

**ASCENSION
CATHOLIC
SCHOOL**

2011-2012

***Family Handbook
Ascension School***

***2001 Woodman Drive
Kettering, OH 45420***

Phone: 937-254-5411

Fax: 937-254-1150

Website

www.ascensionkettering.org/ascension-school/

Ascension School Traditions

Year founded: **1956**

Colors: **Red & Grey**

Mascot - **Knight**



School Logo - **A for Ascension with a cross highlighted in the middle to represent that our school is centered in Christ. The characters of Respect, Responsibility and Reverence surround the A.**

Motto – **We are the Knights...**

Our shield – Faith, Our sword – Education.

Religious Affiliation – **Roman Catholic**

Sisters of Notre Dame de Namur were teachers in the early years of the school. In addition the school has always had qualified faith filled lay teachers staffing the school as well.

School Prayer - **Good and glorious God,
we thank you for our many gifts.
We ask you to bless and protect our school
and all who come to learn and teach here.
Help us be like the Holy Family,
+ Jesus, Mary & Joseph,
to be prayerful and to treat each other
with respect, responsibility and reverence.
May we learn from the past
as you guide us to a bright future. Amen**

Ascension School

2001 Woodman Drive

Kettering OH 45420

Phone 937-254-5411 - Fax 937-254-1150

Website - www.ascensionkettering.org/school/

2011-12 School Year

Dear Parents,

Ascension School welcomes you to the Ascension School family. All of us on the staff are glad to be providing a great educational experience for your child. Like all families, the school needs rules and structure for efficient and effective operation. The purpose of our school handbook is to make you aware of our policies, procedures and other information about our school.

This edition includes school policies, which have been correlated and indexed with Archdiocesan policy. All policies thought to be pertinent to students and parents are included. *Policies and procedures revised or newly added to the handbook this year are printed in italics.*

There is much information contained in these pages. Please read the handbook carefully. Naturally, there may be a rare instance when something new arises and if and when that should occur, the situation will be dealt with as fairly and wisely as possible.

In an effort to “go green” and utilize available technology the Ascension School Handbook is available on the School website. Families and visitors to our website may opt to access the handbook in that format so that a hard copy will not be necessary if families choose not to receive one.

After reading and sharing this book with your child(ren), please complete both sides of the tear off compliance and agreement form (located on the last page of this handbook) and return it to the school. All of us encourage you, the parents to become active in Ascension. Every time parents become involved we become a better and stronger school.

In Christ,



Brent Devitt, Principal
Ascension Catholic School

devittb@ascensionket.org

TABLE OF CONTENTS

LEADERSHIP AND GOVERNANCE

| | | |
|--------|--------------------------------------|---|
| 001.08 | Parish Education Commission..... | 6 |
| 001.13 | Parent Organization..... | 6 |
| 201.01 | Establishment and Accreditation..... | 6 |

COMMUNITY RELATIONS & COMMUNICATION

| | | |
|--------|--------------------------------------|---|
| 250.01 | Community Relations | 6 |
| 250.02 | Parent Involvement | 7 |
| 250.03 | Communication with Parents | 7 |
| 250.04 | Visitors..... | 8 |
| 250.05 | Telephone..... | 8 |
| 250.06 | Mail & Deliveries..... | 8 |
| 250.07 | Rights of Non-Custodial Parents..... | 8 |

STUDENTS

| | | |
|--------|---|----|
| 301.01 | School Age | 9 |
| 301.02 | First Grade Entry Without Kindergarten | 9 |
| 302.01 | Admission..... | 9 |
| 302.02 | Non-discrimination..... | 10 |
| 304.03 | Decision To Admit/Retain Students..... | 10 |
| 302.04 | Inclusion of Students with Special Needs..... | 10 |
| 303.01 | Attendance..... | 10 |
| 303.02 | Absences..... | 11 |
| 303.03 | Tardiness..... | 11 |
| 304.01 | Attendance Under Special Circumstances..... | 12 |
| 305.01 | Requests for Release of Students..... | 12 |
| 306.01 | Student Code of Conduct..... | 12 |
| 306.03 | Corporal Punishment..... | 15 |
| 306.04 | Dress Code..... | 15 |
| 306.10 | Classroom and School Rules..... | 17 |
| 306.11 | Integrity..... | 17 |
| 306.12 | Substance Abuse..... | 18 |
| 306.13 | Weapons and Violence..... | 18 |
| 307.01 | Suspension | 18 |
| 307.02 | Suspension Procedures..... | 19 |
| 308.01 | Expulsion | 19 |
| 308.02 | Expulsion Procedures..... | 19 |
| 309.00 | Student Records..... | 20 |
| 309.03 | Transfer of Records..... | 20 |

HEALTH - MEDICAL - SAFETY

| | | |
|--------|--|----|
| 311.01 | Promotion of Health & Wellness..... | 21 |
| 311.03 | Dispensing Medicine..... | 22 |
| 311.04 | Illness..... | 22 |
| 311.05 | Emergency Medical Authorization Forms..... | 23 |
| 311.06 | Immunization..... | 23 |
| 311.07 | AIDS/HIV | 23 |
| 311.20 | First Aid..... | 23 |
| 311.30 | Head Lice | 24 |
| 312.00 | Child Protection..... | 24 |
| 315.06 | Safety Drills..... | 27 |
| 315.07 | School Safety Plan..... | 28 |
| 315.10 | Inspection of School Property..... | 28 |
| 316.00 | Student's Personal Property..... | 28 |

TRANSPORTATION

| | | |
|--------|------------------------|----|
| 320.01 | Bus..... | 29 |
| 320.02 | Car Riders..... | 29 |
| 320.03 | Cyclists, Walkers..... | 29 |

| | | |
|--|---|----|
| | AM Arrival & PM Dismissal Diagrams..... | 30 |
|--|---|----|

LUNCH & RECESS

330.00 Lunch 31
340.00 Recess..... 33

INSTRUCTION

401.01 School Mission and Beliefs..... 34
401.03 Class Size..... 34
402.03 Curriculum - Graded Courses of Study..... 34
402.04 Religion Courses..... 34
402.05 Participation in Religious Ed. Programs..... 35
402.07 Educational Options & Outings..... 35
403.01 Instructional Materials..... 35
403.09 Responsible Use of Technology..... 36
403.10 AV materials (Including Movies & Videos)..... 37
403.20 Media Center..... 37
403.22 Animals in the Classroom..... 38
404.02 Homework Assignments..... 38
404.03 Make-up Work..... 38
404.04 Examinations..... 38
404.05 Tutoring..... 39
405.00 Pupil Guidance..... 39
406.02 Testing..... 39
407.02 Reports to Parents 39
407.04 Supplementary Reports to Parents..... 39
407.20 Parent Teacher Conferences..... 39
407.30 Intervention Assistance Team..... 40
407.40 Title I Supplemental Instruction..... 40
407.50 Response to Intervention..... 41
408.00 Withdrawal of Students from School 41
409.01 Promotion/Retention..... 41
412.01 Temporary Home Instruction 42
412.02 Home Schooling..... 42

CALENDAR & SCHEDULE

501.01 Calendar..... 43
502.06 Daily Schedule..... 44
502.07 Appointments..... 45
503.02 Inclement Weather – School Closing..... 45

CO-CURRICULAR PROGRAMS

601.01 Religious Activities..... 46
602.00 Art & Music Activities..... 46
604.00 Student Activities..... 46
606.00 Athletic Activities..... 46

PERSONNEL

716.00 Volunteers..... 46
716.01 Child Protection Training & Responsibilities 47

FINANCES & FACILITIES

802.00 Fund-Raising Activities..... 49
810.00 Tuition..... 49
820.00 Money Payments to School..... 49
850.06 Parish Activities Center (PAC) Use..... 50
850.09 School Property..... 51

APPENDIX

School and Religious Education Constitution 52
Parent Teacher Organization Constitution..... 54
Index..... 56
Compliance Form..... 57
Responsible Use of Technology Agreement..... 58
Social Skills Taught at Ascension..... 59

LEADERSHIP & GOVERNANCE

001.08 PARISH EDUCATION COMMISSION

The Pastor of Ascension Parish has pastoral authority over all facets of parish life including the school. The Ascension Parish Pastoral Council has established a Catholic Education Commission. This Commission has as its primary concern the spiritual and intellectual development and faith formation of all members of the parish community. It is the Commission's purpose to promote education formation with parishioners of all ages: Sacramental Formation/Preparation; Family Faith Formation; Adult Faith Enrichment and Spiritual Life Formation; Youth Ministry; School; Religious Education to lead them through their cultural, social and economic environments with a Gospel perspective. The Commission shall evaluate the educational programs and policies of Ascension Parish, make recommendations accordingly, and support the implementation of these programs and policies. The Commission assists the pastoral staff in the development of long range planning, budget matters, public relations, policies, and overall parish unity for education formation programs.

The School & Religious Education Committee of the Education Commission has as its primary concern the spiritual and intellectual development and faith formation of the children of the parish community. It is the Committee's purpose to assist the families of children, from Preschool through 8th grade, leading them through their cultural, social and economic environments with a Gospel perspective. The Committee shall evaluate the educational programs and policies of Ascension Parish, make recommendations accordingly, and support the implementation of these programs and policies. The Committee assists the pastoral staff in the development of long range planning, budget matters, public relations, policy formation, and overall parish unity concerning the School and Religious Education programs. (See Appendix – School & Religious Education Committee.)

001.13 PARENT ORGANIZATION

Ascension School has an active parent support group known as the Ascension Parent Teacher Organization. All parents are encouraged to participate in the many activities of the organization. The Parent Teacher Organization (PTO) is led by an elected executive committee and the school administrator. The full membership of the Ascension PTO meets (4) times a year in the months of Sept., Nov., March, and May. This meeting is on the 3rd Tuesday of the month. Teachers are expected to attend these meetings. (See Appendix - Constitution of the Parent Teacher Organization of Ascension School)

201.01 ESTABLISHMENT AND ACCREDITATION

Ascension School was established in 1956 and was most recently accredited in May 2007 by the Ohio Catholic School Accrediting Association. Ascension School is committed to long range strategic planning and continuous improvement.

COMMUNITY RELATIONS & COMMUNICATION

250.01 COMMUNITY RELATIONS

Ascension School needs to communicate to the parents and parish community. A planned home and school communication program is necessary to support the school. Media coverage, family newsletters, parish bulletin articles, *VOICE* articles, e-mail and website communication, volunteer programs, service projects in the community, etc., are some of the means used to encourage parent, citizen and parish participation and support of the educational programs of Ascension School.

250.02 PARENT INVOLVEMENT

Parental involvement in our school makes a big difference in children's success at school. The parents, teacher and student form a team in the learning process. Parents are the first or primary teacher for their child(ren). Each person has a role to play and the parents can be most helpful in providing the motivation for the child to learn.

In addition to getting involved in the Parent Teacher Organization (See **001.10 - Parent Organization**), parents can be involved in their child's education in a number of ways:

- Homework is important. Parents again can provide the motivation and support to see that homework is done and done in a quality manner. (See **404.02 – Homework Assignments**)
- Parents can volunteer for many school activities including work in the media center, enrichment & remedial programs, lunchroom serving, playground supervision, chaperone field trips, classroom help, etc. (See **716.00 - Volunteers**) Volunteer opportunities and the time, talent and training related to those activities are outlined each year.
- Parents are welcome to visit the school at any time. Parents must check in at the School Office before visiting in the building further. (See **250.04 – Visitors**)

Parent's Responsibilities - The development of the moral character and ethical behavior of the child is in the Christian home and is primarily the responsibility of the parents. The parents therefore have the unique opportunity:

1. To develop good behavior habits as well as positive attitudes toward school.
2. To cooperate with the school in teaching the child responsibility.
3. To be the primary educators of your children when it comes to sacramental, faith and family life topics.
4. To be an active partner with the school in the educational process through communication, which is constructive and beneficial to students, staff and school.
5. To inform the school about special health problems and changes, which may affect a child's school performance.
6. To report to the school if their student becomes withdrawn, depressed or reluctant to go to school, or a decline in school performance occurs, any of which symptoms may be caused by bullying or harassment that may occur in or outside of school.

250.03 COMMUNICATION WITH PARENTS

Handbook - The school handbook will be the primary means of communicating school policies and regulations to parents. All staff, parents and students are issued a handbook at the beginning of the year, must read the handbook policies and then sign and return the compliance form at the beginning of each school year. The school handbook should be used as a reference. Copies may be made of any materials in the handbook. All forms are available in the school office.

Family Envelopes - Communication between home and school will be facilitated by use of a family envelope system. An envelope with school news and correspondence will be sent home at the end of each week with the youngest student in the family. The parent will be responsible for reading the information and signing the envelope. The envelope and any return correspondence will be sent back to school the next school day.

All enclosures in the envelope will be screened by the school administrator. Items to be included in the envelope should have some direct benefit to the school operation and its students. Information about co-curricular learning and athletic activities may be enclosed as a service to the students and parents that would like to be involved and to the organizations sponsoring these opportunities.

Phone Announcements - The school employs a phone service known as **The Education Connection** that allows parents and students to call at any time to listen to school information, hear the lunch menu, school closings and report a child's absence. The number is **424-1048** available toll free, 24 hours every day. The same service will be used on occasion to make outbound calls to school families with reminders about school events, announce school closings and other important information.

Notes & E-mail - Written notes from the school may be sent home from time to time and likewise notes are requested from parents when there is any change in schedules, appointments, pick up arrangements, explanations for absences, and as any other concerns arise.

Teachers may send notes in the form of progress reports, tests to be signed, notes in the student's assignment book, and behavioral A+NOTES that may provide information about both a student's appropriate or inappropriate behaviors. Parents are to sign and return correspondence promptly.

Teachers may be contacted by e-mail as well through the school website. A good deal of school information may be found on the school website including all school policies, the school calendar and weekly newsletters. The school web address is:

www.ascensionkettering.org/school/

250.04 VISITORS

The School welcomes visitors, but state laws do regulate visits to schools for the safety of the children. All visitors including parents, guardians and relatives must enter the front entrance doors and report to the main office when entering the building during the school day. Each visitor is to sign in and obtain a visitor's pass.

