

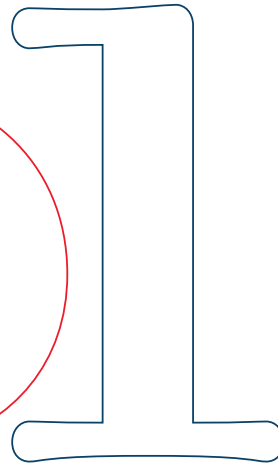
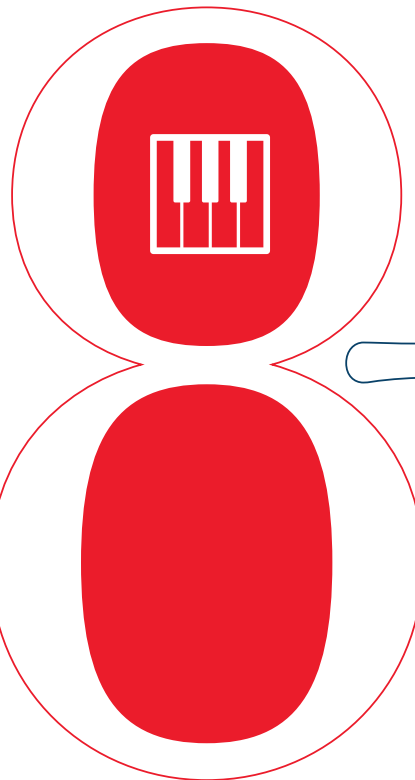
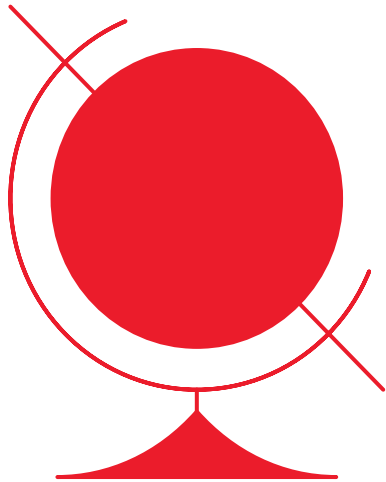


# ANCILLAE ASSUMPTA ACADEMY

EDUCATING WITH LOVE  
AND FOR LOVE

2018 | 2019

CALENDAR & HANDBOOK





## OUR MISSION

Ancillae-Assumpta Academy, sponsored by the Handmaids of the Sacred Heart of Jesus, is a private, Catholic, co-educational school for students in Preschool to Grade 8. A strong faith foundation rooted in gospel values and a challenging academic curriculum developed to meet the needs of all learners prepare students to reach their full potential as global citizens. In a community that emphasizes "personal excellence in a warm and friendly atmosphere", students learn through the R.I.C.E. Process to be Responsible, Interdependent, Creative, and Empowered Christians who utilize their God-given talents in service to others.

## OUR VISION

The community of Ancillae-Assumpta Academy embraces the educational mission of the Handmaids of the Sacred Heart of Jesus. Our ministry is education in service of the Gospel. Whatever educates invites our collaboration. Through the pursuit of "personal excellence in a warm and friendly atmosphere", we commit ourselves to:

- nurture faith development
- approach the world with hope and hospitality
- reverence creation
- celebrate diversity
- side with the poor
- act as leaven for community building
- and share all that we are and have.

To meet these demanding challenges, we dedicate all our resources: a liberating theology, quality teachers, structural know-how, a constantly evolving curriculum, critical teaching and thinking skills. In a spirit of hope, we share Responsibility, work Interdependently, think Creatively, and promote the Empowerment of people.



Ancillae-Assumpta admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. Similar policies apply to the school staff. The Academy does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, its admissions policies, or in any school administered program.

Ancillae-Assumpta Academy is a member of the National Catholic Educational Association (NCEA) and Pennsylvania Association of Independent Schools (PAIS). It was first accredited by the Middle States Association of Colleges and Schools in 1980 and reaccredited in 1990, in 2001 for The R.I.C.E. Process, and in 2012. The Academy was recognized for excellence by the United States Department of Education in 1986 and received the National Blue Ribbon Schools Award in 1992 and 2010.

## OUR BELIEFS

As a Catholic Christian educational community, with the Eucharist as its source of unity, we strive to live in a spirit of reconciliation.

The whole community shares the responsibility of nurturing the faith and moral development of children and educating them “with love and for love”.

Rooted in gospel values, a Handmaid education encourages all students to achieve “personal excellence in a warm and friendly environment”.

Inspired by the words of St. Raphaela Mary, we believe that “teaching is a ministry and our school is a sanctuary” where children learn to know and love God, themselves, others, and all creation through daily, faith-based experiences.

A call to service empowers students to accept their role in the global community and to grow in an understanding that “all life is one”.

Acknowledging the individual giftedness of each child, we celebrate the diversity of our students and challenge them to reach their personal level of success and achievement.

A healthy and safe environment, an evolving and engaging curriculum, and a diversified program of activities contribute to the growth and development of our students.

Instilling a love for learning inspires students to be life-long learners and prepares them to meet the future with confidence and creativity.

Through communication and trust, parents and teachers partner together to foster the spiritual, academic, and social maturing of our students.

Communication unites the community, promotes interdependence, informs progress, and invites participation in the life of the school.

By sharing all that we are and have, we create a vibrant family environment that welcomes the support and involvement of the whole community.



# JOURNEY TOGETHER





# POLICIES AND PROCEDURES

## SCHOOL HOURS

### SCHOOL DAY

School begins at 8:00 a.m. and dismisses at 3:10 p.m. Half-day Preschool children and half-day Stepping Stones into Montessori children dismiss at 12:30 p.m. Half-day includes lunch which is prepaid for the year. Extended Day hours are 7:15 a.m. to 7:45 a.m. and 3:10 p.m. to 5:45 p.m. Students in Grades 1 to 8 who arrive at school after 8:05 a.m. are to enter through the McCoy Center lobby and report to the receptionist, where their names will be removed from the absentee list. These students will be marked late unless they are arriving by bus.

