fill out and sign. A copy of this form is located on the school website.
- All students who fail to return the required forms within the time frame required by the teacher will not be permitted to go on the field trip. Please note that telephone permission **will not be accepted** in lieu of the proper form. You may fax the completed and signed form to ACS at 828-252-5708. **A written document is required by law.**
- Most field trips will involve parent chaperones. If sufficient chaperones cannot be found, the trip will be cancelled. The classroom teacher has the final determination of

who will serve as chaperones in the event that there are more parents than can be accommodated.

- All chaperones must have proof of their participation in the “Protecting God’s Children” workshop. A copy of your certificate of completion should be on file in the ACS office. Additionally, chaperones must have a Parent Volunteer Driver form and background check on file.
- **Chaperones cannot bring their other children with them.**
- **Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection of our student and all other adults on the trip.**
- All parents have the right to refuse to allow their child to participate in a field trip. Please send a written refusal if you do not wish your child to participate.
- Trips involving overnight or out of state accommodations must have the prior approval of the Diocese of Charlotte Superintendent of Schools.

## Grading

Parents are informed of their child's progress by means of a report card that is issued quarterly for grades kindergarten through eight. Report cards and requests for transcripts are withheld at the end of the year if tuition, fees, and payments for lost or damaged library books and texts are not up to date. Parents are notified of their child’s progress mid-way during each quarter. Please refer to your ACS calendar for those dates.

### Kindergarten

**S** – Secure skill  
**D** – Developing skill  
**B** – Beginning skill

### Grades 1-3

**VG** - Very Good Progress  
**G** - Good Progress  
**S** - Satisfactory Progress  
**T** - Taught but not graded  
**N** - Needs Improvement

### Grades 4-8

**A** - 93-100  
**B** - 85-92  
**C** - 78-84  
**D** - 70-77  
**F** - Below 70

## Grievance

Cooperation between parents and teachers is of the greatest importance in assisting the student to attain his/her full potential. The following steps are in place to handle grievances at Asheville Catholic School.

1. Determine the problem. Write down specifically what your grievance is. Think about things you would like to see happen to bring resolution.
2. Make an appointment with your child’s teacher in writing, or call the school during school hours for an appointment. Please be sure to leave a number where you may be reached. Please do not contact the teacher at home. This is an intrusion on their private life. All teachers are expected to return calls within two school days. If you do not hear from the teacher, please refer the matter to the principal. If you are requesting a conference with a special area teacher, it may take longer for him/her to get back to you since most are part time faculty.
3. If you are not satisfied with the outcome of the meeting with your child’s teacher, please request a conference with the principal.

4. If the results of this meeting are unsatisfactory, you may choose to make an appointment with the administrator of ACS, Father Ed Sheridan by calling the Saint Eugene Church office.
5. If after meeting with the administrator, you wish to pursue the matter further, you may address your grievance to the Asheville Catholic School Advisory Board. Please put all grievances in writing, on a family-by-family basis. The board does not recognize any group not sanctioned by the board. The board does not recognize any communication with multiple signatures. Please keep in mind that the board deals only with issues of policy and acts in an advisory capacity only to the principal and school administrator. All written suggestions pertaining to policy are considered by the chair and the administration and are forwarded to the board for discussion during its next scheduled meeting. After the discussion, the board will respond to your concerns.
6. After pursuing steps 1-5, the parent also then has the option of contacting the Diocesan Superintendent, Mrs. Linda Cherry, at 704-370-3214.

### **Guidance Counselor**

A counselor is available to all ACS students. Students in Kindergarten through 8<sup>th</sup> grade will interact with the counselor in classroom lessons. Students may also have individual, group, or family contact with the counselor at the request of the student, family or school personnel. Parents or legal guardians will be notified if the student's safety or well-being is at risk or if ongoing counseling or additional interventions may be beneficial. School Counselors have a special relationship with students. The information the counselor receives in the client relationship is in many cases of a confidential nature.