For the safety of our students all are to enter the building at the main entrance. Unscheduled parent visits to the classroom, cafeteria, or playground during the day are not permitted. This includes walking your child to the classroom or going to the classroom to pick up your child. (Exceptions may be made for primary age students for the first month of school.) All items should be brought to the office with the name of student and homeroom.

Parents are to make an appointment through the office to see a teacher. Parents should not go to the classroom before or after class while the teachers are supervising their class, unless an appointment has been arranged. The principal has the right to ask a visitor to leave the building if the visitor is interfering with the normal educational process. Teachers or other staff members should report to the principal immediately if they observe a visitor who is being disruptive or does not look familiar.

250.05 TELEPHONE COMMUNICATION

If it is necessary to reach someone during school hours, a message will be given to him/her. Please call between 8:00 a.m. - 2:00 p.m. or after school hours. Teachers are not disturbed during class hours, except in an emergency. Important messages are difficult to get to students after 2:00 p.m. The office phone may be used by students in case of an emergency with the permission of the teacher or the office personnel. The students need to limit the times they call home. Scouts are not to call home to see if they are to stay for after school activities. If they do not have a note they should go home.

250.06 MAIL & DELIVERIES

No student invitations for non-school sponsored events are to be distributed at school unless they are inclusive of the entire grade. The delivery of flowers and balloons to the students on birthdays is prohibited. This has become a distraction from the learning process during the school day. Students do not have much personal space in their lockers or on their desk during the day. Transporting these items home after school becomes a problem as well.

250.07 RIGHTS OF NON-CUSTODIAL PARENTS

Both parents have the right to have access to a child's grades and information unless one parent produces a legal (court certified) document to the contrary. Individual student's academic performance information is available online to the non-custodial parent, with use of the student's username and password. Newsletters of school events and activities are also accessible online from the school website.

www.ascensionkettering.org/school/

STUDENTS

301.01 SCHOOL AGE

The Ohio Revised Code (3321.01) provides that no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age on or before Sept. 30 of the year of admittance.

- a. Children who become five or six before October 1 are “of age” for kindergarten and first grade respectively.
- b. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade.
- c. No children who become six after January 1 will be admitted to first grade during the school year already in progress.
- d. All underage admissions are to be made on a trial basis, with a written statement to this effect, signed by parents. Failure to make a satisfactory adjustment will constitute grounds for removal of the underage children from the first grade program. Removal proceedings shall be referred to the deputy superintendent.
- e. Underage children who have qualified and have successfully completed kindergarten are eligible, without further evaluation, for first grade placement.

301.02 FIRST GRADE ENTRY WITHOUT KINDERGARTEN

The ORC 3321.01 provides that no child shall be admitted to the first grade who has not successfully completed kindergarten. Upon the request of the parent, this requirement may be waived in the case of a child who is at least six years of age by the thirtieth (30th) day of September of the year of admittance and who demonstrates that he/she possesses the social, emotional, and cognitive skills necessary for the first grade. The principal shall establish a committee of selected school personnel who will advise if a waiver is to be granted.

302.01 ADMISSION

School Registration for all children of Ascension Parish Families begins Feb. 15 through March 15. If any openings remain after in-school/in-parish registration then children of non-parishioners and transfer students from other area Catholic schools may be enrolled from March 15 - April 15. Children of non-Catholic families may make application for enrollment from April 15 - May 15.

Enrollment may be made at the school office between 9:00 and 2:00 any school day. Parents of all new enrollees, including kindergarten students, must submit copies of their baptismal certificate, social security number, and birth certificate – not birth registration or hospital record, (most recent report card copy, a signed release for transfer of records from previous school(s) and custody papers if applicable).

Completing the application for enrollment and payment of the registration fee does not guarantee enrollment. Enrollment is contingent on a number of factors including – payment of all outstanding tuition bills to other schools, submission of all necessary paperwork. The registration fee will be refunded if enrollment is denied.

All students new to Ascension School will be tested to determine the best grade level placement. All new students are on a 9 (nine) week probation period to ensure their ability to adapt to school procedures and policies.

In the admission of students to Ascension School, the following order of priority shall be followed:

1. Students currently enrolled in Ascension School who are meeting school requirements. All currently enrolled students registering for the next school year are to have their registration in the office by March 15.
2. Children of registered Ascension parishioners with children already enrolled in Ascension School.
3. Children of registered Ascension parishioners with first child reaching school age.

4. Children of registered Ascension parishioners with children in public school
5. Transfer students from other Catholic schools moving into Ascension Parish from outside the Dayton, Beavercreek, Kettering area.
6. Students from other Catholic schools or parishes not offering full academic programs.
7. Transfer students from other area Catholic schools. Enrollment is open from March 15 - April 15 for families transferring from another Catholic school, who must have transferred parish membership to Ascension by Jan. 1 of the calendar year of enrollment.
8. Children of non-parishioners with other children already enrolled in Ascension School.
9. Children of non-parishioners transferring from public schools within parish boundaries. Enrollment is open from March 15 - April 15.
10. Children of non-parish families outside parish boundaries. Enrollment is open from April 15 - May 15.
11. Children of Catholic families who have previously attended a Catholic School elsewhere and are moving to the Kettering area from out of town and plan to join Ascension Parish may enroll at any time through the school year providing space is available. However in the interest of a best transition for the student it is recommended enrollment occur at a natural break in the school calendar (i.e. new school year, after winter break.)

Parish students who have not received the sacrament of baptism by Kindergarten or 1st grade or First Communion or First Reconciliation by Grade 3-8 must be enrolled in the parish sacramental preparation program prior to school enrollment.

Length of parish membership may be a determining factor in enrollment. The pastor of Ascension Parish has final authority in all matters of admission to Ascension School.

302.02 NON-DISCRIMINATION

No student will be excluded from Ascension School because of race, color, religion, national origin, ancestry or sexual orientation.

302.04 INCLUSION OF STUDENTS WITH SPECIAL NEEDS

Admission shall not be denied based solely on ability or achievement. Schools should make every possible effort to educate students with special needs.

Any students may be identified for special needs programs such as speech or learning disability services. The school employs an intervention specialist and speech therapist. Students must be referred for these services and must qualify for the assistance. These students have an Individualized Service Plan (ISP), which outlines the educational services provided by the school.

303.01 ATTENDANCE

Regular attendance is very important. The first bell rings at 8:00 a.m. when all students are expected to be quiet and ready for opening exercises and their first class. Teachers take attendance between 8:00 and 8:05, when announcements are made. The first period begins at 8:15 each day. Students are dismissed at 2:30 p.m.

303.02 ABSENCES

Parents are asked to call the school office at 424-1048 to report a student absence by 8:30 a.m. if the child will be absent that day. The first bell rings at 8:00 a.m. each day. Students who arrive after 8:00 a.m. are considered tardy. Classes begin at 8:05 a.m. Students are dismissed at 2:30 p.m. Regular attendance is very important. A written note is required when a child is absent, even if the child is called in sick. These notes are kept on file until the end of the school year.

An excused absence at Ascension is defined as a student missing school due to illness or injury of the child, illness in the family necessitating the presence of the child, quarantine of the home, death of a relative, medical or dental appointment or emergency or other set of circumstances. Teachers will follow the regular policy of getting the work together for the student after 3 days. Students are then required to follow the due dates set by the teacher.

All other absences are considered unexcused and the student is responsible for getting the missing assignments on their own by either asking classmates or the teacher. All due dates are to be followed as assigned by the teacher.

To qualify for perfect attendance a student must be at school for the entire school day. An early dismissal or late arrival will disqualify the student for perfect attendance. Students are ½ day absent if they arrive after 10:00 a.m.

Excessive Absences - If a student is absent more than 15% of the school days anytime during the school year (or 27 days of a 180 day school year calendar) the school has the right to require a note from the doctor stating the reason for the absence. For students who are absent more than 15% of time, the teacher may ask to have a parent-student-teacher conference concerning the students' school grades. Grades or report cards may be withheld until all work for that period has been completed for up to 10 days after the end of the quarter.

Repeated unexcused absence or tardiness will result in a communication from the school principal and the possibility of the parents being invited to a meeting to discuss the consequences of habitual unexcused absences which can include, under state law, fines up to five hundred dollars or seventy hours of community service work and loss of Educational Choice scholarships.

Vacations - If parents take children out for vacation the students are required to make up all missed assignments. Parents assume responsibility if children are taken out of school for family trips. The following procedure is to be followed:

1. The principal should be notified 10 days before the vacation. This should be done in writing.
2. The teachers will be notified through the school office.
3. The teachers are not responsible for sending home the work before the students leave.
4. All work that has been missed is to be turned in by the date assigned by the teacher. Long range assignment due dates will not be extended for vacations. Consequences for late or missing homework due to vacation will follow school policy (**404.02 - Homework Assignments**)

303.03 TARDINESS

Students are tardy at Ascension School if they arrive after the 8:00 a.m. bell, which signals the start of the school day. All students who arrive after the 8:00 start, excused or not (except for bus delays), must be escorted by their parents into the building and signed in at the office and receive a tardy slip before they may enter the classroom.

The following absence times will be recorded for tardiness:

Arrival after 8:00am up to 10:00am = 1/4 day Absence

Arrival between 10:00-11:30 = 1/2 day Absence

Arrival between 11:30-1:00 = 3/4 day Absence

A distinction is made in attendance records between excused and unexcused tardiness. An excused tardy at Ascension is defined as a student missing school due to illness or injury of the child, illness in the family necessitating the presence of the child, quarantine of the home, death of a relative, medical or dental appointment or emergency or other set of circumstances. See **303.02 Absences** for potential consequences for habitual unexcused tardiness.

Any students being dismissed before the end of the school day must leave from the school office. Parents must sign a release form when they come to pick up their child.

304.01 ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

A student who becomes involved in a pregnancy during the school year will be treated with understanding and compassion. Since Ascension is an elementary school of grades kindergarten through grade 8, the decision regarding the student's future at Ascension will be made after consultation with the pastor, administrator, parents, and student(s) involved. Each case will require individual consideration taking into account the common good as well as the welfare of those immediately concerned.

304.03 DECISION TO ADMIT/RETAIN STUDENTS

The decision to admit or retain the student in the school should be made by the local parish/school authorities only after all interested parties have been consulted. Each occurrence calls for an individual decision based upon the principles of Christian charity and should take into account the common good and the welfare of all the students.

305.01 REQUESTS FOR RELEASE OF STUDENTS

Permission for a student to leave school when school is in session will require approval by the principal or a designated authority. Requests will not be approved without a parent or guardian's permission.

Early Dismissal - Some days are built into the school calendar for early dismissal to accommodate teacher professional development. Dismissal is conducted on these days with bus departure at 1:00 and car pick up at 1:10 without any affect upon student attendance/absence records.

Otherwise early dismissal for other purposes is strongly discouraged. If it is necessary for a student to leave early the request must be in written form from the custodial parent or guardian to the teacher who then sends it to the office. Parents are to meet the student in the office and sign the student out of the building. Parents may not take home another family or child unless we have a note in the office. Example: Mrs. Smith may not take home a neighbor just because they happen to be at school. Verbal permission over the phone or written permission must be given. An absence of ½ day will be recorded for dismissal between 11:30 and 1:00; and ¼ day absence for dismissal after 1:00 up to 2:30.

Leaving School Grounds - Students may not leave the school grounds without proper permission. Students never leave the play area to get a ball etc. If a ball goes out in the street, students are to ask an adult or just leave the ball in the street.

Funeral Attendance - Students are excused to attend funerals of family members. The entire school or separate classes do not attend funeral masses in our parish as a group, however children may attend a funeral with their parent(s). It is custom here in the parish that if students attend a funeral they attend with their own parents. Please send a note to school if it is your intention to attend a funeral mass with your child.

306.01 STUDENT CODE OF CONDUCT

The principal is responsible for developing and promulgating a clearly defined Student Code of Conduct with appropriate sanctions for the purpose of dealing with inappropriate behavior.

The Student Code of Conduct at Ascension School has these purposes:

1. To develop Christian character, social skills and a sense of responsibility, respect and reverence.
2. To establish an atmosphere conducive to academic excellence.
3. To protect the safety, welfare and reputation of individual students and every member of the school community.

Ascension school staff expects students to respect all persons and accept responsibility for their actions. Students are expected to develop the ability to choose behaviors that model respect and responsibility.

Through effective praise, preventive teaching of social skills, role modeling, role playing, and corrective teaching the staff of the school in partnership with parents will teach the social skills of respectful, responsible and reverent conduct. A series of 16 social skills will be taught and reinforced throughout the school year.

All parents are encouraged to participate in the Common Sense Parenting program offered by the school, which supports and compliments the School's efforts to develop respectful, responsible and reverent behavior.

Expectations for Students' Respect and Responsibility

Respectful & Reverent Behavior

- Listen while others are speaking.
- Show courtesy and cooperation.
- Speak at appropriate times.
- Respect the rights and property of others.
- Respect authority.
- Work without disturbing others.
- Work well in groups.
- Make good use of time and materials.
- Follow directions.
- Show reverence during prayer (through song & liturgy.)

Responsible Behavior

- Observe school regulations.
- Come to class prepared.
- Complete assigned work.
- Attend regularly and arrive on time.
- Pay fees, damages and fines promptly.

Students have a responsibility to report when they observe or are the victims of bullying or harassment. There is a difference between reporting and tattling. Tattling occurs when the intention of the one telling is to simply get the other person in trouble. Reporting occurs when someone is genuinely concerned about the physical and emotional safety of another, or themselves.

The following are examples of conduct that is inappropriate:

Disrespect for others' rights and feelings

- Verbal disruption in the classroom.
- Verbal disrespect for teachers and students
 - Talking back.
 - Verbal harassment (name calling, racial slurs, insulting/ ridiculing others. (see definition below)
 - Rude and discourteous language.
- Bullying (see definition below)

Disrespect for our bodies

- Pushing, shoving, or jumping on another person.
- Male/female body contact.
- Hitting, tripping, pinching, kicking, biting.
- Fighting.
- Physical endangerment, rough play, inappropriate playground behavior
- Use, possession or sale of controlled substances (cigarettes, alcohol and other drugs) on premises, buses or during a school related activity.
- Bullying (see definition below)

Bullying involves repeated negative actions against an individual with the intention to physically or emotionally hurt the other. Bullying includes physical violence, verbal taunts, name calling, threats and intimidation, exclusion, sexual harassment and sexual abuse.