### ATTENDANCE

To report a child late or absent, parents are to call the absentee line (215-885-1637) before 8:00 a.m. and indicate the reason in the case of an absence. Upon returning to school from an absence, the student is to present the school's absentee note signed by a parent or guardian to the homeroom teacher. The Absentee Note is available on the Parents' page of the school's website. Permission for an absence due to a family trip is to be presented in writing to the principal two weeks in advance for approval. It is strongly recommended that such trips coincide with student holidays and do not conflict with cumulative and standardized testing days. Upon returning, the student is responsible to make up missed assignments.

If a student needs to leave school early, a note stating the reason is to be sent in advance to the principal. Students who leave school early are always to be picked up and signed out at the Receptionist Office. Parents may not pick up students from the classroom. Students may only have a total of 8 combined late arrivals/early dismissals to be eligible for Perfect Attendance.

### LIBRARY

The library is open for use throughout the school day. Students have a scheduled library period and at designated times, they may work on research, class assignments, or personal interest projects. Books may be borrowed at any time, in accordance with school policy. To access Lib Guides, visit the student page of the school website. Library hours are 7:45 a.m. to 3:30 p.m.

### SCHOOL STORE

The school store is open daily from 7:30 a.m. to 8:00 a.m. Students may purchase school supplies at that time.

## COMMUNICATION

### SCHOOL INFORMATION

The primary means of communicating all school information is electronic. An e-mail containing important information and links will be sent each Thursday to families who have updated e-mail addresses on file with the school. Messages requiring immediate attention are posted on the Academy's website.

### PARENT PHONE CALLS

Calls to the administration or teachers concerning school matters are to be made between 9:00 a.m. and 4:00 p.m. Requests for a return call will be answered at the administrator's or teacher's earliest convenience. In-depth discussions of grades or behavior are best conducted at a conference arranged outside class hours at a time mutually convenient to parent and teacher, rather than by telephone. Parents may also contact the staff via school e-mail.

### STUDENT PHONE CALLS

Students are not permitted to make phone calls home during the school day for any reason other than transportation changes and emergencies. Phone calls may not be made for forgotten items. Students who bring cell phones and other electronic devices to school must have a permission note on file with the principal and leave the cell phone and/or device in the principal's office during the school day.

### POWERSCHOOL

PowerSchool is our student information system which informs parents and students of academic progress in Grades 4 to 8. Parents are strongly encouraged to check PowerSchool routinely for test and homework achievement and comments from the teachers concerning student performance. User ID and passwords are issued to parents and students in Grades 4 to 8.

### CANVAS

Canvas is our learning management system which aggregates students' digital course content. Through the parent app, parents can review upcoming or past assignments, check on grades, and receive course announcements. User ID and passwords are issued to parents and students in Grades 1 to 8.

### WEATHER and OTHER EMERGENCIES

In the event of any type of emergency, Alert Solutions will be activated. Do not text back Alert Solutions notifications, but rather follow the directions detailed in the message. In a weather emergency, information is available on network TV and at [www.ancillae.org](http://www.ancillae.org). To learn whether school is canceled or if there is a two-hour delay, please use one of these sources rather than calling school. During a weather emergency, our phones must be free in order to contact bus companies.





## DISCIPLINE CODE

### CITIZENSHIP

Children are expected to act in a manner which demonstrates a respect and concern for their teachers, classmates, and all whom they meet. Each student should respect the rights of others and make a sincere effort to follow the directives of the school. Each trimester, a Student R.I.C.E. Award is given to two students from each homeroom in Grades 4 to 8 who demonstrate the values of R.I.C.E. The recipients are selected by the homeroom teacher (who has conferred with subject area teachers). A student must meet behavioral expectations in order to be considered for this award.

### DISCIPLINE POINTS

Students in Grades 5 to 8 will receive discipline points at the teacher's discretion for failure to observe school regulations related to academic policies, behavioral expectations, and uniform requirements. In the area of behavior, conduct that infringes on the well being and rights of others to a safe and productive learning environment, disregard for the truth, inappropriate language, intentional disregard for community property, lateness for class, leaving school property during school hours and events, and other infractions, such as chewing gum, will warrant discipline points. Points may also be issued any time the student is involved in misconduct, whether on school grounds or while

representing Ancillae-Assumpta at any school event or school-related activity. Point notices are handed directly to the student who is then responsible to inform his/her parents and return the point to the teacher with his/her parent's signature. All forms of bullying, both in-person and via technology, are not tolerated and will be handled as outlined in the school's anti-bullying policy found in the student handbook. Behavioral difficulties of students in Preschool to Grade 4 will be handled on an individual basis and parents will be contacted directly. In the event that a child is extremely disruptive, it may be necessary for a parent to take the child home.

### DETENTION

A student who receives an accumulation of five points in one trimester for academic omission, behavioral difficulties, and/or not wearing the full and proper school or gym uniform will have an email sent to parents arranging a detention. If a student accumulates a second set of five points within one report period, it will be necessary for the child and both parents to meet with the administration to determine the student's future status. Detention will be scheduled during the week from 3:00 p.m. to 4:30 p.m. Parents are responsible for picking up their children after detention at 4:30 p.m. Detention always takes precedence over attendance at co-curricular activities and practices.

### INTENSIFIED SUPERVISION

Students who are in academic or disciplinary difficulty will be subject to intensified teacher and administrative supervision, curtailed co-curricular activities and/or other corrective measures as necessary. The school decides the need and duration for intensified supervision. Afterward, each child's case will be reviewed to determine whether s/he may regain full school privileges or continue with intensified supervision for an additional period of time.