### **Health Concerns**

**Admission Requirement:** Parents must provide proof of immunization for each new student and be in compliance with North Carolina immunization requirements within 30 days of starting school. Pre-K, K and new students in grades 1 - 8 must provide proof of physical examination (completed no more than 12 months prior to the anticipated date of school entry.) **Parents are responsible for providing this record.**

**Immunization Records:** Under North Carolina law, your child may not stay in school more than thirty calendar days without adequate immunizations. Unless we receive your child's immunization record (this includes Pre-K children) within the first thirty calendar days of his/her entrance into school, he/she will not be allowed to return to school the following day. In the event of infection, a physician's statement is extremely important. If the delay in immunization is not permanent, due to a cold, runny nose, or fever, the physician's statement should stipulate how long the delay should last. Please remember to **bring us a copy of the immunization records each time your child receives a booster. Please check with your doctor to determine which shots are required.**

**Emergency Information:** Parents must complete an emergency card for each student so that the school is able to reach parents quickly in the event that the child is injured or becomes ill at school. Health problems and allergies should be indicated. An important part of that information is listing emergency contact persons who may be available to assume responsibility and/or pick up the child in the event that the school is unable to reach a parent. It is helpful to let these persons know that they are listed so that they can be prepared to help out. If any of this information changes during the school year, we ask that it be undated promptly.

**Health Problems:** Please communicate verbally and in writing, any health problems, allergies, or special needs to the classroom teacher and office personnel so that we can be prepared to help your student. If medical equipment and/or supplies are required, it is the parent's responsibility to provide the necessary equipment and supplies.

**Medications:** If possible, all medication should be given at home. However, medications will be given to students who need medication to sustain attendance, students with health problems, and students with a special need. It is the responsibility of the parent/guardian to provide any required medication, to complete the required forms, to provide complete directions concerning the administration of medication, and to obtain the signature of the physician when required. All medications must be sent to the office and administered in the office by the designated staff/parent. All medication must be brought to the office in its original container, properly labeled with the child's name and content. It is also the responsibility of the parent to communicate any changes in medication. **Students are not allowed to carry, share, or take any type of medicine, including cough drops on their own.**

**Student Health:** Members of the school staff are CPR and First Aid certified and able to manage situations that may develop. While we are able to provide the initial evaluation of the student's injuries or illness, we are not allowed to provide more than an initial evaluation. The office staff will notify you in the event of suspected serious illness or injury. The parent is expected to pick up the student as quickly as possible.

**Cautionary:** As we all know, children do, despite our best efforts, become ill. Please do not send your child to school if he or she has experienced any of the following within the past 24 hours:

- Fever (Temperature of 100 or over)
- Vomiting
- Rashes which may be infectious or contagious
- Drainage from the eyes or ears, yellow or green drainage from the nose

**Head Lice Policy:** If your child has head lice, you must notify the school. Once your child has been treated with a pediculicide and is ready to return to school; he/she must be checked in the office before returning to the classroom. Your child will be allowed to return to the classroom at the discretion of the office staff. Though it is not necessary that your child be completely “nit free” manual removal of nits is important in eradicating lice.

Also, if your child has been diagnosed with a communicable disease (strep throat or conjunctivitis/pink eye), it is required that you keep him/her home until he/she is no longer contagious. For strep throat, this means 24 hours after the medication has been started.

## **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on assignments. If a problem arises, the teacher should be contacted.

Homework may be assigned to students in grades K-5 Monday through Thursday. Homework will not be assigned to students in grades K-5 on Friday evening and no tests or quizzes will be given on Mondays or the first day of the school week. However, long-term assignments may be due on Mondays or the first day of the school week.

Students in grades 6-8 may expect weekend homework assignments and may expect projects to be due and tests and quizzes to be given on Mondays.