Ascension School prohibits harassment in any form, including but not limited to race, gender, religious belief, nationality, disability, or sexual orientation. Harassment is defined as unsolicited, offensive behavior including: verbal jokes, insults, innuendoes, propositions, or threats – and nonverbal gestures, touching, assault or the display of pictures or other visual material.

Disrespect for property

- Removing without permission any items belonging to another.
- Stealing and cheating (**306.11 - Integrity**)
- Willful destruction of school or personal property. (Student will make restitution)

Irresponsibility

- Coming to class unprepared (without supplies and assignment book)
- Non-completion of assigned work
- Tardiness or excessive absenteeism.
- Not following the uniform dress code (**306.04 - Dress Code**)
- Failure to pay fees, damages and fines
- Failure to observe school and classroom rules (**306.10 – Classroom and School Rules**)
(Each teacher has a set of classroom rules and consequences which are posted in the classroom and copies are sent home and signed by the parents.)
- Disobeying established bus and lunchroom rules (**320.01 - Bus Rules; 330.00 - Lunchroom Rules**). Students are subject to disciplinary action by the school for conduct on the public school buses.

Actions Taken to Correct Behavior - The following process for correcting inappropriate student behavior will be used:

1. CORRECTIVE TEACHING - Teachers or other staff members (including volunteers) will correct the students' behavior with the following steps:

- a. Praise or empathy
- b. Describe the Inappropriate Behavior
- c. Describe the Appropriate Behavior
- d. Give a reason
- e. Additional consequence (appropriate to the age and maturity of the student) as needed.

Most cases of inappropriate behavior are handled in the classroom but if it becomes necessary to remove a student from a class for behavioral reasons, the student must be sent to the school administrator with a slip showing the time of removal and the reason for such. The principal will follow up with an administrative intervention.

2. A+NOTE is a conduct notice that will be completed by the teacher with the consequences stated for behaviors that clearly call for parent notification. The notice will be signed by the teacher, with a copy sent to parents to sign and return to the teacher. The third copy is kept in the school office.

When a serious inappropriate behavior occurs or repeated inappropriate behaviors that have been unsuccessfully corrected in the past occur, then an A+NOTE is sent to the parent to inform the parent of teacher concerns. This notice is to alert the parents of a need to modify student behavior. The parent must sign the note and return it the following school day. The notice is then filed in the school administrator's office. Failure to return this notice will result in a detention for the student and notification of the parent.

3. DETENTION – A student receiving 3 conduct notices for misconduct or 6 responsibility checks in one quarter will need to serve a detention after school, or during the school day - typically loss of recess. Students may be detained beyond regular school hours only after the parents are contacted to arrange transportation home. Teachers shall inform the school administrator of any pending detentions prior to detaining students.

If an after school detention is the consequence, students may serve detention on *Friday* after school unless otherwise arranged with the teacher giving the detention. Detention runs from 2:45 p.m. to 3:15 p.m.

Students will spend time in the detention developing an **A+PLAN** or an **A+CONTRACT**. These are tools used to help guide students towards ownership in correcting their own behavior.

4. CONFERENCE will include the teacher and parent and may include the administrator and the student. Conferences will proceed only when the issue has not been resolved through earlier steps. Several conferences may be needed before resolution of the conflict. Teachers may suggest use of an A+GOALS charting system to provide a rating and feedback system for student's behavior. The School Intervention Assistance Team (IAT) process may also be used to identify further interventions and solutions. If these conferences fail to modify student behavior, the process continues with the following step.

If a student receives 3 A+NOTES in a quarter a parent-student-teacher-administration conference will be arranged. If a student receives 6 A+NOTES in a quarter, a parent conference with the school IAT (Intervention Assistance Team) will be required for the student to remain in Ascension School.

5. **PROBATION** is a temporary plan to provide guidelines so the student may remain in school and improve behavior. Failure to pass the probationary period will lead to expulsion or permanent dismissal. The plan must include the following: previous conference, written notice to the parents, reasons for probation, specific behavior to be changed, specific terms of probation (including time of review), consequences that will be followed, and the signature of: at least one parent, student, and administrator. If terms are broken, the pastor will be informed and the process of permanent dismissal will begin.
6. **SUSPENSION AND/OR EXPULSION** are the next consequences available in this process. Expulsion refers to permanent dismissal from school. (See – **307.00 Suspension** and **308.00 Expulsion**).

306.03 CORPORAL PUNISHMENT

No student may be disciplined corporally or corrected with abusive language.

306.04 DRESS CODE

The principal is responsible for the establishment and promulgation of the dress code for all students. The code shall be non-discriminatory.

Part of the learning process includes the development of good grooming habits. Good grooming is the first and most evident mark of a student's self respect and training. Christian morality teaches that our bodies are temples of the Holy Spirit. Respect for oneself begins with proper hygiene. Children should be taught to brush their teeth daily and bathe regularly. Cleanliness and moderation in clothing are expected of all. In the interest of maintaining the best learning environment possible for our students, a uniform dress code is to be followed:

Uniform for Boys and Girls – Kdg. - Gr. 8

PANTS: Navy blue uniform style, straight leg dress pants purchased only from uniform companies (Educational Apparel or Appleheart) or the uniform section of a department store company. No washed out, low cut, flared, styles, no designer styles (i.e. Abercrombie, Old Navy, Limited Too, Gap etc.) No cords or cargo pants. (No additional zippers, pockets, or loops on the legs.)

SHORTS: Navy blue knee length walking shorts may be worn the 1st and 4th quarter.

BELTS: Brown, black or navy blue belts with uniform pants and shorts. Belts are required in grades 6-8 for girls and boys. Belts must be showing. Belts should be plain without ornamentation (no studs, extra large holes or oversized belt buckles.)

SHIRT: Dress shirt - Oxford cloth or Dacron/cotton, short or long sleeve in white or light blue. Knit shirt - Short or long sleeve with collar in white, red or light blue. Shirts must be tucked in.

SWEATSHIRT: School Sweatshirt with letter "A" logo from the Uniform Company.

SWEATER: Cardigan in solid red, white, navy blue or gray. Long sleeve pullover crew neck or solid red, white, navy blue or gray. No turtleneck sweaters.

UNDERSHIRT: Shirts worn under a blouse or shirt must be white and have no writing or pictures showing through. Sleeves of undershirts may not be longer than the outside shirt.

SHOES: Gym shoes may be worn at any time, but must be worn for PE class. No open toed, open heeled or high-heeled shoes are to be worn (sandals, clogs and platforms). No shoes that leave marks on the PAC floor are permitted on PE days. Shoes must be tied.

SOCKS: Quarter, Crew, Tube, or knee high in solid red, white, navy, *black* or gray. No logos may appear on the socks. Socks must be visible well above the top of the shoe. No ankle or ped socks.

Uniform Options for Girls:

JUMPER: Plaid red/gray jumper - for Gr. K-5

SKIRT: Plaid red/gray skirt - for Gr. 6-8
Skirt & jumpers must be no more than 2 inches above the knee.

SKORT: Navy blue skort for Gr. K-8 purchased only through the uniform company.

BLOUSE: Cotton, broadcloth or oxford cloth; short or long sleeve in white, light blue or yellow.

TIGHTS: Colored tights in red, white, navy, or gray. No hosiery.

Mass Apparel - Students are encouraged whenever possible on school liturgy days, but not required to wear skirts/jumpers for girls and pants for boys.

P.E. Uniform - Students are required to wear P.E. uniforms on their physical education class day. Red/gray or red jams (long shorts) and red or gray T-shirt, each with school name or school emblem. Red or gray sweat pants and sweat shirts each with school name or emblem. Waistband and ankle elastic must not be altered (removed or cut). Red and gray Ascension sweatshirts are permitted to be worn with physical education uniforms only. On warm days the teacher may ask students to remove their sweatshirt. Students are asked to not wear jewelry on physical education days.

Co-curricular uniforms - Students who are in school sponsored co-curricular clubs such as MathCounts, Power of the Pen, JOOI or parish sponsored boy or girl scouts of any type are permitted to wear their club shirt or scout uniform on meeting days.

Out of Uniform Days – Occasionally students may be permitted out of uniform. All general guidelines outlined on the next page for school uniform including rules regarding footwear, hats, jewelry, make-up, and inappropriate clothing will be enforced. T-shirts and clean denim jeans are permitted. Out of uniform shorts must be knee length. No torn or ripped clothing, sleeveless shirts, low cut waist jeans, midribs or pajamas are permitted.

School Uniform General Guidelines

1. Students should be neat and clean at all times. Hair should be kept clean and well groomed and not be an impairment or distraction to any task required in school. Hair may be colored in natural colors - no two tone coloring.
2. Hats must be removed once a student enters the building. Bandanas as head coverings are not permitted in school.
3. Clothing is to be appropriately sized. Anything too large or too small for a student will not be acceptable and a parent will be called to bring clothing of an appropriate size. Soiled, torn or tattered clothing is not permitted.
4. Earrings may be worn. For safety reasons earrings may be stud style only. No excessive or oversized jewelry - no more than one bracelet, necklace/choker or pair of earrings. Students are discouraged from wearing jewelry on physical education days.
5. Fad clothing and accessories are not permitted. (i.e. shoes with wheels, crocs, buttons of pop groups, *temporary tattoos*, make up - including glitter make-up and colored finger nail polish.) Only clear nail polish is permitted. The principal and staff will determine unacceptable fads; announcements regarding unacceptable attire will be made in the family newsletter.
6. Students may not, at anytime, wear inappropriate clothing or jewelry that promotes alcohol, tobacco, drugs, gangs, violence or has messages or pictures that are sexually explicit or language that is inappropriate for a Catholic school environment. This applies to all student attire at all school-sponsored activities.
7. Pants must be worn at the waist and not be sagging. All students are to tuck in their shirts. Students in grades 6-8 are to wear belts with uniform pants and shorts. Belts must be showing. An exception is gym shirts, which normally do not need to be tucked in, except in the rare instance when they are worn to liturgies on Thursday or Holy Days.

8. Children have outdoor recess except on rainy or extremely cold days. Appropriate attire should be worn during cold weather.
9. For safety reasons, no clothing, particularly outer clothing, may have drawstrings. The only exception is the older uniform PE shorts and sweats that have the drawstrings on the inside. Shoes must be tied.

Students found out of uniform will be given a dress code notice. This communication will be to inform parents that the child has not met one or more terms of the school dress code. Parents will be asked to sign the note indicating awareness of the notice and then return it to school. Failure to follow the dress code will result in a check on the blue conduct card for students in Gr. 4-8. Accumulation of six checks in one quarter will result in a detention.

306.10 CLASSROOM AND SCHOOL RULES

In addition to the behavior expected of students outlined in the school conduct code (306.01 – Student Code of Conduct) there are a number of specific classroom and school wide rules students must follow. Failure to follow these rules will result in the consequences listed in the Code of Conduct. Specific classroom rules are established yearly by the teacher, with input from the classroom students. The agreed upon regulations are posted, along with the agreed upon rewards and consequences. The following indoor rules apply to students of all grade levels:

1. Walk throughout the school on stairways and in halls.
2. Dispose of scrap paper in proper containers and pick up any litter in school or in play areas.
3. Refrain from chewing gum or eating candy during class time. All food should be eaten in the lunchroom or under the supervision of a teacher in the classroom.
4. Avoid disrupting any class with unnecessary noise or unacceptable behavior.
5. Leave a classroom, the school building or the school grounds only with permission of a supervising adult or teacher.

Gr. K,1,2, & 3 - Each primary class will develop their own set of classroom rules and the consequences. Teachers develop how they want to reinforce the students' appropriate behavior in their class. Teachers are asked to avoid using candy as the class treat. Classroom rules and the consequences for not following the rules are to be posted in the classroom at all times. A copy should also be sent home to the parents.

Gr. 4-8 Blue Conduct Card Policy - Each student in Gr. 4-8 is issued a blue card. This card is to be placed in their assignment book and should be with the students at all times at school and in all classes. Teachers will mark checks for irresponsible behavior. Students will receive detention for six (6) respect related checkmarks or six (6) responsibility related check marks in the quarter. At the end of the quarter checks may be crossed off with 6 bonus points for the following acceptable behaviors in order to qualify for an end of quarter out of uniform day:

- Returned signed tests/forms etc. in the assigned time
- Random acts of kindness
- Other positive behavior as noted by teacher/staff discretion

306.11 INTEGRITY

The Integrity Policy is an extension of the Student Code of Conduct. We encourage the students in an intellectual curiosity, a growing sense of personal integrity for one's own education and an openness to lifelong growth. Furthermore, the school provides enough freedom for the students to make moral decisions, yet enough accountability so that they face the consequences of their decisions and actions.

Cheating is defined as representing another's work as your own, and enabling others to use your work as their own. This includes but is not limited to the following:

- Looking at another student's test, quiz, or exam.
- Copying another student's work on a test, quiz, homework, or any other assignment.
- Using a textbook, notebook, "cheat sheet" or any form of these on a test when it is not authorized.
- Failure to follow test instructions.
- Turning in a term paper, report, essay, project or any other assigned work that is not your own work, and/or has been copied in part or total from another source.
- Forgery of parents' signature.

Enabling or giving the power to others to cheat is also cheating. This includes but is not limited to the following:

- Allowing your work to be copied and turned in by another student as their own.
- Allowing your test, quiz, exam, homework, or any assignment to be copied by another student.
- Knowing cheating is going on and not reporting it.

In all cases in which cheating has been determined, the following will happen:

1. No credit will be given for any part of the assignment in question.
2. Parents will be notified
3. Disciplinary actions and possible suspension. Repeated cheating could result in expulsion.

306.12 SUBSTANCE ABUSE

The possession, use and/or trafficking of drugs, tobacco, alcohol, or any illegal substance is a serious offense and is not acceptable at Ascension School. Possession is defined as the apprehended with the substance in his/her clothing or property. Use is defined as the presence of evidence that the student is under the influence of a substance during school time. Trafficking is the procurement, for other people, of an illegal substance.

A student apprehended for possession and/or use, as a first offender, will be suspended immediately for a given period of time and be compelled to participate in counseling programs provided by a local mental health agency. Family counseling is encouraged and is acquired at the expense of the family. Documentation of counseling program attendance is required for continued school enrollment.