### SUSPENSION/EXPULSION

Suspension means that a student will be excluded from school and any co-curricular activities for a period of one to five school days as determined by the administration. Students who receive two suspensions in the same school year may be expelled (permanently excluded from the Academy) after attending a review of their school records with parents and administration. Tuition and fees will not be refunded if a student is expelled.

### SUBSTANCE ABUSE

The use of alcohol, drugs, or tobacco will result in immediate consultation with parents, suspension, and possible expulsion.

### UNIFORMS

Parental cooperation is expected in seeing that the children wear the complete, required school or gym uniform including school shoes, as described in this handbook until the last day of school. The homeroom and physical education teachers will issue notices for missing or incorrect parts of the school or gym uniform which may result in a detention. If there is a legitimate reason why a student is not wearing the regulation attire to school or in gym class, parents should communicate this in writing to the homeroom or physical education teachers respectively. During cold weather, jackets, sweaters, and pants that are not regulation may not be worn in the classroom.

### RESPECT FOR SCHOOL PROPERTY

Students are expected to be considerate in their use of all school property. Any student who damages or defaces books, furniture, equipment, or the school building will be disciplined and held financially responsible to repair or replace the item. This includes library books that are not returned after receiving late notices and/or discipline points.



## POLICIES AND PROCEDURES Continued



### ACADEMICS

#### HONORS

Honors are awarded for scholastic achievement in Grades 5 to 8. The criteria for Distinguished Honors is all As and one B+ in subjects receiving A, B, C, etc. The criteria for Honors require As and B+s in those same subjects with majority of grades being an A. The classroom citizenship code reflects effort, participation, attitude, and other behaviors.

#### GRADING SCALE

Grades 4 to 8 grade scale: A=93-100; B+=89-92; B=85-88; C+=82-84; C=78-81; D+=74-77; D=70-73; F=Below 70.

E=Exceeds expectations; M=Meets expectations; I=Improvement needed; U=Unsatisfactory

Progress in Grades 1 to 3 is assessed on a continuum from "reinforcement needed" to "applies skills independently."

#### HOMEWORK

Homework assignments are given regularly and are designed to coordinate with and reinforce the learning experiences of the school day. It is recommended that students review and study each day's work to ensure that they have understood the material that has been presented. All written work is to be done neatly, completely, and handed in on time. Homework is checked and may be assigned a grade.

#### COMMUNICATING ACADEMIC STATUS

Parent-teacher conferences for all students in Stepping Stones into Montessori through Grade 8 are scheduled during the first and second trimesters, presenting the opportunity to discuss the student's goals and performance. Parents of students in Grades 5 to 8 should routinely review the progress and grades of their child online through the use of PowerSchool. The information provided gives students the opportunity to improve their work, if needed. Any student in Grades 4 to 8 who is failing to meet academic expectations will be subject to intensified supervision. If careful monitoring and evaluation of the student's progress warrants it, the student may be asked to consider such alternatives as attending summer classes, repeating the grade, or seeking a different school placement. This will be determined after an academic review with the administration, teachers, and parents.



### HEALTH AND MEDICATION POLICY

The Health and Medication Policy is formulated according to the guidelines of Pennsylvania School Health Law, the Cheltenham Township School District, and the needs of our Ancillae-Assumpta school community. The entire policy, including downloadable forms and the food allergen policy can be found at [www.ancillae.org/Parents](http://www.ancillae.org/Parents).

All required health forms for new students and students in certain grades (health history, physical examination, dental) are due in the health office before August 15th.

The Academy adheres to a strict food allergen policy. No food items can be brought to school without consulting the health office and the food service coordinator. Only non-edible treats are permitted for classroom celebrations.

For over-the-counter or prescribed medication to be given at school, both a physician's note and the written permission by a parent/guardian are required. Medicines in the original, labeled container are to be delivered to the health office by a parent/guardian only. Students may not carry medicines to or from school or on their person during school. Only health office personnel may administer medications to students.

If a student arrives at school feeling ill or becomes ill during the school day and is recommended to be sent home by the school nurse, it is the responsibility of the parent, or an individual designated by the parent, to pick the child up at school as soon as possible.

Upon a student's return to school from an absence, a note signed by the parent/guardian stating the reason for the absence is required. For any student missing five or more consecutive days of school due to illness, both a physician's note and a parent's note are required to be given to the health office. Any student who has had a fever should remain at home until a normal temperature has been maintained for 24 hours without the use of medication (e.g., Motrin / Tylenol).

**Health Office Phone**  
215-885-1636 x109

**Health Office Fax**  
267-627-5181



## SAFETY AND SECURITY

The safety of our students is a priority. Students are not permitted to bring dangerous objects such as matches, penknives, etc. to school. Any language or behavior that can potentially endanger another person will result in immediate contact with parents, and appropriate action will be taken. Students are not permitted to leave school property while attending after-school activities.

Security measures are implemented to safeguard the students and staff. All doors are locked at all times. It is imperative that all parents, volunteers, and visitors enter the school through the main entrance of the McCoy Center, sign in with the receptionist, and receive a visitor's identification before gaining access to any other part of the campus. During the school day, teachers and classrooms are not to be interrupted for any reason including student deliveries. Only Academy staff deliver messages and forgotten items to students' classrooms.



## TRANSPORTATION

### PRIVATE TRANSPORTATION

Cars are to use the proper entrance and exit on the Church Road side of the property and follow the procedure below for arrival and dismissal throughout the school year. This procedure continues for Grades 1 to 8 students until the last day of school.

- Cars with Grades 1 to 8 students ONLY drop off at the Link in a.m. and pick up in the Child Safe Zone at 3:15 p.m.
- Cars with PS and K students ONLY drop off and pick up at Sacred Heart Center ramp in both the a.m. and between 2:45 and 3:00 p.m.
- Cars with students both in SSM, PS, K and Grades 1 to 8 drop off in Child Safe Zone in a.m. and pick up at Sacred Heart Center ramp at 3:10 p.m.
- Half-day Preschool students will dismiss at the Preschool ramp at 12:30 p.m.
- Half-day Stepping Stones into Montessori students will dismiss from the SSM lobby at 12:30 p.m.