If a student is absent, assignments may be completed and returned with the student upon his/her return to school. Failure to complete assignments can result in loss of credit. Homework assignments are posted daily on the school website [www.ashevillecatholic.org](http://www.ashevillecatholic.org). Time allowed for these assignments will equal to the number of days absent.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

If a student misses school because of a family trip, the following procedures will be followed:

- Teachers will **not** provide students class work prior to a trip.
- Any tests that have been missed will be given at a time convenient to the teacher after the due date for the make-up work.

## **Honor Roll**

An Honor Roll for grades 6 through 8 will be posted each quarter. Eligibility will be as follows:

First Honors	A's in ALL subjects. Satisfactory in effort.
Second Honors	A's and B's in ALL subjects. Satisfactory in effort.

## **Internet Usage**

The use of technology and, in particular, the Internet, in education has grown by leaps and bounds. Technology is now as common a tool as a textbook. Asheville Catholic School offers Internet access for students, teachers and staff. The Internet offers information and resources otherwise unavailable to our school. Because the Internet is a necessity in supporting our curriculum goals, it has become an integral part of our instructional program for all teachers and students.

### **The goals of the Internet access are:**

- To support curriculum standards.
- To enhance learning opportunities and instructional resources
- To promote life-long learning.

Students will be monitored when the Internet is used during class. Asheville Catholic School will continue to utilize filtering software to block students' access to inappropriate websites.

**Acceptable Use of the Internet:** It is the expectation of Asheville Catholic School that the Internet is used in a responsible, efficient, ethical and legal manner by all members of the Asheville Catholic School community, and is used in support of the educational objectives and

the student behavior guidelines of Asheville Catholic School. Transmission of any material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following: violating copyright laws, reposting (forwarding) a person's communications without the author's prior consent, and using threatening or inappropriate language.

**Netiquette Rules:** Users must abide by network etiquette rules. These rules include, but are not limited to, the

Following:

1. Be polite; rudeness is never acceptable.
2. Use appropriate language.
3. Do not reveal your personal address or telephone number or those of anyone else.

**Consequences:** All staff, students and users should be prepared to be held accountable for their actions and for the loss of privileges if the terms and conditions of acceptable use are violated. Consequences include: restricted network access, loss of Internet use, loss of use of school computers, and disciplinary or legal action including but not limited to suspension, expulsion, and criminal prosecution under appropriate state and federal laws.

**Disclaimer:** The Diocese of Charlotte is not responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or the accuracy or quality of information obtained via the Internet.

## **Library**

The Asheville Catholic School library is open Monday through Friday from 7:45 A.M. until 3:30 P.M. All students, parents, and faculty are eligible to receive library cards. Circulation is automated and a trained individual must check out materials to users.

The collection includes approximately 9,000 books, videos, and magazines. The internet is available to all students who have an Acceptable Use Policy agreement form on file. A teacher must be in the library for a student to use the internet.

## **Lost and Found**

To avoid this problem, **please label all clothing, lunch boxes, and personal belongings.** If a child has lost an item of clothing, lunch box, etc., please ask the child to check the lost and found. Anything not claimed during a semester will go to a worthy cause. Lost and Found is located in the kitchen area.

## **Lunch Program**

**Meals:** ACS contracts to provide hot lunches to students at reasonable prices. Students also have the option of bringing their own lunches. Students are **not allowed** to use a microwave oven.

**Lunch Order Forms:** Lunch order forms will be distributed monthly. Order forms will go home on the second Thursday of every month for the following month. Lunches for the month must be paid in advance and turned in with the order form. **Late orders will not be accepted.** Students' lunches cost **\$3.50**. One milk is provided free of charge to all students.

Additional milk is available at a cost of \$0.25.

**Lunch Periods:** ACS has two lunch periods; the first (grades 4 through 8) begins at 11:45 A.M. and the second (Pre-K through 3) begins at 12:15 P.M.