Students found trafficking drugs, alcohol, or any illegal substance will be automatically expelled from school immediately upon the confirmation of such action.

306.13 WEAPONS AND VIOLENCE

Ascension School prohibits the possession of weapons of any type on the school or parish property, or at any school sponsored activity. A "weapon" shall include, but not be limited to any knife, cutting instrument, firearm, gun or any other tool, instrument or implement capable of inflicting serious bodily injury.

Students who violate this policy may be expelled from Ascension School and the local law enforcement officials will be notified.

Consequences for Violent Actions - The mission of Ascension School leaves no room for physical, verbal, or subtle forms of violent behavior. Violent behavior that occurs may not fall in one of the following categories, but may still be deemed "violent" by the administration and the IAT Team. The suggested activities listed below will result in suspension and may result in expulsion:

- Possession of weapon look-alikes.
- Fighting and threatening physical behavior or harassment.
- Verbal threats and expressions, e.g. "I'll kill you", "I'll blow you away." Whether in jest or not, this type of phraseology is not acceptable.

307.01 SUSPENSION

Severe cases of misconduct will lead to a suspension. There are two types of suspension:

1. **In-school suspension** is the action of removing a student from scheduled classes and placing the student in an isolated, supervised environment. In-school suspension will be carried out under the supervision of school personnel while the student is isolated from other students and school activities. All class work assigned must be completed before re-admission to the classroom.
2. **Out-of-school suspension** involves temporary removal from school and school activities. If this action is taken, the parents/legal guardian have the obligation to get the missed work and monitor that all work is completed. The Catholic School Office will be notified of any student who is put on an out-of-school suspension.

A student will be immediately suspended for actions, which are seriously harmful to the health and life of the students and to the orderly operation of the school require immediate intervention on the part of the administrator. Such actions may include but are not limited to:

- Use or possession of dangerous weapons.
- Use, possession or sale of controlled substances (cigarettes, alcohol and other drugs) on premises, buses or during a school related activity.
- Serious disrespect of authority, insubordination, evidenced by lack of change in behavior following parent and child conferences with teacher and administrator
- Continued or extreme use of profanity or foul language
- Serious abuse (verbal or physical) of others (bullying).
- Fighting or serious bodily injury to staff or student
- Theft or destruction of property (vandalism).
- Truancy
- Any other deliberate actions, which could cause serious harm to the other students (bullying).

In such cases the administrator invokes an immediate suspension, informs parents and arranges a conference with parents, student, and the administrator to discuss further steps which may include but are not limited to continued suspension from school, probation, involvement in counseling, or recommendation for expulsion.

307.02 SUSPENSION PROCEDURES

In cases where a student is suspended, these procedures must be followed:

1. Written notification is to be sent to the parents and student indicating the reason for suspension. The notification should also include the length of time of the suspension.
2. A conference must be held between the school representatives and the family before or during the suspension.
3. When a student's behavior constitutes a threat, physically endangers himself/herself or others, or causes serious disruption to instruction, he/she may be removed immediately, with due process requirements to be fulfilled as soon as practical.

308.01 EXPULSION

Local parish/school authorities shall formulate a written policy regarding the expulsion of students. This policy should be made available to all parents and students. The policy shall indicate reasons for which a student may be expelled.

Any student may be expelled for just cause, which shall include, but not be limited to, delinquency and immorality that could result in commitment to a correctional institution or would constitute a definite menace to the morale of the school. Incurability, persistent irregular attendance, and actions contrary to the philosophy and objectives of the Catholic school are also grounds for expulsion.

The case for a permanent expulsion (dismissal) of a student may be for repeated suspensions or any serious violations of school policy including those for which a student may be suspended from school. When an expulsion or permanent dismissal is pending, parents shall be given the opportunity to withdraw the student from Ascension Catholic School.

308.02 EXPULSION PROCEDURES

In cases where a student is expelled, these procedures must be followed:

1. The advice of the psychologist, physician, social worker, counselor, or other appropriate persons should be sought.
2. Written notice will be sent to the pastor, parents, and the student, stating the reasons for the student's removal and proposed expulsion.
3. A hearing must be held between the school representatives and the parents.
4. In the case of a consolidated elementary school or an inter-parochial or archdiocesan high school, the pastor of the student's parish shall be notified of the expulsion in writing by the principal.

5. A report detailing the reasons for expulsion must be sent to the superintendent of schools on each student expelled from the school.
6. Parents who believe their child has been expelled from a school for insufficient reason have the right to appeal, in writing, to the superintendent of schools. The decision of the superintendent to uphold the school or to order reinstatement of the student is final.
7. The withdrawal of the student must be reported to the Attendance Department of the local public school district.

309.00 STUDENT RECORDS - PRIVACY

Ascension School keeps an accurate and current record of each student's attendance, scholastic grade, and standardized test scores, as well as personal information about each student, on the approved Archdiocesan Permanent Record Card. It is available in the school at all times. Access is limited to authorized persons. Parents and students over 18 years of age have the right of access to their records. Prior to release of these records, a form must be signed by the parents, or students over 18 years of age. Records are released within a reasonable time at no cost to the person requesting them.

309.03 TRANSFER OF RECORDS

When an elementary school student transfers to another school, a duplicate of the student's Permanent Record Card is sent to the school that the student is entering. A duplicate copy may also be given to the parents if they request it. Before any records are transferred, the school must have the signed permission of the parents or guardians.

When student transfers to another school, including high school, all fees and tuition must be paid before full records are sent to the requesting school.

Respect
Responsibility
Reverence

HEALTH - MEDICAL - SAFETY

311.01 PROMOTION OF HEALTH & WELLNESS

Pupil health and safety are promoted by an organized program of school health services designated to identify pupil health concerns and coordinate school and community health resources for pupils. To fulfill this responsibility the services of a registered and certified nurse are available to the children of Ascension. Vision and hearing screenings are provided on a regular basis.

Students in the upper grades may participate in a representative group to be known as the Wellness Advisory Council (WAC) that meets four times per year and advises the school on nutrition and wellness. The school has a Wellness Committee composed of representatives from the following areas: teachers, parents, physical education teacher, school administrator, lunch program, counselor, and school nurse. The Wellness Committee develops and reviews the school health, nutrition and wellness policies.

1. Goals for Wellness

Ascension School has as its goals for nutrition education, physical activity and other school-based activities that promote wellness the following objectives:

A. Nutrition education

- Ascension school will implement the health objectives relating to diet, nutrition and exercise as stated in the Archdiocesan Graded Course of Study for Science and Health.
- Nutrition guidelines, food pyramid charts, suggestions for healthy food choices and/or other messages related to health and nutrition will be posted in or near the school cafeteria.
- School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
- Recess or snack breaks will be scheduled for students as needed to maintain energy levels.

B. Physical activity

- All students will participate in the school's physical education program.
- Physical education programs will implement the objectives of the 2006 Archdiocesan Graded Course of Study for Physical Education.
- All classes will have access to recess according to the school's schedule.
- Efforts will be made to administer discipline in ways other than depriving a student of recess or physical education class.
- Students will be encouraged to participate in parish and community sports programs, and to be physically active outside of school.

C. Other school-based activities

- The school encourages the use of non-food rewards for student behavior.
- The school further encourages teachers and parents to provide healthy snacks, and to minimize sugary treats for classroom celebrations.
- The school promotes healthy food or non-food fundraisers in the limited fundraisers it has.
- The school will provide parent education on nutrition and the benefits of physical activity through newsletters and parent meetings during the course of the school year.
- Teachers will be offered training in nutrition as needed, and in physical activities conducive to learning and appropriate for classrooms.
- Students are encouraged to wash their hands before meals & snacks.
- Tobacco is prohibited and education programs are provided to discourage tobacco use.

2. Nutrition guidelines for all foods available on school campus during the school day:

- The Ascension School lunch program will follow nutritional guidelines established by Ohio Department of Education, Office of Child Nutrition Services. The Food-Based Menu Patterns for lunch in elementary grades must include daily:
 - 8 oz. of fluid milk (low-fat plain must be offered)
 - $\frac{3}{4}$ cup total of two different fruits and/or vegetables
 - 2 oz. of meat or meat alternate
 - 1 serving of grain/bread (8 per week for Traditional)
- Snacks offered by the school lunch program will be healthy (no more than 7g of fat and anymore than 35% sugar per item). No pop or candy machines in the building will be available to students.
- Drinking fountains and/or water coolers are available in the school.
- Ascension School will offer a daily breakfast program ("Grab & Go" cold breakfast).

3. Guidelines for reimbursable school meals

Ascension School will continue to follow the state and federal guidelines and procedures for reimbursement for school lunch and breakfast.

4. Plan for measuring implementation of the local wellness policy

Ascension school will monitor the success of the local wellness program.

- The school nurse will continue to track the weight of students. Students will be weighed twice/year. Caution is taken by the nurse to prevent the weighing being witnessed by other students, to protect, in particular some students who may be overweight or at risk for bulimic or anorexic behavior.
- Ascension School will survey students and/or parents on eating choices and behavior and physical activity outside of school. The number of students participating in co-curricular activities and the amount of time spent on those weekly will be used to evaluate the policy. Surveys may be done annually or as pre- and post-activities during one school year. The school's *Student Nutrition Advisory Council* (SNAC) may assist in this assessment.
- Students in a particular grade level will be asked to keep a food/exercise log (no names) for a specific week at the beginning and end of the school year, and the logs evaluated by the wellness committee to ascertain any changes in eating habits or physical activity. The same grades could be monitored each year, or the same students could be followed to see if the health gains continue.
- Some physical education classes have students regularly monitor heart rate as part of their physical fitness programs.
- The school's Wellness Committee will review the wellness policy annually to revise, update, or amend the policy as needed.

5. Community involvement in the development of the plan.

The school's Wellness Committee has gathered input from parents, students, teachers (including the physical education teacher), the school lunch program, administration, and the public.

311.03 DISPENSING MEDICINE

No medication or over the counter drugs such as aspirin or cough medication, will be administered by school personnel during school hours unless or until a request form is filled out and completed by both the physician and the parents. This form will be kept on file in the student's health folder and the medication log record will be kept in the health room and all appropriate charting done as the medication is given. All medication is to be in the prescription container when brought to school with the forms. The school nurse or school office will keep the medication in a locked cupboard and administer the correct dosage on the days she is in the building. The school secretary or administrator will be the designated person to administer medication on those days that the nurse is not available. Copies of medication forms may be requested through the family envelope, over the phone or in person at the school office.

Students are permitted to bring cough drops to school with a note from the parent to the teacher. The student should give the note and cough drops to the teacher.

Students may bring asthma inhalers to school and have permission to carry them with them if the nurse has been notified with the appropriate permission form completed by parents. "Asthma inhaler" means a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Students may not bring other perfume or deodorant sprays that may possibly cause other students or staff members to have severe asthmatic reactions.

311.04 ILLNESS

If a child becomes ill at school, the parents will be contacted. If a child becomes ill during the morning and is sent home, the child should be kept home for the remainder of the day. Parents are asked to stop at the office before they pick up a sick child.

Problems or questions concerning a child's health are referred to and discussed with the school nurse or in her absence with the school secretary. Children will not be sent to the clinic unless the nurse is in. Students are not normally sent home unless they have a temperature of 99.9 or are experiencing pain or are sick to their stomachs, etc. A chart with guidelines concerning preventable and serious communicable diseases is found on the next page...

The following guidelines are intended to minimize the risk to your child of the most preventable and serious communicable diseases:

| Child Should be kept home: | Child may return when: |
|---|---|
| Fever 100 degrees F or higher (oral temp.) | Fever absent for 24 hours, without medication. |
| Diarrhea (more than 1 abnormally loose stool) | Diarrhea absent for 24 hours. |
| Vomiting | Vomiting absent for 24 hours. |
| Strep Throat | On antibiotics as least 24-48 hours. |
| Pinkeye (conjunctivitis) | No further discharge from eye or treatment for 24 hours or M.D. permission to return. |
| Chicken pox | 7 days since last appearance of pustules or when pox are scabbed over. |
| Head Lice | The day after treatment has begun, nit free. |
| Impetigo | Receiving treatment for 24 hours or lesions no longer weeping. |
| Scabies (Mites) | The day after treatment begun. |
| Ringworm | Under treatment - affected areas covered, if possible. |
| Fifth Disease | Fever absent. |

311.05 EMERGENCY MEDICAL AUTHORIZATION FORMS

In case of an emergency, each student is required to have the following information on file. If you change your address or phone number, please notify the school office. It is important for the security of the children that records are kept up to date. The following information is needed: Parent(s) or guardian(s) name(s), Complete and up-to-date address; Home phone and parent(s) work phone; Emergency phone number of friend or relative; Physician's name, phone and address; Medical alert information.

311.06 IMMUNIZATION

State Law requires that every child who is admitted to school must have evidence of the following immunizations:

| | | |
|-------------|---------|----------------------------|
| Diphtheria | Mumps | Pertussis (Whooping Cough) |
| Hepatitis B | Polio | Rubella (3 days Measles) |
| | Tetanus | Rubeola (10 day Measles) |

If there are any questions regarding immunizations the school nurse may be called. All incoming 7th grade students must provide documentation of having received two (2) doses of measles, mumps and rubella (MMR) vaccine.

311.07 AIDS/HIV

Each instance of AIDS/HIV infection involving a student shall be treated as a strictly confidential and individual matter. Decisions regarding the student shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs. Information concerning HIV infected persons will be divulged strictly on a need-to-know basis.

311.20 FIRST AID

The school aims to enforce rules that will protect children from accidents. If an accident occurs, first aid could be administered and action taken according to instructions given on the health sheet or card.

311.30 HEAD LICE

Head Lice is a problem that occurs from time to time during the school year. It is important thing to remember not to panic or feel embarrassed. Treatment to get rid of lice is simple if followed correctly.

Procedure

1. Students showing signs of head lice may be checked by personnel designated by the administration.
2. Parents are contacted when an active infestation of head lice or nits are identified in a student's hair.
3. Student must be sent home with active infestation of head lice. Information will be given to the parent by the school nurse.
4. Student will be readmitted to school when appropriate treatment has been initiated and all nits have been removed. No child is permitted back in school until all nits are gone.