To facilitate a safe dismissal and to alleviate traffic congestion, it is imperative to adhere to the pick-up times and not arrive before the times stated above. Children must be picked up on school property. No one may park on Royal Avenue, Church Road, or neighboring streets at any time or use Mulford or Gribbel Roads to access the major thoroughfares.

### BUS TRANSPORTATION

Bus service for children attending non-public schools is provided under PA Act #372. Parents are asked to familiarize themselves with the transportation policies of their school district. Arrangements for bus transportation can be made through the school office. Students using bus transportation should be at the stop five minutes before the arrival of the bus. Under no circumstance may a student ride a bus other than the one assigned by the school district.

### BUS CONDUCT

Students are expected to obey the safety rules on all buses. Bus companies may issue warning notices for uncooperative or irresponsible behavior as the safety of our students to and from school is a priority. A student who demonstrates a repeated lack of concern for bus regulations will be deprived of bus service for one or more days.

### PARKING

During school hours, parking is limited to the spaces provided on the school property. Parking along any of the driveways on the school grounds or in the child-safe zone, since this is a student recess area, is not permitted. Temporary parking from 9:00 a.m. to 2:00 p.m. is available in front of the McCoy Center for visitors or volunteers. Please refer to the school calendar for the location of major events parking. During major events, families and guests may not park on any streets bordering the Academy.

### TRANSPORTATION CHANGES

Parents must notify the school of any changes to students' regular transportation means by 1:30 p.m. in order to reach the child before dismissal begins.



## PUBLICITY

During the school year, photographs are taken of activities, events, and programs that occur in the classrooms, around the school, and during field trips. When appropriate, photographs, writings, art, or voice recordings, with or without a student's name, may be selected to represent the school in internal and external publications, both printed and electronic, for the purpose of advertising and promoting the Academy. Parents may sign a publicity refusal form at the beginning of the school year to opt out of promotional publications.



# REPORT CARDS AND UNIFORMS

## 2018-2019

### Orientation Meetings for Parents

<b>New Parents' Night</b>	Wednesday, September 12
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All parents may meet their child/ren's teachers and become acquainted with their academic and disciplinary expectations by attending these classroom orientation meetings:

<b>SSM, PS, K</b>	Thursday, September 20
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<b>Grades 1 through 4</b>	Thursday, September 20
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<b>Grades 5 through 8</b>	Tuesday, September 18
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### Report Cards

Report cards for Grades 1 to 8 will be emailed in December, March, and at the end of the school year.

Progress Reports for the Montessori Unit will be emailed in December and at the end of the school year.

Parents of students in Grades 4 to 8 should routinely review students' grades through PowerSchool.

### Parent-Teacher Conferences

Parent-Teacher Conferences for all grades are held by appointment on the following dates and times:

<b>Monday, October 22</b>	6:00 p.m. to 8:00 p.m.
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<b>Tuesday, October 23</b>	10:00 a.m. to 4:00 p.m.
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<b>Wednesday, October 24</b>	10:00 a.m. to 4:00 p.m.
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<b>Monday, February 4</b>	6:00 p.m. to 8:00 p.m.
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<b>Tuesday, February 5</b>	9:00 a.m. to 4:00 p.m.
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## BOYS' SCHOOL UNIFORM

### Grades 1 to 8 (Fall/Spring)

- Gray Flannel Dress Pants
- Navy/White Short Sleeve Polo Shirt with Logo
- Navy V-Neck Vest with Logo (optional)
- Gray/Navy Socks (no sports socks)
- Black Belt

### Grades 1 to 8 (Winter)

- Gray Flannel Dress Pants
- White Long Sleeve Turtleneck or
- Navy/White Long Sleeve Polo Shirt with Logo
- Navy 1/4 Zip with Logo or
- Navy V-Neck Vest with Logo
- Gray/Navy Socks (no sports socks)
- Black Belt

## GIRLS' SCHOOL UNIFORM

### Grades 1 to 4 (Fall/Spring)

- Blue Cord Jumper
- White Short Sleeve Bermuda Collar Blouse
- White Knee Socks or White Tights

### Grades 1 to 4 (Winter)

- Navy & White Plaid Jumper
- White Long Sleeve Bermuda Collar Blouse or
- White Long Sleeve Turtleneck
- Navy Crew Neck Cardigan Sweater with Logo
- Navy Knee Socks or Navy Tights

### Grades 5 to 8 (Fall/Spring)

- Blue Cord Kilt
- Navy/White Short Sleeve Polo Shirt with Logo or
- Navy/White Short Sleeve Banded Polo Shirt with Logo
- Navy V-Neck Vest with Logo (optional)
- White Knee Socks or White Tights

### Grades 5 to 8 (Winter)

- Navy & White Plaid Kilt
- White Long Sleeve Turtleneck or
- Navy/White Long Sleeve Polo Shirt with Logo
- Navy 1/4 Zip with Logo or
- Navy V-Neck Vest with Logo
- Navy Tights

**All students are required to use school-imprinted school bags (SSM to Grade 8) and day bags (Grades 5 to 8).**

## BOYS' and GIRLS' GYM UNIFORM

Gray Imprinted Shirt, Navy Mesh Shorts, White Socks, Sneakers, School Sweatsuit, Long Sleeve Wicking Shirt (optional)

Students wear gym uniforms on their gym days. The school sweatsuit is worn over the gym uniform during the winter uniform season.

If a class liturgy, school liturgy, or a special event is scheduled on a student's gym day, s/he wears the regular school uniform and brings his/her gym uniform for class.