### **Non-custodial Parents**

Asheville Catholic abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Asheville Catholic will provide the non-custodial parent with access to the academic records and to the other school-related information regarding the child. Please assist us by providing the office with a copy of the custodial agreement. A copy of the custody papers must be on file in the office.

### **Parent-teacher Conferences**

Conferences are held for the first and second marking period. Please see the school calendar at the front of this handbook for the current school year's date. Teachers and/or parents on an as-needed basis schedule all other conferences. When scheduling a conference with a teacher, either send a note with the child or email the teacher requesting a conference. Parents are expected to discuss any problems with the teacher before talking with the principal.

### **Property Rental**

It is the policy of ACS to use its property in a manner that benefits ACS, its faculty, students and families. This policy requires ACS to collect fair payment for rental of its property, to receive adequate protections against loss of and damage to that property, and to ensure that ACS property is used in a manner that is consistent with ACS's values and mission. ACS reserves the right to limit or disallow the rental of its property by any person or organization, for any or no reason. For more information on this policy and/or to rent property from ACS please consult the office.

### **Promotion and Retention**

Ultimately the decision to promote or retain a student is made by the principal. The principal will be in consultation with a student's teachers and parents. Such decisions shall be based on the evaluation of the student's intellectual growth and maturity. The teacher may communicate any possibility of non-promotion to the parents at the end of the first semester - definitely before the fourth quarter.

### **School Notices**

The Thursday newsletter contains weekly information detailing the day-to-day activities at ACS. You may receive the newsletter by email or paper copy. Please take the time to **carefully read the information it contains**. It may include bulletins, announcements and notices that keep parents informed and up to date on school activities. This information may also be found on the school website.

### **Snow/weather Emergency**

Adverse weather conditions or other emergencies may require that school be closed, delayed or release students early. If a schedule change is deemed necessary, parents/guardians will receive

an **ALERTNOW** phone notification call. Announcements also will be made on local radio and television stations and on the ACS website after 6 a.m. There will be a separate announcement for Asheville Catholic School; we do not automatically follow any other school system.

<u>TV</u>		<u>Radio</u>	
<b>WLOS</b>	<b>Channel 13</b>	<b>WWNC</b>	<b>(AM 570)</b>
<b>WYFF</b>	<b>Channel 04</b>	<b>WCQS</b>	<b>(Public Radio)</b>
<b>WSPA</b>	<b>Channel 07</b>	<b>WMIT</b>	<b>(KISS FM)</b>

In the event of an early closing, the van driver will contact the parents of van riders. If we are unable to make contact with the parents/guardians, or they for some other reason, were not alerted about the early dismissal, the van driver has orders not to allow any child to get out of the van without an adult waiting for them. Therefore, if you want your child to walk home alone, arrangements must be made in the beginning of the year. Those children not picked up at the van stop will be brought back to school and the parents/guardians will be contacted and instructed to pick the student(s) up at the school.

### **Standardized Testing**

Asheville Catholic gives standardized tests to all students in grades 3 – 8 each October. These are mandated by the Diocesan Schools' Office.

- The IOWA Basic is given as a diagnostic test to grades three through eight in the fall.
- The second, fifth, and seventh grades take the Cognitive Abilities Test.
- The kindergarten takes the Metropolitan Readiness Test in May.
- The fifth and eighth grades take an Assessment of Catechesis Religious Education in the spring.
- **The fourth and seventh grades take a Diocesan Writing Assessment in March.**
- **The eighth grade takes the North Carolina Algebra EOC in the spring.**

### **Textbooks**

The book fee pays for the books the school has designated as consumable and a usage fee for the required textbooks. Every year we update at least one of our subject areas.

Since hard covered textbooks are very expensive, all students are required to cover their books. (Please do not use contact paper or clear stick-on covers on hard covered books.)

Any student who permanently damages a book, or has lost a book will be required to pay to replace it. Should a student find the missing book after paying for the original book, they will not be refunded, as the school has had to order and pay for an additional textbook and cannot afford to absorb the cost.