Treatment

- Obtain a special shampoo and follow directions for use carefully.
- Use a nit comb daily (try going outside for this or put newspaper over floor)
- Soak all family combs and brushes in hot water in pan on stove to about 150° for 5-10 minutes.
- Launder in hot water (at least 130°) all clothing, towels, washcloths, bed linens, pillows and put in hot dryer for at least 20 minutes. (if pillow is not washable put in a very hot dryer.)
- Vacuum all carpeting, sofas/chairs and clean bedroom, bathroom and throw rugs.
- Put non-washable clothing possibly infected, and all dolls, stuffed animals etc. in a tightly closed plastic bag and put in garage for at least 2 weeks. When ready, open bags outdoors and shake each item out vigorously.

312.00 CHILD PROTECTION

Introduction - Although the abuse of children and adolescents is a reality in our society, such abuse, whether physical, sexual, verbal or emotional, whether inflicted by lay or ordained, professionals or volunteers, cannot be tolerated in the Church.

Purpose - The purpose of the Decree on Child Protection is two-fold: to prevent the abuse of children and adolescents and to provide a system for handling incidents of abuse after they occur. This is only a summary of the Decree on Child Protection. The complete document is available by calling the Chancellors Office at 513.421 3131, or online at www.CatholicCincinnati.org.

What is Child Abuse? - Child abuse includes, but is not limited to, the following:

Denying to a child proper or necessary subsistence, education, medical care or other care necessary for the child's health;

- Using restraint that causes a child pain or Injury;
- Administering prescription drugs or psychotropic medication to a child without the written approval and ongoing supervision of a licensed physician;
- Providing alcoholic beverages or controlled substances to a child;
- Committing of any act, other than by accidental means or by actions taken in self-defense or under similar justifiable circumstances, that results in any injury or death to a child;
- Inflicting of physical or mental injury that threatens to harm a child's health or welfare.

Types of Child Abuse:

Physical abuse is any non-accidental physical injury to a child caused by an adult which results in or threatens serious injury. Often adults who physically abuse children do not intend to seriously injure the children but get carried away by anger and frustration in their own lives.

Signs of physical abuse include:

- A child has unexplained bumps, bruises, broken bones, black eyes.
- A child has fading bruises after an absence from class or regularly scheduled activity.
- A child shrinks from touch of adults or appears unusually fearful.
- A child reports injury from adult.

Sexual abuse is any physical contact with a child by an adult or older child in a position of power over the child for the sexual gratification of the adult or older child. Other terms for sexual abuse include child molestation, incest (if the abuser is a member of the child's family) or child pornography. Often the child knows the abuser.

Signs of sexual abuse include:

- A child exhibits change in behavior such as loss of appetite, nightmares, inability to sleep or withdrawal from usual activities and peer relationships.
- A child returns to bedwetting or thumb sucking.
- A child has genital pain, itching, swelling or bleeding.
- A child indicates fear of a person or an intense dislike of being left somewhere or with a particular person.
- A child shows unusual interest in or knowledge of sexual matters. expressing affection in ways inappropriate for a child of his or her age.

Neglect is the failure of a parent or guardian to provide a child with adequate food, clothing, shelter, medical care, education or supervision. Neglect is a chronic problem often resulting, not from poverty, but from lack of knowledge as to the proper care required by children.

Signs of neglect include:

- A child is frequently absent.
- A child begs or steals food or money.
- A child lacks medical or dental care. glasses (if needed) and immunizations.
- A child lacks sufficient clothing.
- A child is consistently dirty and has severe body odor.
- A child abuses alcohol or drugs.
- A child states that no one provides care.

Emotional abuse is an important factor in all forms of child abuse. To be hurt so much by someone who should care and protect is very damaging to the emotional development of a child. Adults who do not physically harm a child may cause emotional harm by using words that threaten, harshly criticize, ridicule or harass.

Signs of emotional abuse include:

- A child shows extremes in behavior.
- A child is either inappropriately adult or infantile.
- A child is delayed in physical or emotional development.
- A child has attempted suicide.
- A child reports lack of attachment to parents.
- A child is exhibiting extremes of behavior, overly anxious to please, to assume blame or extremely passive or aggressive, demanding or undemanding.

Behavior Expectations - These are behavior expectations of adults who are priests, deacons, auxiliary services personnel, personnel furnished by a third party contractor, employees and volunteers of the Archdiocese and its subdivisions.

Prohibited physical contact: Some forms of physical contact have been used by adults to initiate inappropriate contact with children. In order to maintain the safest possible environment for children, the following are examples of physical contact prohibited from use by priests, deacons, auxiliary services personnel, personnel furnished by a third party contractor, employees and volunteers:

- Any form of unwanted affection;
- Inappropriate, forceful or lengthy embraces, and/or "bear hugs;"
- Kisses;
- Lap-sitting;
- Touching buttocks, chest, knees, thighs or genital areas;
- Placing hands in the pockets of a child;
- Showing affection in isolated areas such as bedrooms, closets, adult-only or staff-only areas, or other private rooms;
- Laying down, cuddling or sleeping near a child;
- Being in bed with a child;
- Wrestling;
- Tickling;
- Piggyback rides;
- Massage given by an adult to a child; Massage given by a child to an adult.

Prohibited behaviors: Priests, deacons, auxiliary services personnel, personnel furnished by a third party contractor, employees and volunteers are prohibited from the following:

- Using, possessing or being under the influence of alcohol or any illegal drugs while working with children.

- Offering a child cigarettes, other smoking materials, alcohol or illegal drugs, or allowing a child to use or consume these items;
- Allowing a child to visit inappropriate websites;
- Providing a child with gifts or money without the permission of parents or guardians unless when distributed equitably to all children (for example, buying inexpensive gifts for all the altar servers);
- Ridiculing beliefs held by a child's parents or guardians;
- Asking a child to keep secrets from the child's parents or guardians;
- Speaking to a child in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning or humiliating;
- Using bad language, swearing and cursing in the presence of a child;
- Behaving rudely in the presence of a child;
- Possessing any sexually-oriented or morally inappropriate materials (magazines, cards, videos, films, clothing, etc.) in the presence of children;
- Being nude in the presence of a child;
- Engaging in sexual contact with a child. Sexual contact is defined as vaginal intercourse, anal intercourse, oral intercourse or the touching of an erogenous zone of another (including, but not limited to the thighs, genitals, buttocks, pubic region or chest) for the purposes of sexually arousing or gratifying either person.

Emotional boundaries: Emotional boundaries must be created between children and priests, deacons, auxiliary services personnel, personnel furnished by a third party contractor, employees and volunteers. Examples of emotional boundary violations include:

- Compliments that relate to physique or body development;
- Meeting alone in locations away from a parish, school, agency or institution;
- Calling or e-mailing a child for purposes other than those directly related to academics or ministry;
- Displaying and/or taking excessive photographs of a child;
- Engaging in sexually-oriented conversations not related to education or ministry.

Matters related to transporting children:

In the event it becomes necessary for a priest, deacon, auxiliary services personnel, personnel furnished by a third party contractor, employee or volunteer to provide transport for children, the following guidelines must be strictly observed:

- Children must never be transported without written permission from the parent or guardian;
- Children must be transported directly to their destination. No unauthorized stops may be made;
- Priests, deacons, auxiliary services personnel, personnel furnished by a third party contractor, employees or volunteers must avoid unnecessary physical contact with children while in the vehicle;
- Priests, deacons, auxiliary services personnel, personnel furnished by a third party contractor, employees or volunteers must never transport children alone.

Policies Aimed at Preventing Child Abuse

- A child may receive scheduled, individual instruction or counseling from a cleric, employee or regular volunteer only with the written consent of the child's parent or guardian.
- A child may participate in an organized program sponsored by a parish, school, agency or institution of the Archdiocese only with the written consent of the child's parent or guardian on a permission and release of liability form. Such written consent should provide for emergency care of the child, as warranted by the program or activity.
- At least two adults must be present for any activity for children sponsored by a parish, school, agency or institution of the Archdiocese. Moreover, the number and gender of the adults is to be in proportion to the age, number and gender of the participants, and the duration and difficulty of the activity. Whenever possible, one of the adults should be a parent or guardian of a participant. For purposes of this C.3 Policy, "adult" excludes eighteen- and nineteen year-olds not yet graduated from high school.
- No child may be disciplined corporally or corrected with abusive language.
- A cleric, employee or regular volunteer must obtain the consent of the child's parent or guardian before inviting or allowing a child to visit in the adult's home. In the event that the adult has little or no advance notice of the visit and another adult is present, such consent is not required.
- Clerics, employees and regular volunteers will use prudence when communicating with a child with written, e-mail, online services, instant messaging, cell phones and all other forms of communications.

Proper Response to Actual or Suspected Child Abuse:

Reporting to Civil Authorities - The Archdiocese will comply with all applicable civil laws with respect to reporting allegations of known or suspected abuse of children to civil authorities. Ohio law requires all individuals acting in an official or professional capacity to immediately report any actual or suspected act of child abuse to the public children's service agency or to local law enforcement where the child resides or where the abuse is occurring.

The Archdiocese encourages all persons to immediately report any actual or suspected acts of child abuse to civil authorities. An allegation of child abuse which is made by someone who chooses to remain anonymous must be reported to the civil authorities in the same way as an allegation made by someone who chooses not to remain anonymous.

Signs of abuse or neglect - If you observe that a child is exhibiting any one of the signs of child abuse or neglect, be aware that the presence of anyone of the signs does not confirm abuse or neglect. However, the presence of these signs is reason to discuss concerns or observations with the staff person to whom the volunteer or employee is responsible.

Acts of abuse perpetrated by a cleric, employee or volunteer of the Archdiocese - Any cleric, employee or regular volunteer, whether obligated by state law to report to the civil authorities or not, who witnesses an act of child abuse perpetrated by another cleric, employee or volunteer or suspects that such an act has occurred or receives a report of such an act, must immediately report the incident to the Chancellor at 513.421 .3] 3] .

Other persons who know or suspect that a child has been abused by an agent of the Archdiocese are encouraged to report the incident to the Chancellor at 513.421.3131.

Potentially abusive behavior - Any cleric, employee or regular volunteer who observes another cleric, employee or volunteer behaving in a manner which may pose a potential risk to a child is to report the matter in confidence to the proper superior or supervisor without delay.

Who is a Regular Volunteer? - A "regular volunteer" is an adult who is not a cleric or employee (for example, a catechist, scout leader, coach, server coordinator, etc.) who functions in a regular relationship with children. This includes interns, student teachers and others in similar capacities.

A regular volunteer is one who has contact with children more than three (3) hours a month, or has contact with children more frequently than once a month, or participates in an overnight event with children. It does not include the occasional volunteer, such as a driver or chaperone for individual activities that are not overnight.

Contact Numbers to Report Allegations of Child Abuse Resources: County Children's Protective Services

| | | | |
|---------------------------------------|--------------|---------------|--------------|
| Montgomery County Children's Services | 937.224.5437 | | |
| Greene County Children's Services | 937.562.6600 | | |
| From Dayton | 937.427.2883 | (After Hours) | 937.879.4357 |
| From Fairborn | 937.878.1415 | (After Hours) | 937.372.4357 |

315.01 FACILITY SAFETY

Ascension School is committed to providing a safe, healthy and productive environment for all persons occupying our school. Ascension School recognizes that maintenance of a safe, clean and healthful environment for students and staff is essential to learning.

Ascension School has policies concerning bus idling, dangerous and recalled products, radon testing, asbestos management, bloodborne pathogens, medication storage, comprehensive safety plan, chemical hygiene, hand washing, tobacco use prohibited, integrated pest management water line flushing.

Tobacco Use Prohibited

No student, staff members, volunteer, or school visitor is permitted to smoke, inhale, dip, chew or use tobacco at any time, including non-school hours in any of the school facilities or on the school grounds, athletic grounds or parking lots. No smoking signs are posted in accordance with Chapter 3794 of the Ohio Revised Code.

315.06 SAFETY DRILLS

Fire Drills will be conducted monthly and tornado drills when required by the State mandate. Records of drills are filed in the administrator's office. The school administrator assumes the primary responsibility for emergency drills in the school. Drills simulate actual emergency situations whenever practical, and every member of the faculty, staff and student body is to be aware of the procedures. Every room within the school building has a plan posted in a conspicuous place in the room.

There are several specific policies, which apply to actual emergencies. Students will only be sent home if there is reasonable assurance they can reach home safely and if it can be determined that they will have proper supervision once they reach home. If students would need to remain at school during an emergency they will be removed from window areas and gathered in the basement. A battery operated radio is to be kept in the office and will be monitored continuously during an emergency. If the students must be evacuated from the building they will be taken to either Greenmont Oak Park Church or Greenmont School.

315.07 SCHOOL SAFETY PLAN

Ascension School has a thorough School Safety Plan in the case of various emergencies that may arise. Teachers have an emergency kit in each classroom, including supplies to handle blood and bodily fluids. Rapid dismissal, lockdown, and severe weather procedures are planned and will be practiced. The administrator is the designated spokesperson in the case of an emergency.

315.10 INSPECTION OF SCHOOL PROPERTY

The school administrator may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, any personal items are subject to inspection at anytime and for any reason, without prior notice, as a condition of bringing them onto or taking them from the schools premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrong-doing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

316.00 STUDENTS' PERSONAL PROPERTY

Students are responsible for their own materials and property. It is important that all personal property (clothes, books, boots and book bags, etc.) have the students name clearly marked on it. Unclaimed articles will be given to the poor at the end of the quarter. A permanent marker is the best way to mark the book bags, etc.

No mp players, i-pods, radios, tape recorders, walkmans, CD players, pagers, laser pointers, electronic games, remote control cars, comics, any kind of cards (including baseball, basketball, trading cards, etc.) other than regular playing cards, or anything, which may distract students from the learning process are permitted on the bus or on school property. Items that have been confiscated will be returned to the parents. Special permission may be granted by the teacher for class projects and these are to be kept in the teacher's desk for the day.

The school is not responsible for valuables left in school. Sometimes there may be special circumstances, which require a student to carry cash or valuables to school. It is advised that the student bring the cash to the office until the end of the day.