### BOYS' SHOES

Grades 1 to 8

Black Leather Tie Oxford

Black Merrell Moc Slip-on Black Leather Loafers

### GIRLS' SHOES

Grades 1 to 8

Black Leather Tie Oxford

Black Leather Loafers

(Black Leather Mary Jane option for Grades 1-4 only)

School shoes must be worn until the last day of school.

### Uniform items are to be purchased at:

FLYNN & O'HARA UNIFORMS

10905 Dutton Road, Philadelphia

215-637-4600, or

901 N. Bethlehem Pike, Springhouse

215-793-9436

### Shoes can be purchased at:

Flynn and O'Hara Uniforms

Flacco's Discount Shoes, Conshohocken

**Students are expected to wear the proper uniform to school and in gym class.** A neat appearance and personal cleanliness are to be maintained every day. Both boys and girls are to pay particular attention to tucking in shirts and keeping shoes in good condition. Boys must wear a black belt. Jewelry is limited to a watch and a ring; girls may wear small earrings.

Girls may not wear make-up or fingernail polish. No extreme hairstyles or hair ornaments are permitted. Acceptable colors for girls' hairbands are solid white, gray, navy blue, black, or school plaid. Acceptable hair length for boys is above the ears, above the eyebrows, and above the shirt collar.

# RELIGIOUS PROGRAMS AND SERVICES

## Exposition of the Blessed Sacrament

The mission of the Handmaids of the Sacred Heart of Jesus is to make the Lord's presence alive in the world through Eucharistic Adoration and apostolic service. To this end, the Blessed Sacrament is exposed in the St. Raphaela Mary School Chapel on school days from 7:30 a.m. to 11:00 a.m. and in the Sacred Heart Chapel from 4:00 p.m. to 5:45 p.m.

## Eucharistic Celebrations

During the school year, there are several school-wide community Masses. Class Masses are held in the Saint Raphaela Mary Chapel.

## Sacrament of Reconciliation

Students are provided with the opportunity to celebrate this sacrament annually.

## Sacramental Preparation

In the fall, second grade students prepare to celebrate the sacraments of Reconciliation and Holy Eucharist. Beginning in the spring of first grade, their parents attend several meetings to assist them in preparing their children for these sacraments both of which are administered at the Academy.

Complete instruction for the sacrament of Confirmation is an integral part of the fifth and sixth grade Religion curriculum. Parents are to make arrangements for their child to celebrate the sacrament of Confirmation in their home parish and notify the Religious Education Office with this information.

## Eighth Grade Retreat

Eighth grade students participate in an annual day of retreat and prayer at Saint Raphaela Center, Haverford.

## Service Learning

Students put their gifts at the service of others and engage in age-appropriate, meaningful service opportunities connected to Catholic Social Teaching in order to help them understand the call to Christian service and their identity as baptized Christians. Each grade connects with local groups through education, prayer, reflection, and acts of charity.

*A Mission Fund*, supported mainly through donations on Mission Day in October, is used throughout the year to enable the Academy to respond to many requests for assistance from those in need.

*Sneak Up On Hunger* is an outreach program providing non-perishable foods to local emergency food cupboards. All families are encouraged to make food donations to this program on a monthly basis during the school year.

## ACJ Associates

The ACJ Associate experience invites women and men to deepen their relationship with God in the spirit of St. Raphaela Mary. This bonding challenges them to live the spirit of reparation and Eucharist in their daily living. Monthly meetings include faith sharing and the prayer of Adoration.

## Heart to Heart

*Heart to Heart*, a R.I.C.E. networking program designed to actualize the ACJ Mission, networks with Handmaid missions throughout the world, enabling children to help other children. By sharing resources, *Heart to Heart* builds unity and promotes justice and peace. Families are encouraged to participate by making a donation to educate a child in impoverished schools served by the Handmaids.





# DEVELOPMENT PROGRAMS

## Office of Institutional Advancement

The Advancement Office promotes participation and financial support from our public in order to secure the overall growth and long range plans for the Academy's future. Membership in the Annual Sustaining Fund is solicited in October and January. An annual phonathon to alumni and friends occurs in October. Gifts to the Academy may be made in cash, stock, real estate, gifts in kind or any negotiable securities. For further information, contact the Advancement Office. Anyone wishing to make a donation toward or seeking information about funding a Scholarship Endowment is directed to contact Sister Kathleen Helbig.

## Publications

The Academy's magazine, *FIAT*, which includes an Annual Progress Report, is distributed to parents, grandparents, alumni, and friends. The school yearbook, *Belgrame*, is published annually. Community and curricular information is published on the school website. Grade Pages found on the school's website share curricular offerings at each grade level. The Academy's social media includes Facebook, Twitter, and Instagram which share the latest classroom and school happenings.

## Alumni Association

Graduates of the Academy are encouraged to attend reunions and various events conducted by the Alumni Association. Each year an alumni is inducted into the Alumni Hall of Fame on FIAT Day. Current information about the activities and accomplishments of graduates is welcomed for publication in the *FIAT* magazine. Please direct communications to the Advancement Office.

## The Center of Life and Learning

As a commitment to life-long learning, the Center of Life and Learning provides ongoing adult education and information sessions on a variety of topics. Members of the community are encouraged to participate as well as share their expertise and talents by offering programs.

## Volunteer Programs

The Academy welcomes and is enriched by volunteer services. If you are able to serve as a library, computer, classroom, lunch, or office assistant, please contact the Advancement Office. Volunteers are solicited in the summer for the school year, and an orientation for volunteers is held at the beginning of the school year. Ancillae Moms and Dads is a volunteer program of the Parents' Association in which parents offer services to assist in class and school-wide activities. All school volunteers are required to obtain the necessary clearances mandated by PA State Law.