### **DESTROYED/LOST BOOK CHARGES**

<b><u>New Book</u></b>	<b><u>100% of Cost</u></b>
<b><u>1 year old</u></b>	<b><u>80% of Cost</u></b>
<b><u>2 years old</u></b>	<b><u>60% of Cost</u></b>
<b><u>3 years old</u></b>	<b><u>40% of Cost</u></b>
<b><u>4 or more years old</u></b>	<b><u>20% of Cost</u></b>

A book that is generally in good condition but has been noticeably damaged by a student will be assessed a fee of 25% of the replacement cost.

## **Tuition Agreement**

Any questions concerning tuition should be directed to the business office at the school.

- A non-refundable registration fee of \$240 per student must be paid in full when the student is registered. The registration fee(s) will be fully applied toward annual tuition.
- A non-refundable new student application fee of \$100 per family must be paid in full before the student is registered. All families who do not re-register prior to May 1, 2010 will be required to pay this fee.
- To receive parishioner rates, each Catholic family must submit a current Parish Voucher to its parish during registration. It is the family's responsibility to make sure that the school receives a copy of this voucher by Wednesday, March 31, 2010.
- Tuition may be paid in one annual installment (due to ACS on May 1, 2010) or in 12 equal monthly installments. Families who do not pay in one installment must make payments through the SMART tuition collection system on their chosen date and will be responsible for the \$20 late fee if payments are not received on time. There is a \$43 service charge per family assessed for SMART, billed for and paid to SMART. The first of the twelve tuition installments for the 2010-2011 academic year is due to SMART on May 1, 2010 and is non-refundable.
- If a student withdraws from school after May 1, 2010, tuition will be refunded to the student's family on a pro rata basis; provided that the family has paid for tuition in one annual installment. The pro rata calculation will be based on a daily rate for the number of days of school attended. No refunds will be issued to families who pay for tuition through the SMART program. All families are liable for monthly payments and/or late fees due prior to the date of withdrawal.
- All new families, including current families who do not re-register prior to May 1, 2010, who register with the SMART program are required to make payments via automatic draft.

### **PARISHIONER**

# of Children	Tuition
1 Child	\$5,244
2 Children	\$8,868
3 Children	\$11,592
4 Children	\$14,100
Pre-Kindergarten:	\$5,244

### **NON-PARISHIONER**

# of Children	Tuition
1 Child	\$7,356
2 Children	\$13,176
3 Children	\$18,864
4 Children	\$24,480
Pre-Kindergarten:	\$6,288

## **Van Policies**

Van drivers are responsible for the safety and transportation of all students. Additionally they must be on guard for all other drivers and road conditions. Misbehavior on the van is distracting and serious; therefore, please explain these rules to your children thoroughly.

1. Students must wear seat belts and remain in their seats at all times.

2. Yelling, screaming, or loud talking will not be tolerated.
3. All extremities must remain inside the van at all times.
4. Eating, drinking, or gum chewing on the van will not be permitted.
5. Throwing or tossing any item is not allowed.
6. Students must abide by all of the driver's directions without arguing.
7. Electronic devices are not permitted.
8. Teasing, name-calling, hurtfully touching another student's body or possessions is not permitted.
9. Fighting is not permitted.

**Van Disciplinary Procedure:** The following procedures will be taken if regulations one through eight are not followed.

- First Offense: The driver warns the student.
- Second Offense: A note is sent home to parent to be signed and returned
- Third Offense: The student is suspended from the van for one (1) week.
- Fourth Offense: The child is expelled from the van.

The following procedure will be followed for regulation nine:

- First Offense: The driver will notify the principal and the student(s) will be suspended from the van for five (5) days.
- Second Offense: The student loses all van privileges, including field trips for the remaining of the semester, but for not less than two months
- Third Offense: The student is expelled from the van.