The delivery of flowers and balloons to the students on birthdays is prohibited. This has become a distraction from the learning process during the school day. Students do not have much personal space in their lockers or on their desk during the day. Transporting these items home after school becomes a problem as well.

Students may not bring other perfume or deodorant sprays that may possibly cause other students or staff members to have severe asthmatic reactions.

Cell Phone Use

Cell phone use is not permitted in the school building before or during school time from 8:00 am to 2:30 pm. After school, the students should not use cell phones until they have left the building. Students should secure a cell phone in their book bag during the school day with the phone turned off (power off).

Use of a cell phone during a test (i.e. text messaging) will be considered cheating and proper action will be taken. No use of cell phone photographs is permitted during the school day. A cell phone found outside a book bag, ringing during class or being used improperly will be confiscated and parents notified.

TRANSPORTATION

320.01 BUS

Arrangements for the bus are made through the school office with each local school district. Ascension has students bused from Dayton, Beavercreek, and Kettering. There are some days when we are in school and the local school district is not. The parents are responsible for the transportation of the students if the school bus does not run.

Students are not taken from the bus unless the parent has signed a release in the office. The student then goes out with the car riders. Students who do not follow this rule will be required to serve detention.

Bus Conduct - The student's responsibility starts while the student is waiting for the bus to pick them up and continues on the return trip, until the student returns home.

Students are under the supervision of the bus driver while on the bus and subject to any consequence that the driver finds appropriate. Each bus will usually have a safety patrol student assigned to the bus to help keep order. The student will report any serious problems to the teacher or the principal.

Bus Rules

- Littering is not permitted.
- Pupils are to stay in their seats at all times.
- Pupils are not to throw anything while on the bus.
- Hands and arms are inside the bus at all times.
- Quiet conversation is permitted. Never yelling.
- The bus driver has the right to stop the bus service of any student not able to obey the bus rules.

Bus Discipline - Students who receive a discipline note from the bus driver will be called to the office.

1st notice - a talk with the driver and the principal.

2nd notice – parents will be called and a detention will be served.

3rd notice – students will lose bus service and the bus supervisor will contact the parents.

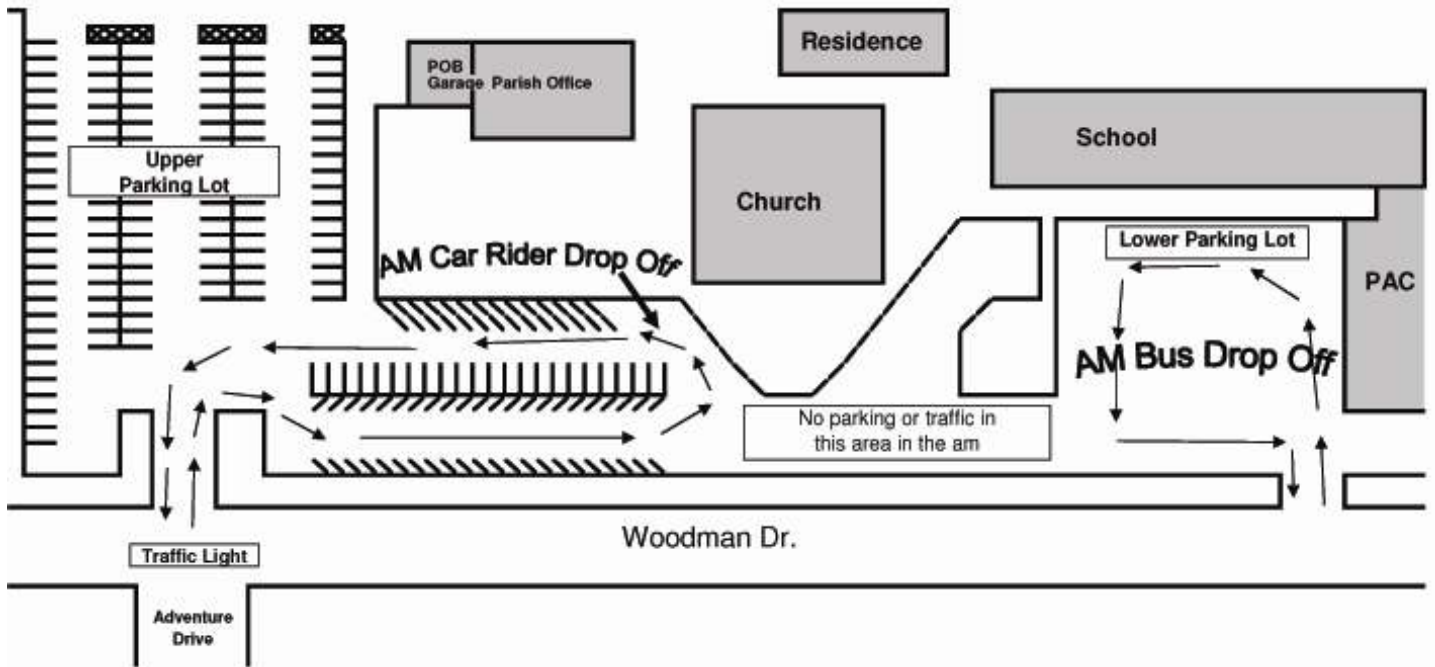
320.02 CAR RIDERS

Parents who drive their children to and from school should drop them off and pick them up at the upper lot in front of the parish offices. The lower lot is for buses and day care vans. Do not drop your child off by using the Greenmont Oak Park Church lot. Bus students are dismissed at 2:30 and car riders will be dismissed after the buses leave the area and an announcement is made over the PA system. Students who normally ride the bus must have a note to be a car rider.

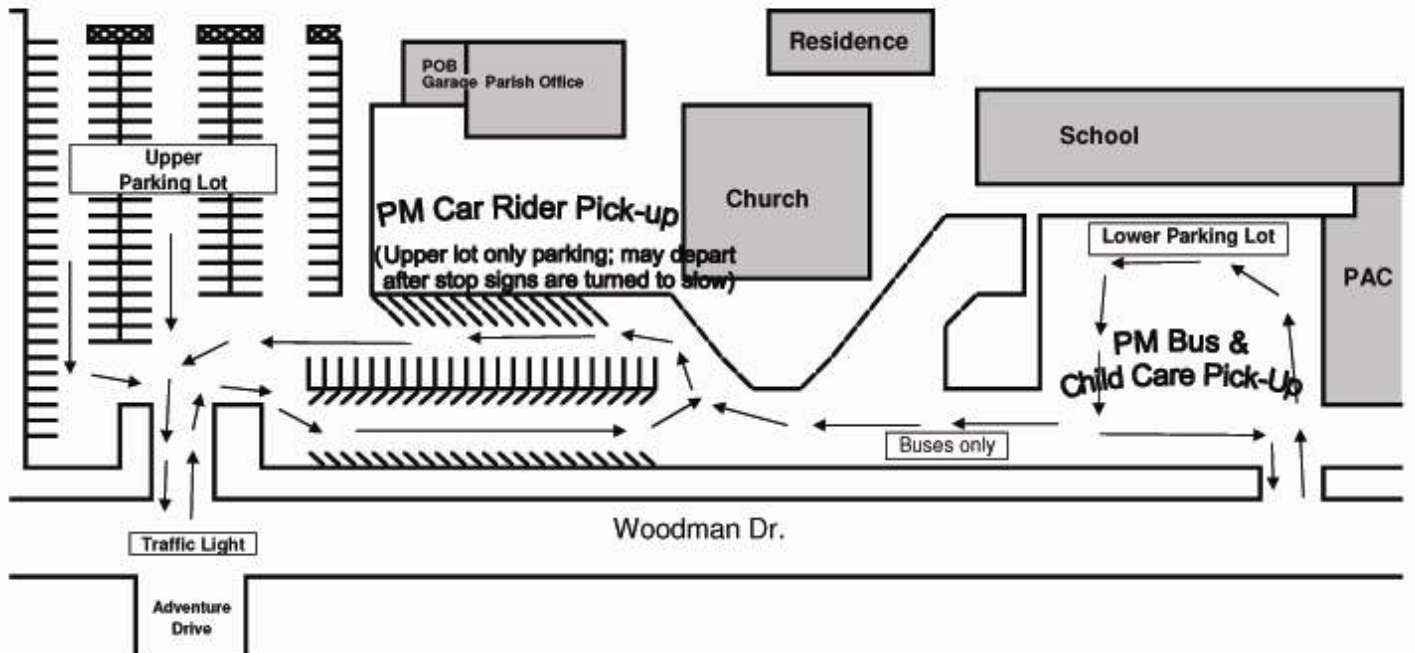
320.03 CYCLISTS, WALKERS

Students who cycle or walk to school are dismissed along with the car riders after the buses have left. Cyclists are to follow all bike safety rules and need to be sure bikes are locked. Ascension is not responsible for stolen bicycles. Students who walk to school are to cross streets only at designated cross walks.

Morning (AM) Arrival at Ascension School



Afternoon (PM) Dismissal at Ascension School



LUNCH & RECESS

330.00 LUNCH

The purpose of the school lunch and breakfast program is to provide your child with a nutritious and well-balanced meal each day at minimum costs. The "A-Scensible Cafe" offers meals that have been planned to meet at least two thirds of a child's daily nutritional needs. Every effort is made to provide reasonable choices and still meet the constraints of budget and acceptability. Children are encouraged to select these balanced meals, however participation in the school lunch program is optional. Monthly menus are published, sent in the family envelope and appear on the school website.

Lunch & Breakfast Options - When a child does purchase a meal they have the option known as "offer versus serve", a strategy that is intended to reduce plate waste. Students have the option of choosing at least 3 of the 5 meal components. The 5 components are a serving of meat, two or more servings of different vegetables and or fruit, a bread or grain serving and milk. It is preferred that students select all 5 components since each provides specific nutrients important to health and growth. Students have a choice of the main entree each day: Regular Hot lunch, Peanut Butter and Jelly Uncrustable, or Grilled Chicken Patty on bun. Grades 5-8 have a Salad Bar or Grades 6-8 have the choice of a Pizza Lunch. Ala-cart items are also available.

Breakfast is offered every day. The breakfast menu is posted on the lunch menu. This is ordered the previous day. Children that have ordered a breakfast will be charged from their accounts, unless absent.

Lunch Costs - The cost of lunch for Gr. K-6 is \$2.50 and includes milk. Milk may be purchased separate from the meal for \$.50. The cost for breakfast is \$1.40. The cafeteria has a computerized debit system that will keep track of every student that comes through the lunch line for the school lunch and breakfast. The system uses a student ID number (PIN number), that stays with the student throughout the school years. Each student will have his or her own account, regardless of free, reduced, or paid status. The system will only work for students if there is money, pre-paid, in their account. Payment may be sent in the family envelope for each student's pre-paid account. All checks/cash should be sent to school office with the child's name and pin number on the front. Please make checks payable to Ascension School Cafeteria. *Payment may also be placed on a child's account online at www.payforit.net* Any money that is left at the end of the school year, will be transferred to the following year.

If your child forgets their lunch money or fails to bring in a packed lunch, he/she may charge a lunch for that day. *The child will be able to charge lunch and be given a charge slip from the cashier, with the understanding that the charge will be paid in full the following day.* If the charge has not been paid, the student's parents will receive a letter stating the amount their child owes. *Parents can view their child's account balance online at www.payforit.net Use the child's pin number for access and there is no charge to view the student balance, however there is a small fee for making credit card payment on the website.* If the charge has not been paid after 3 notices have been sent home, the charges will then be sent to the principal for collection. Students will only be permitted to charge up to 2 lunches. After the child has charged 2 lunches, they will no longer be able to charge and will receive a peanut butter sandwich. *If a student has a negative balance and brings money to purchase a lunch, the money will be used for the balance due and the student will receive a peanut butter sandwich.*

Free and Reduced price lunches are available to families who qualify. Reduced price for breakfast is \$.30 and \$.40 for lunch. Applications are sent home to each family at the beginning of the school year. *Applications are available online at the school website, in the school office or by contacting the cafeteria manager.*

Forgotten or special lunches must be brought to the school office before the scheduled lunchtime for your child. Please have the child's name and homeroom on the lunch. Do not take lunches directly to the classroom. Parents are asked not to deliver fast food lunches for their children to eat in the cafeteria.

Wellness Policy - A Wellness Policy has been implemented for nutrition education, physical education, and nutrition guidelines for all foods sold on campus, not just in the cafeteria. (See **311.01 - Promotion of Health & Wellness**)

The *Student Nutrition Advisory Council (SNAC)* involves Gr. 5-8 students. They provide an opportunity for students to learn about wellness, nutrition and health. It also involves students in making the school foodservice program more responsive to their needs. The students serve as a communication bridge between students, administrators, school foodservice personnel, faculty and community.

Cafeteria Behavioral Expectations - All students are expected to act with appropriate manners at all times in the cafeteria. Students should follow all directions of the cafeteria staff in a timely and respectful manner. Cleaning up of personal space as well as surrounding areas is the responsibility of each student. The following rules are to be observed in the lunchroom:

1. While in line to be served, stand in single file without any pushing or shoving.
2. Keep food on the plate, avoid throwing food on the floor or at other students.
3. Use an inside voice and talk quietly about appropriate topics. Never yell or talk in loud voice.
4. Take time to eat. Eat only at the table.
5. Books are not brought to the table.
6. Keep hands and feet to yourself at all times. Sit down (bottom on the seat, feet under the table) while eating.
7. Stay at assigned places and do not move to other tables.
8. Clean up the table where you ate and pick up what has fallen to the floor.
9. You may leave the table only when your group is given permission by the person in charge.
10. Patiently wait to empty trays into the waste cans.

Students with Food Allergies - The cafeteria and nurse staff must be made aware of any food allergies through the medical forms. The forms with a recent photo of the child attached will be placed in the serving area for staff to see. It is suggested that students with food allergies pack their lunch. Foods will not be banned from the cafeteria. Students may sit at a designated table labeled with "Alexander's Allergy Alert Table". All known allergy inducing foods will not be permitted at this table. (Alexander is a nationally recognized elephant cartoon character used to promote allergy awareness.)

Food Handling - The cafeteria is responsible for all food items while the food service is in operation. Temperature checks for potentially hazardous food, cooling, and ready to eat foods are all checked daily. The students or parents are not able to use the microwave and warmers for outside meals. The cafeteria may not store outside foods in the cafeteria coolers (such as homemade items, fast food, etc.) Food served in the Cafeteria must be eaten there in order to avoid food borne illnesses and messes in the classrooms and elsewhere in and outside the school building. No pets may be brought into the cafeteria.