# STUDENT PROGRAMS AND ACTIVITIES

## Student Support Programs

Montgomery County Intermediate Unit provides counseling services (Act 89) which are administered by a certified school counselor, and include educational evaluation, consultation with parents, staff, administrators, and students, and individual and group counseling. The Academy's school counselor primarily serves the needs of students in Grades 5 to 8. Through the Resource Learning Program, an instructional support team develops intervention strategies to assist students in need. A challenge component of combined enrichment and accelerated activities which assists students to develop higher level thinking skills is incorporated into all curricular areas. The Ancillae-Assumpta Academy Student Advisory Program assists students in gaining essential academic, social, and life competencies. It is based on the belief that adolescent students need the opportunity to develop relationships with adult educators who guide and advocate for the students and offer support in difficult social or academic situations. Further, the advisory program fosters the development of self-esteem and resiliency.

## Health Program

The health office is staffed daily with nurses who prepare and assist teachers to implement medical care plans for students with medical needs. Cheltenham Township provides a school nurse to conduct screenings and oversee medical, dental, and immunization records; it also provides a school doctor to administer any required health

examinations not done by a student's private physician. The health office link on the school website provides complete information on the medical and food allergen policies. The Life Skills program and Wellness program are ongoing commitments to promoting a healthy lifestyle for our students.

## Student Council

Elected officers and class representatives support the school by promoting school spirit, developing a positive student morale, learning to solve problems and make decisions, and sponsoring academic, service, and social activities. Regular student government meetings help to develop leadership skills.

## Forensics Program

Forensics is offered to sixth, seventh, and eighth grade students to promote and encourage good public speaking and oral communication. Speaking categories include original oratory, declamation, oral interpretation of poetry or prose, dramatic interpretation and duo interpretation. Students participate in intra- and interscholastic tournaments.

## Bullying Prevention Program

The R.I.C.E. process in action (Respecting all Individuals by Caring for Everyone), based on the Olweus Bullying Prevention Program, is incorporated into the curriculum and school schedule to support the Academy's vision of personal excellence in a warm, friendly atmosphere. In a school that emphasizes gospel values, the importance of a global viewpoint, and the interrelatedness of peoples, we are

committed to educating the whole child and to teaching our students how to positively relate to one another through shared responsibility, human interdependence, dynamic creativity, and people empowerment. Classroom meetings, activities, discussions, and lessons support this aim. These efforts are further strengthened by the school-wide involvement of all adults.

## Co-curricular Offerings

In addition to an outstanding academic program, the Academy offers a variety of co-curricular activities. Offerings such as arts and crafts, technology, cooking, and sports enable students to acquire skills and self-confidence in artistic as well as practical fields.

## Food Services

All students participate in a snack and lunch program offering a nutritious menu of hot and cold food items. The cost of food services is billed with tuition.

## School Trips

Each grade schedules one field trip in correlation with the curriculum. Stepping Stones into Montessori through Grade 2 take trips to local sites, and the cost is covered by tuition. Third through seventh grades take longer day trips. Third and fourth grade students learn more about our state by visiting Lancaster and Harrisburg respectively; fifth grade students visit the Baltimore Harbor area; sixth grade students spend a day in Washington, D.C., and seventh graders tour Philadelphia. The eighth grade class visits Williamsburg, VA, for four days each spring. The cost of class trips for Grades 3 to 8 is billed with tuition. A permission slip signed by the parent/guardian is required before students can participate in a trip.

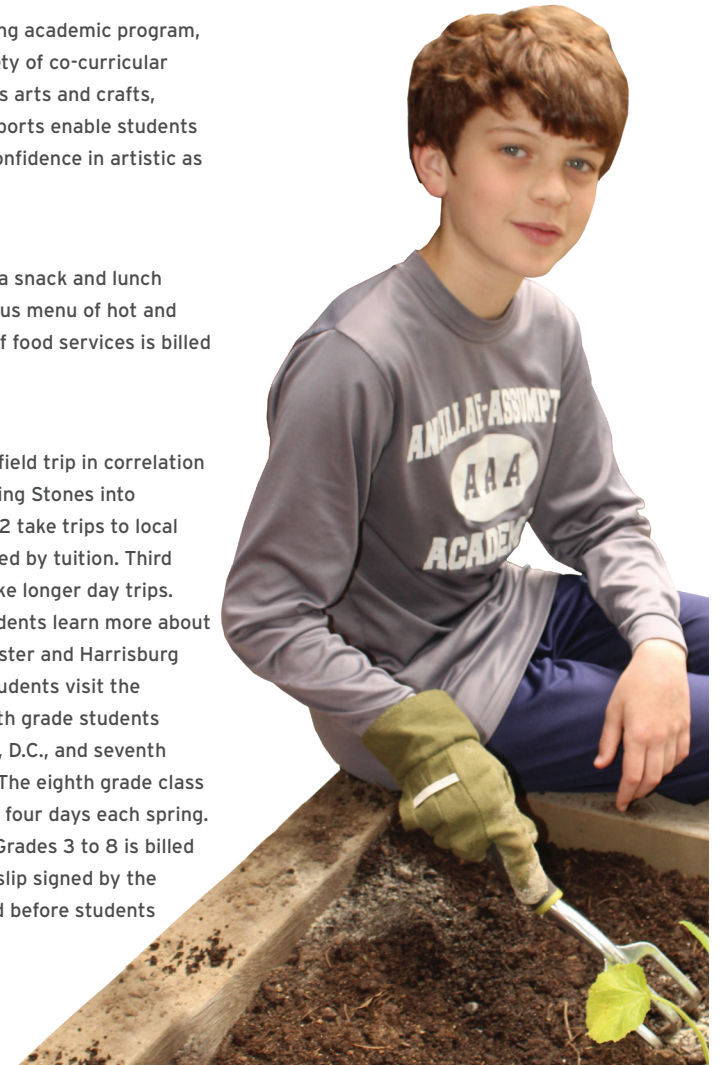
## R.I.C.E. PROCESS FOR STUDENTS

Share **RESPONSIBILITY** - do your part.