## **Visitor Parking**

Visitors are asked to park on Culvern Street or use the Saint Eugene parking lot. During school days do not park on the playground parking lot until after 3:30 P.M., unless directed to do so by a supervisor. Please do not park on the sidewalk in front of the school, in front of the playground gate, or in front of the mailbox. Please do not park on our neighbors' grass or obstruct their driveway at any time.

## **Visitors/Volunteers**

We welcome parents and other visitors to our classrooms. However, to reduce interruptions and to ensure the safety of the children, parents and visitors are not permitted to go directly to the classrooms.

- All persons participating in a classroom program should report to the school office upon arrival, sign in, and pick up a visitor's pass.
- Students and faculty are instructed not to open the door to visitors. They must be buzzed in by office personnel.
- All persons bringing lunch boxes, homework, etc. need to bring the items to the office. The office personnel will deliver the items to the teacher.
- The library is open after 3:00 P.M. to parents who wish to assist their child (ren) in selecting books.

- Parents are not permitted to help their child (ren) with taking Accelerated Reader tests.
- Cell phones should be silenced while in the building.

## **Volunteers**

Active participation by parent volunteers in school is considered an integral part of your child's social and scholastic development. There are many activities in which parent volunteers may participate, such as: room parent, playground helpers, cafeteria workers, field trip drivers, etc.

The Parent/Faculty Association (PFA), the office, and the individual teachers coordinate volunteering. All employees and volunteers of all Diocese of Charlotte schools are required to attend training relating to sexual abuse of minors issues (Protecting God's Children) and updating their training on the Virtus website [www.virtus.org](http://www.virtus.org).

A copy of your certificate of completion of the course, current standing in the course, or confirmation of registration must be on file in the ACS school office prior to your participation in any of the above mentioned school activities.

## **Wellness Policy**

The Diocese of Charlotte and Catholic schools recognize the importance of health, nutrition, and physical activities for its students to make the most of educational opportunities; and that student wellness is related to a student's physical well-being, growth, development, and readiness to learn. The Diocese and Catholic schools are committed to provide an environment that promotes student wellness, nutrition education, proper nutrition, and physical activity as part of the learning experience.

- **Nutrition Education**

Promoting student health and nutrition enhances readiness for learning and increases student achievement. Schools will provide nutrition education within the content areas of the curriculum. Students should learn to address nutrition related health concerns through age appropriate lessons and activities. Teacher resources will be housed in the library.

- **Nutrition Standards**

Food served or sold in the school will follow the guidelines established by the Diocesan Schools Office.

- **School-based Activities**

In addition to abovementioned standards the following activities will promote wellness:

- Clean and safe meal environment
- Adequate time to eat meals
- Outside programs and speakers to enhance student wellness
- Encouragement of school personnel to serve as positive role models to promote student wellness

- **Physical Education and Physical Activity**

The goal of the physical education program is to promote lifelong physical activity and provide instruction in the skills and knowledge necessary for lifelong participation in physical activity. The school will provide a minimum of 30 minutes of daily physical activity for students. Such activity may be achieved through a regular physical education

class, recess, or classroom energizers. Opportunities for physical activity clubs and interscholastic athletics will be offered throughout the year.

- **Assessment**

An Annual Evaluation Review will occur and include parents, teachers, and students. The principal will submit a report of the review to the Catholic Schools Office at the end of each school year.

## **AMENDMENT**

Asheville Catholic School reserves the right to amend this handbook. Notice of amendments will be sent to parents via the Thursday newsletter or through e-mail communication.

The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

As a member of the Asheville Catholic School community, every student and their parents are expected to follow all policies and procedures stated in this handbook. Refusal to do so could result in a student and /or family not being invited to continue at Asheville Catholic School.

### ACKNOWLEDGMENT

The undersigned has received, read, and discussed the Parent-Students Handbook with my child(ren).

STUDENT NAMES	GRADE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

PARENT'S SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

Please return this sheet by August 31, 2010