Lunchroom Snacks - Nutritious snacks are available for sale by the school lunch program to all students in Grades 5-8 whether they pack or take the school lunch. Snacks offered by the school lunch program will be healthy (no more than 7g of fat and anymore than 35% sugar per item). No pop or candy machines in the building will be available to students. *Students are not permitted to purchase snacks unless they have either packed their lunch or purchased lunch in the lunchroom. Students who owe for a lunch and or breakfast chare are not permitted to buy snacks until all charges are paid.* Students may purchase one snack item only after they have completely eaten their lunch. The snack items are served by volunteers. Proceeds from the snack sales go back into supporting the lunch program.

Classroom Snacks & Treats - The school encourages the use of non-food rewards for student behavior. Most classrooms have either a morning or afternoon snack time. The school further encourages teachers and parents to provide healthy snacks, and to minimize sugary treats for classroom celebrations.

All treats of any type should be cleared with the teacher. All food treats are to be individually wrapped and pre packaged. The teacher may want to send the treat home with the children. The school staff strongly recommends that the treats be something the children can use such as pencils, erasers etc, instead of food.

340.00 RECESS

Children are expected to participate in recess activities with the class during the school day. Outdoor recess will not be conducted on days that are considered to have extreme weather conditions. Parent(s) may send a note to request that their child be kept indoors for one day. Requests for a longer period must be signed by a physician.

Outdoor Activity/Playground Rules

1. Stay on assigned playground within sight of the playground monitor at all times. Do not play near the railroad tracks, the grass areas in front of the Parish Office Building and the church, on the upper lot in front of the school where teachers park their cars, or on the sidewalk or the street in front of school or church.
2. Tackle and chasing games such as tag are not permitted during recess. "Red Rover" is not permitted.
3. Use equipment properly. All balls, bats and jump ropes are to be used as they are intended. Students may not use hard balls, metal or wood bats.
4. Stay out of water, mud and snow.
5. Wear boots, gloves, hat and coat in the winter. When boots are worn to school, inside shoes must be available for wear during the day.
6. Throwing of any object such as rocks, snowballs or harmful objects is not permitted.
7. Line up immediately when the bell rings and walk quietly into the building.
8. Report any problems, injuries and other questions on the playground immediately to the playground monitor(s). Playground monitor(s) are in charge and have the authority to correct.
9. No advanced gymnastics moves may be done during recess.
10. No play equipment from home or electronic devices from home may be used on the playground.

Rules for the play equipment:

- Running, chasing or tag games are not permitted on or around the equipment.
- No pushing or shoving.
- One person may go down the slide at a time. Wait until the person is at the bottom and off the slide before sliding. Do not slide double or form any "trains" of more than one person. Do not walk or climb up the slide. Slide feet first only.
- Do not throw wood chips.
- Do not jump off the benches, or climb on the fence.
- Do not climb on top of the equipment. Do not climb up, down, or over the walls other than the designated climbing wall. Do not shimmy up the posts of the equipment or use the equipment in any way that it is not designed to be used.
- Movement on the monkey bars should be one way only. No "chicken fights" on the monkey bars. Do not hang upside down from your legs on the monkey bars.
- No one may play on the equipment before school or after school while waiting to go home.

Indoor Recess - In case of rain or cold weather (under 25 degrees or a combined temperature with wind chill of below 20 degrees) then recess is indoors. In wet or slippery conditions (rain, freezing rain, snow, and sleet) then outside recess will be canceled at the discretion of Playground Monitors and held indoors instead. Playground monitors should check with the school office prior to recess to verify the temperature and report the conditions. Weather conditions may change during the course of recess and may force the move of recess indoors. Playground monitors supervise indoor recess in the classrooms.

Procedures for Indoor Recess - During Indoor Recess students will be quietly sitting either at desks, tables or on the floor and may play suggested games and activities such as: Cards, Checkers, Chess, Trivia Games, Building Blocks/ Legos. Other guidelines include:

- No running or ball play, no flying objects.
- No chalkboard games.
- Use of computer, radio or TV for channels other than pre-selected channels, only with teacher present, or with special teacher permission.
- Students are to be in their homeroom classroom.
- Animals may be played with only with teacher present.
- No students are permitted to use the computer lab without supervision and previous arrangements.
- Students must ask permission to leave the room to use the restroom one student at a time.
- Teachers need to be back on time to classroom so monitors can go to on to other classrooms.
- Students who have doctor notes to be inside during noon recess may be supervised in the school office. They may not be left in classrooms unsupervised.

INSTRUCTION

401.01 SCHOOL MISSION AND BELIEFS

Ascension Catholic School provides a welcoming atmosphere in which spiritual, emotional and educational formation is centered on Christ, our Catholic faith and our Baptismal promises; where all are called to greater reverence, respect and responsibility; and the good that is learned here is to be shared with all of God's creation.

We Believe that...

All students are children of God, gifted with the ability to learn. Students, teachers, staff, and parents share the responsibility to be actively engaged as lifelong learners.

By virtue of our Baptism we are to treat everyone with respect, responsibility and reverence, creating a safe learning environment.

Committed to continuous improvement, we will better impart and model the traditions and Gospel values of our Roman Catholic faith.

401.03 CLASS SIZE

The policy of Ascension School for class size is the following:

| | |
|--------------|------------------------|
| Kindergarten | Maximum of 24 students |
| Grades 1-8 | Maximum of 26 students |

The pastor of Ascension Parish has final authority in all matters of admission to Ascension School. (See 302.01 - Admission).

402.01 CURRICULUM - GRADED COURSES OF STUDY

The curriculum includes instruction in religion, art, music, physical education, technology, science, health, social studies, language arts and mathematics.

The Graded Course of Study developed by the Archdiocese is the official guide for Ascension School, which determines the framework for instruction in all content areas, based on the mission, vision and beliefs of the schools. All teachers have these books in their classroom.

402.05 RELIGION COURSES

The Religious formation of our students is the primary aim and the purpose for the existence of Ascension School. The Basic Teachings for Catholic Religious Education proposed by the National Conferences of Bishops, sets down the principle elements of the Christian message for Catholics in America. It stresses the three basic themes that must be present in all Religious Instruction:

- A. The importance of Prayer
- B. Participation in the Liturgy
- C. Familiarity with the Holy Bible

These themes compliment the three-fold obligation we have:

- A. To Teach basic doctrine
- B. Form a Christian Community
- C. To be of service to our neighbor

This is how this is put into action at Ascension School:

Prayer - The children are taught the formal prayers suggested by the Bishops, Sign of the Cross, Our Father, Hail Mary, The Creed, Act of Contrition, and the Rosary. In addition to this the children learn to pray spontaneously and join their classmates and teachers in praying together in Religion Class. They have the opportunity of participating in the Greatest Prayer of the Church--Liturgy (the Mass) at least once a week.

Prayers are to be said each morning and in the evening if possible. Morning Prayer intentions are said over the PA System. Morning Prayer is at 8:05 a.m. Teachers conduct the remainder of the morning prayers and regular activities. Students should also Pledge the Flag at the end of the prayer.

Liturgy - Emphasis on the Liturgy as a Source from which we all can draw strength as a Community is one of our goals at Ascension. Each Friday we celebrate Liturgy as a School Community.

Each class takes a turn to plan these liturgies. The teachers sign up for this date at the beginning of the school year.

Each class has an assigned place to sit during the liturgy. The students also attend other devotions during the school year such as: Reconciliation, Rosary, the Way of the Cross etc.

Formation of Christian Community - We teach the meaning of Community by having the children experience Community. All of us at Ascension strive to perfect this Community of Faith by respect, love, and trust of one another as we try to imitate Christ in the living out of our daily commitment to Christ.

Service - If we have heard the message and experience Christian Community we cannot but move into the area of service. Christ gives His people different gifts not for themselves but for others. We have and hope to continue to provide many opportunities for the children.

402.06 PARTICIPATION IN RELIGIOUS EDUCATION PROGRAMS

Every student must participate in the formal Catholic religious ed. program.

402.07 EDUCATIONAL OPTIONS & OUTINGS

On some occasions a teacher or group of teachers may plan to take a class on an Educational Outing. Permission of each student's parent is required before a student is permitted to participate. A special permission form will be sent from the school and will be kept on file after it is returned.

Serious misbehavior in school before the outing or not returning the permission form to school on time will result in loss of participation. Students involved in serious misbehavior during the outing will result in parents being called and asked to take the student home. Parents have the opportunity to call the teacher and ask him/her about the educational outing.

Teachers will request chaperones to maintain a ratio of 1 adult to 10 students and in so doing will request the help of any parents interested in chaperoning the activity. However chaperones may be limited for various reasons. Due to liability, security, and supervisory concerns, we ask that chaperons do not bring any younger siblings or children on the outing. Emergency medical cards will accompany students. Parents are asked to please include any updated health information on the bottom of the back of the form.

Transportation on educational outings will be by bus except for some nearby educational sites that are within walking distance. Private vehicles (cars or vans) will not to be used for the transportation of students to or from school related events or activities including all scheduled educational outings. The only time that a private vehicle may be used is for "incidental" use, which is interpreted as an emergency or an unscheduled event.

Some outings may require a fee. The fee in the form of cash or a check made to Ascension School should be attached to the permission form or enclosed in a labeled envelope.

403.01 INSTRUCTIONAL MATERIALS

All hardbound textbooks are loaned to the students and are to be returned at the end of the school year. All of the textbooks should be covered. Paper book are acceptable, but must be kept neat. Cloth book covers are available at cost from a parent vendor. No contact paper or adhesive book covers should ever be used. Students are to keep books in some type of book bag if they are planning on taking books home.

Ascension School has a technology plan, first developed in 2000 which provides for a systematic and continuing program of expansion in the number and variety of technological materials and equipment available to teachers and students.

Technology Resources - INFOHIO - Students are involved in many projects and can use online resources in most cases to assist them in their research. The State of Ohio offers free access to many research services that require username and passwords. There is a link on our school website to INFOhio, the site where many of these resources may be freely accessed without usernames and passwords. Some of the resources may require a group username and password for access which may be provided annually through the school newsletter.

403.09 RESPONSIBLE USE OF TECHNOLOGY

General Information for Users of Technology - Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes. In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

Agreement Form - In order to ensure the proper use of technological resources, it is necessary that each user (and his/her parents, if the user is under 18 years of age) annually sign the attached **Responsible Use of Technology Policy-User Agreement Form**. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All schools must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy. *The term student applies to any individual enrolled in the school regardless of age.

School Responsibility - The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from school computers. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

User Responsibility - The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. The school logo may not be used without the expressed permission of the School administration. Any use in violation of any local, state, or federal

law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

Disciplinary Action - The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

Note: The Archdiocese of Cincinnati reserves the right to modify this policy as needed.

403.10 AV MATERIALS (Including Movies and Videos)

Ascension School does not carry an umbrella license that covers the entire school for showings of copyrighted, authorized home video cassettes or videodiscs. The Federal Copyright Act states that a public performance license is required for all showings of movies on home videocassette or videodisc for non-instructional purposes such as rewards, after school care, during assemblies or any showing via closed circuit. However, our school does not need a license to show videos for “face to face” instruction, i.e. when the movie is related to the subject being taught. Students may not bring video cassettes to school for instructional purposes without prior approval from the teacher or administrator.

The U.S. Conference of Catholic Bishops' Office for Film and Broadcasting evaluations of movies according to artistic merit and moral suitability will be used as a guide. The classifications are as follows:

- A-I general patronage
- A-II adults and adolescents
- A-III adults
- L limited adult audience, films whose problematic content many adults would find troubling. L replaces the previous classification, A-IV.
- O morally offensive.

Movies rated A-III, L or O will not be shown at Ascension School. A-I movies may be viewed by all students in the school providing there is an instructional purpose for its viewing. For the purpose of classification, an adolescent is considered to be at least in Gr. 6. Movies rated A-II (Adults and Adolescents) by the USCCB are not to be viewed in school for instructional purposes by students in Gr. 5 and under. USCCB ratings may be checked at <http://www.usccb.org/movies/index.htm> Any questions about the use of these resources should be directed to the school administrator.

403.20 MEDIA CENTER

The media center is for the use of the students and the teachers. The media center has books and magazines for both assigned work and recreational reading. Each class is given a scheduled time for the media center and the teachers are to supervise the students during this time, not the volunteers. Two books may be checked out for one week. Students may renew an item if no one is on the waiting list.

All lost or damaged materials are to be paid for by the student. Overdue notices are sent through the family envelope. The overdue timeline:

1st week - Student does not get to check out any further materials.

2nd week - Student does not get to check out any further materials.

Checkmark on Gr. 4-8 blue cards.

Overdue notice in the family envelope.

Student is charged the cost of the material. (The fee is refunded if item is later found and returned to school *before the end of the current school year.*)

3rd week and beyond - Student loses check-out privileges indefinitely until either the item is found or the cost of the material is paid. All charges are to be paid by the end of quarter or the report cards are held.

403.22 ANIMALS IN THE CLASSROOM

No animals should be brought into the school without approval from the principal. Wild, stray, dangerous or poisonous animals are not permitted in the classroom. Baby chicks, ducks, ferrets, snakes, turtles, lizards and amphibians may not be kept in rooms occupied by children age 5 or younger. Students and employees must wash their hands after feeding or handling any animals. No pets may be brought into the cafeteria.

404.02 HOMEWORK ASSIGNMENTS

The staff of Ascension School has adopted the following homework objectives and guidelines:

Objectives:

1. Homework should supplement and support classroom work.
2. Homework should reinforce learning through practice and application.
3. Homework should foster parent's awareness of the child's learning activities.
4. Homework should develop student responsibility and self-direction through independent effort.

Guidelines:

1. Homework should grow logically through classroom instruction.
2. Students should not be expected to deal with totally new skills.
3. Students should clearly understand the objectives and the processes.
4. Homework should be reviewed and included in the evaluation of the students learning process.
5. Homework should not be used for disciplinary reasons at any time.