Work **INTERDEPENDENTLY** - be a team player.

Be **CREATIVE** problem solvers - think positively.

Be **EMPOWERED** - use energy for good; be leaders.



# FINE ARTS PROGRAM

At AAA, the performing and creative arts provide children with authentic learning experiences that engage and connect their bodies, minds, and hearts. As a result, these artistic experiences become meaningful for them and allow for the further development of cognitive, social, and personal competencies. While learning in other disciplines may often focus on the development of a single skill or talent, the fine arts consistently involve and incorporate numerous skills and abilities. In the classroom, art and music are provided weekly for all students. Outside of class, students can participate in individual and group offerings in dance, music, and art. Students have the opportunity to feature their talents through Music Recitals, Art Exhibits, Concerts, Accolades and Awards for the Arts, and the annual Spring Show production.



## PRIVATE LESSONS

- Guitar
- Voice
- String Instruments
- Brass Instruments
- Percussion Instruments
- Woodwind Instruments
- Traditional Piano

## ENSEMBLES and ART CLASSES

- Band
- Mixed Chorus
- Handbell Ensemble
- Dance
- Orff Ensemble
- Choristers
- Music Tech Ensemble
- Service Musicians
- Sewing
- Scenery and Set Design

### Select ensembles include:

- Chamber Ensemble
- Jazz Ensemble
- Guitar Ensemble
- String Ensemble
- Percussion Ensemble
- Vocal Ensemble





# ATHLETICS

Team members involved in league sports are selected on the basis of skill development sufficient to compete successfully in the Catholic Academy League's interscholastic competitions. A fee payable at the beginning of the season is charged for participation in a sport. All forms and fees must be received before a student may participate. Parent Orientations for parents of students involved in specific sports are held at the beginning of each season. The annual Sports Luncheon recognizes both team and individual achievements during the year. Boys and girls in Grades 3 to 8 are eligible to participate in the school's Intramural Basketball Program. Student spectators must be supervised by a parent at all athletic events.

*Participants in league sports (except football, field hockey, and lacrosse) are covered by the special rider on the school insurance form.*

*For sports not covered by Student Accident Insurance, the parent is to sign a form stating that the child has private health insurance.*

*Lacrosse players must be registered by U.S. Lacrosse.*

**Sports Information Line**  
215.885.1638



### GIRLS' TEAMS

Basketball:	Grades 5-8
Field Hockey:	Grades 5-8
Lacrosse:	Grades 5-8
Soccer: (Co-ed)	Grades 5-8
Softball:	Grades 6-8
Swimming:	Grades 3-8
Track:	Grades 4-8

### BOYS' TEAMS

Baseball:	Grades 5-8
Basketball:	Grades 5-8
Football:	Grades 4-8
Lacrosse:	Grades 6-8
Soccer: (Co-ed)	Grades 5-8
Swimming:	Grades 3-8
Track:	Grades 4-8





# BOARD OF TRUSTEES

In cooperation with the Handmaids of the Sacred Heart of Jesus, the Board of Trustees of Ancillae-Assumpta Academy serves as the custodian of the mission of the school and as a resource for its strategic vision. The Board serves at the discretion of the Provincial of the Handmaids of the Sacred Heart of Jesus, embracing their charism, values, and ministry of education in service of the Gospel. The Board works with the Director and full Administration to ensure the continued vitality of the school, to set its long-range directions and policy, to monitor its progress and effectiveness, and to

offer support as requested. Ancillae-Assumpta Academy's Board of Trustees is a working Board. The work of the Board is primarily performed at the Committee level, and the purpose of the full Board meetings is to elicit a discussion that draws on the skills and expertise of the Trustees to address selective issues.

## **The Academy's Board of Trustees is composed of five Committees:**

**Executive:** reviews and discusses the actions of the Finance, Trusteeship, Institutional Advancement, and Long-Range Planning Committees

**Finance:** reviews financial plans/budgets and recommends action as appropriate

**Trusteeship:** focuses on the mission and vision of the Handmaids and the Academy and Board formation and involvement

**Institutional Advancement:** maintains and enhances institutional image and awareness and makes recommendations to attract maximum philanthropic support

**Long-Range Planning:** monitors the progress of the strategic vision and assesses strategies for continued improvement at the Academy





# PARENTS' ASSOCIATION

## Parents' Association

The purpose of the Parents' Association is to provide an effective structure to maximize parent participation in the life of the school community. All parents or guardians of children attending the Academy are members of the Association. Members are encouraged to attend the general meetings of the Parents' Association.

## Parents' Council

Within the Association, members of the Parents' Council serve as a representative leadership team. The Council promotes maximum participation of parents through the areas of Development, Family Network, and FIAT Connect.

## FIAT Connect

The FIAT Connect Area encourages Christian values within the Academy and outside community. The activities of this area are focused on addressing the issues, needs, and concerns which pertain to promoting and achieving a global awareness of the gospel message.

## Family Network

The Family Network Area designs and implements activities which foster family unity and social involvement. This area is responsible for assisting with school activities and events which involve family (parent/child) and/or student participation.

## Development

The Development Area actively promotes a strong level of financial support to the Academy. To this end, this area develops an extended community network, engages in long-range planning, and assists in the development and implementation of methods which result in the attainment of the Academy's financial goals and obligations.

## The Parents' Association is committed to:

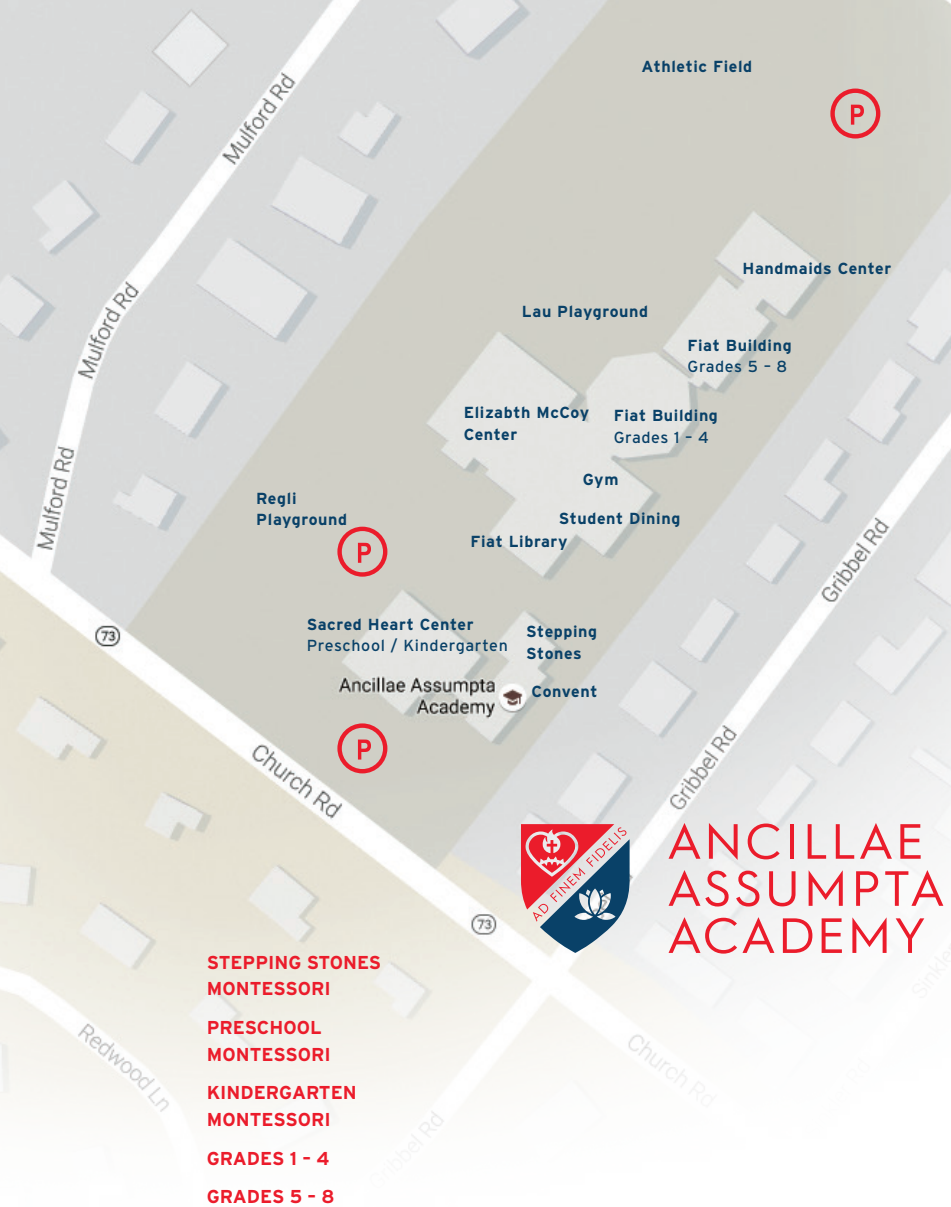
**Responsibly** sharing in the development of a faith learning community so as to benefit our students' education as members of the global, civic, and ecclesial community.

**Interdependently** working with the administration and faculty/staff in the planning and implementation of programs and activities so as to develop an effective network of people.

**Creatively** assisting in the long-range planning, financial support, and on-going evaluation of the school's programs and offerings so as to effectively utilize the resources of the school community.

**Empowering** its members through on-going education and active involvement so as to maximize the skills of the parents and others for the benefit of the school community.





## CAMPUS OVERVIEW

The picturesque ten-acre property, which serves as the Academy's campus, is the former estate of George Horace Lorimer, editor of the Saturday Evening Post. In addition to the most up-to-date instructional areas and classrooms, complete with interactive whiteboards, Apple TVs, and laptop/iPad carts, the Academy houses a full service dining room, a gymnasium, three science labs, two world language classrooms, a STEM lab, a MIDI lab, six studios for private music instruction, an art studio equipped with a kiln and a computer graphics area, a 500-seat auditorium, and fully equipped library. Our outdoor facilities are comprised of two play areas and an athletic field with a spectator area, a fitness walk, school garden, and an outdoor classroom.

As a school community blessed by its remarkable past and encouraged by its exciting future, Ancillae-Assumpta Academy is equally proud of its present day reputation and dedicates all its resources to making a difference in the lives of those entrusted to us as students and citizens of the twenty-first century. With confidence, competence, and compassion, we follow in the footsteps of those who began the journey of "educating with love and for love" and strive for excellence.



# ANCILLAE ASSUMPTA ACADEMY

### ANCILLAE-ASSUMPTA ACADEMY

2025 Church Road  
Wyncote, Pennsylvania 19095

215.885.1636 Phone  
215.885.2740 Fax

[www.ancillae.org](http://www.ancillae.org)

Families interested in sending their child/ren to the Academy are encouraged to visit [www.ancillae.org/apply](http://www.ancillae.org/apply) or contact the Admissions Office for information regarding the admissions process.



### Distinguished Program

Recognized by Apple as a distinguished program for innovation, leadership, and educational excellence.

### ACCREDITATIONS

The Academy is accredited by the Middle States Association of Colleges and Schools and is a member of the National Catholic Education Association and Association of Delaware Valley Independent Schools. Ancillae-Assumpta Academy has been formally recognized by the United States Department of Education as an "Exemplary Private School," a "Drug Free School," and twice a "Blue Ribbon School of Excellence".

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National  
Catholic  
Educational  
Association