Assignment Notebook - Students in Gr. 2-8 are given an assignment notebook at the beginning of the year to note all assignments each school day throughout the year. Students are expected to take the Assignment Notebook home each night. Students who begin to miss due dates on assignments will be asked to have their parents sign the assignment notebook on a daily basis. Credit for assignments follows:

| | |
|---------------------|--------------------------|
| Due date | Student gets full credit |
| 1 day late | 20% off the grade |
| 2 or more days late | 30% off the grade |

Students are required to hand in the assignment even if a failing grade is given. Assignments due on Friday must be received by the following Monday (if not turned in on the Friday) with a loss of 20% of the grade. If the assignment is not turned in by Monday the assignment will be 2 days late with a loss of 30% of the grade.

Long term assignments (2 weeks or 10 school days) will be given several times during the year and the teacher will explain the details and the time line of due dates. (Students should record these dates in assignment notebook.) Exceptions for late long-term assignments may be made at the teacher's discretion.

Students who are absent are required to make up missed assignments. Students have two days for every one day of absence to make up assignments given during their absence.

404.03 MAKE-UP WORK

The teachers are not required to get assignments together for students who are absent less than 3 (three) school days (particularly for students in Gr. 6-8 where it is more difficult to gather all the materials from all the classes). Parents of students who are absent 3 (three) or more school days, may call the school office *before 9:00*, so that books and assignments will be gathered and left in the office. Parents may come to the office anytime from *1:00* until *3:30 p.m.* to pick up the work, if arrangements have been made. Siblings are not to go to the teacher and ask for assignment.

For students who are absent 1 (one) or 2 (two) days, we suggest that they call a *classmate* in the class to get the missing assignments.

404.04 EXAMINATIONS

If a student is suspended from school during the time of an examination, the student shall be permitted to make up any examination he/she may have missed once the suspension is lifted.

404.05 TUTORING

Credit for work done with a private tutor shall be granted under the following conditions:

1. The principal has approved the arrangements in advance.
2. The tutor is a properly certificated teacher and approved for tutoring by the school.
3. An instructional plan, based on the individual student's needs, with instructional objectives and activities, as well as, criteria and methods of assessment is submitted.
4. A record of work covered and a report of student's progress is submitted by the tutor.
5. In all instances tutoring and other work for which credit is given must be in keeping with the Archdiocesan Graded Courses of Study.

405.00 PUPIL GUIDANCE

Ascension School has the full time services of a School Counselor who is available to the students and also provides the teaching staff with options for evaluation tools to help the children. The counselor is available to parents who have special concerns about their children. The school also employs an intervention specialist and speech therapist. Students must be referred for these services and must qualify for the assistance.

406.02 TESTING

In addition to the use of textbook tests and teacher made tests that align with the curriculum, Ascension School measures student progress with Standardized Tests given to the students in Gr. 2, 4, 6, and 8. Religious knowledge and attitudes are assessed at Gr. 5 & 8. Students with individual Service plans will be tested according to specifications in their service plans. Assessment results will be used by teachers and other school personnel for decisions regarding instruction, intervention, guidance, grade-promotion and evaluation. Students and parents will be given individual confidential test results in writing when possible. Group results may be published for parents and other appropriate stakeholders.

Incoming students in Gr. 1-8 transferring from other schools are assessed by the school counselor during the summer months to determine proper grade placement. All incoming kindergarten students are screened in the spring to see if they:

1. are ready for the grade
2. are mature enough to do the work
3. have any learning difficulties

407.02 REPORTS TO PARENTS

The Quarterly Student Report is a communication of attendance, conduct, academic performance and progress. These reports are usually distributed within a week after the quarter ends. Parents are asked to keep and study the report carefully. These reports are designed to invite the interest and cooperation of the parents and to help them see what the child is doing in their class work.

407.04 SUPPLEMENTARY REPORTS TO PARENTS

Ascension School has a website with student grades on them that are continually available to parents. Since the website is constantly available for parents to see the standing of their children there is no longer any need for a formal interim report. Parents who do not have access to a computer in their home will receive interim reports between the regular reporting periods to inform students and parents of non-satisfactory achievement.

407.20 PARENT-TEACHER CONFERENCES

Conferences with parents are to be held whenever necessary and are strongly encouraged. The first report card is given before the scheduled conference in November. All appointments to see the teacher may be scheduled through the school office.

407.30 INTERVENTION ASSISTANCE TEAM

The objective of the Ascension Intervention Assistance Team (IAT) is to help identify and support students who are struggling academically, emotionally and/or behaviorally. To this end, we have established an intervention assistance team of staff members who meet to determine the best way to intervene, in a holistic manner with students whose behaviors appear to interfere with their academic, social and emotional growth.

The Intervention Team members shall:

- A. Include but not be limited to, the principal, school counselor, school psychologist, teachers, school nurse and the parents of the child.
- B. Hold regularly scheduled team meetings to monitor and document the referral process, where recommendations, presentations, and follow up will be reported.
- C. Conduct student and parent conferences as part of the intervention process. Act as resource for the family when informational materials are needed etc.
- D. Establish and coordinate a building program for in-house services including the following:
 1. Support groups, conducted during the school day and facilitated by trained staff and community resources people e.g. grief, divorce etc.
 2. Collaborate with other schools and agencies.

Intervention Team and Process - Steps for Intervention (Before Having a Student Tested)

1. Teacher or parent has exhausted possibilities of given problem or situation (which may be academic, behavioral, emotional or teacher student conflicts.)
2. Teacher or parent has accumulated all data of things they have tried.
3. Teacher has consulted with the parent and student about problem or the parent has followed this process.
4. Present problem or situation to the team; the team will address problems or situations.
5. Teacher will be present throughout the team process.
6. Parent and student will be present at all relevant meetings.
7. Team will meet on a weekly basis to address new and ongoing situations.

407.40 TITLE 1 SUPPLEMENTAL INSTRUCTION

For Ascension students with academic needs who reside in qualifying public school districts and attendance areas who are not already served with an Individual Service Plan may be offered Federal Title 1 programming which provides supplemental math or reading instruction.

Ascension School Title 1 Parent Involvement Policy - Ascension School intends to follow the parental policy guidelines in accordance with No Child Left Behind Act of 2001 as listed below. Ascension School will distribute this policy to parents of students participating in the Title 1 program and be updated periodically.

Policy Guidelines:

- Convene an annual meeting
- Explain the requirements and rights of the parents to be involved
- Offer a flexible schedule of meetings (eg. before and after school)
- Involve parents in an organized, ongoing and timely way to plan, review and improve programs such as
 1. Parental Involvement policy
 2. School wide policy
- Provide the parents of participating students with
 1. Timely information
 2. Description and explanation of curriculum to be used
 3. The forms of academic assessment used to measure student progress
 4. Proficiency levels that students are expected to meet
 5. Opportunities for decision-making related to the education of their children
 6. Educate school staff on how to build ties between home and school
 7. Respond to any parent suggestions as soon as practically possible
 8. Include a **School-Parent Compact**, which is a written agreement of what the school and parent are each supposed to do to help the student achieve.

- Provide such other reasonable support for parental involvement as the parents' request

Any comments indicating parents' dissatisfaction with the school Title 1 program must be submitted to the principal for her consideration.

407.50 RESPONSE TO INTERVENTION (RTI)

RTI is a part of the general education effort for all students to identify and help those students who need academic or behavior interventions before they have greater difficulties. It is also a tool to see who might need additional challenges in the classroom. The Ascension RTI model includes the following:

- High quality instruction for all students based on research and the standards defined by the Archdiocese of Cincinnati.
- Universal screening of all students grades K-4 three times a year to monitor progress.
- Tiered instruction to allow students to receive increasing levels of instructional help based on their specific needs in the general education curriculum.
- Parental Engagement: Parents are provided information regarding their child's needs, interventions, goals, and expected progress, time spent in each tier, with regular reports of progress or lack of progress and the right to request additional evaluations at any time. Parents are also encouraged to take an active role in assisting their child at home with homework and interventions recommended by the teacher.
- Shared Ownership: All staff, the student, and the parents assume an active role in instruction and assessment for all students.
- Data-Based Decision Making: The use of student data to guide the design, implementation, and adjustment of instruction.

408.00 WITHDRAWAL OF STUDENTS

Parents of students who move out of the area during the school year or who must leave due to special academic or health requirements may request a refund of any months of the school year that has not been started by the student.

Parents of students who are withdrawn for any other reasons than those mentioned above in general must forfeit the full tuition for the entire school year, although each of these cases will be judged on an individual basis.

Any or all school records may be withheld until all financial obligations to the parish and/or the school are taken care of by the parents.

409.01 PROMOTION AND RETENTION

Promotion For Students In Primary Grades K-3 - In order for a student in the primary grades to be promoted to the next grade level the following needs to be accomplished:

- complete all assignments
- show neatness in work
- participate in class discussions
- show an understanding of the material presented
- pass all required tests in each subject area
- shows a maturity for that age and grade level
- is able to get along with classmates

Retention Of Primary Gr. K-3 - If a child receives "N" (unsatisfactory progress) for all 4 quarters in the area of Religion, Language Arts, (Reading/English/Spelling) and Math, a child will be considered for retention or in some cases tutoring by a certified tutor. Retention can be considered at the discretion of the teacher and parents with the final approval of the principal.

Promotion For Students In Gr. 4-8 - In order for a student to be promoted to the next grade level, the following needs to be accomplished:

1. A student must receive a passing grade of at least 70% in the areas of Math, Language Arts, (Reading, Spelling, and English), Religion, Science, and Social Studies.

2. Any student receiving 69% or lower in a subject area will be recommended to attend summer school for one subject only. A student may be tutored by a certified teacher for 20 hours in the area the student has failed.
3. Any student failing 2 (two) or more subjects with a 69% or lower will be required to repeat the grade level.
4. In most cases it will be recommended that a student repeat the grade at another school.

Retention - If a student is going to be retained or seems close to retention, the parents could be notified in the following manner:

1. Report Card (sent 4 times a year)
2. Parent-teacher conferences (one in Nov. and whenever teacher, parent sees a need.)
3. Conference or letter sent from the teacher either at the end of 2nd or 3rd quarter.
4. Conference or letter sent to the parents from the school in the month of May.

412.01 TEMPORARY HOME INSTRUCTION

Home instruction for children who are physically unable to attend school may be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction.

412.02 HOME SCHOOLING

Parents who choose home schooling exclusively for their children must comply with the provisions of the Ohio Administrative Rules 3301-34. The student must register with the local public school district.

Ascension School respects and supports the right and duty of parents as the primary educators of their children. Some parents may have the time and resources to directly instruct their own children at home in a home-based education program or "home-schooling". Families who opt for a home-based education program must register with the public school district of residence.

Ascension School will support registered Ascension Parish families in Home-Based Education in indirect educational activities that do not take place in Ascension School classrooms. For instance, home schooled children may be brought to school under parent supervision to participate in media center privileges, attend weekday liturgies during which school children are present, attend assemblies and may participate in large group PTO sponsored activities that occur after the school day. If the behavior of the child becomes disruptive to the regular educational program then the child and parent will be simply asked to leave.

Home-schooled children may participate in co-curricular activities sponsored by Ascension Parish such as sports and scouting that occur after the school day. Parish co-curricular activities do not require the parent's direct supervision. Home-schooled children of the parish may participate in school sponsored Co-curricular activities such as band, choir, Power of the Pen, Math Counts, First LEGO League, Junior Optimists and Spanish after school activities.

Parents may borrow class textbooks and other non-consumable teaching materials, subject to availability. Home schooled students and their parents may participate in the school lunch program at the regular cost.

Families of home-schooled children are encouraged to participate in regular Religious Education programs of the parish, which includes a home based religious education option. Children prepare for sacraments through the Religious Education Program. Please refer to Archdiocesan policies regarding home-based religious education.

By the definition of a home-based education the child does not participate in direct instruction in the classroom. The child is not enrolled in the school, so the school is not responsible for in-servicing the parents as teachers, nor are classroom teachers responsible for any part of the child's educational program, including assessment.

There may be no combination of home schooling and classroom schooling. The difficulty of a part-time home school and part-time in school situation in terms of planning of instruction, assessment of the child and the social interaction between children is not in the best interest of the child, classmates, teacher and the school.

CALENDAR & SCHEDULE

500.01 ASCENSION SCHOOL CALENDAR 2011-2012

AUGUST

| | | |
|-------|-----|--------------------------------------|
| 15-17 | M-W | Teacher In-service |
| 16 | TU | School Open House, 7pm, PAC |
| 18 | TH | First Day of School for Gr. 1-8 |
| 19 | F | Kdg. Orientation, 9-10am |
| 22 | M | First Day of School for Kindergarten |
| 29 | M | School Pictures |

SEPTEMBER

| | | |
|----|----|---------------------------|
| 2 | F | Walkathon Pledging Begins |
| 5 | M | Labor Day, School Closed |
| 13 | TU | Early Dismissal, 1pm |
| 23 | F | Walkathon |

OCTOBER

| | | |
|------|------|--|
| 3-4 | M-TU | Teacher OCEA Convention, School Closed |
| 5-28 | | Fall Testing (Gr. 2-8) |
| 21 | F | End of First Quarter |

NOVEMBER

| | | |
|-------|-----|--|
| 9 | W | Early Dismissal, 1pm Conferences, 3-9pm |
| 10 | TH | Conferences, 11am - 2pm, No School |
| 11 | F | In-service, School Closed |
| 12 | SA | Gr. 8 Confirmation Retreat, at St. Francis, 8-2:30 |
| 13 | SU | Gr. 8 Confirmation Rite of Invitation, 8:30am Mass |
| 23-25 | W-F | Thanksgiving Vacation, School Closed |

DECEMBER

| | | |
|---------|--|-----------------------------------|
| 22 – 31 | | Christmas Vacation, School Closed |
|---------|--|-----------------------------------|

JANUARY

| | | |
|----|----|--------------------------------|
| 2 | M | New Year's Vacation, No School |
| 3 | TU | Classes Resume |
| 13 | F | End of 2 nd Quarter |
| 16 | M | MLK Holiday, School Closed |
| 19 | TH | Early Dismissal, 1pm |
| 29 | SU | Catholic Schools Week Begins |

FEBRUARY

| | | |
|----|----|--------------------------------|
| 4 | SA | Gr. 2, Reconciliation, 11am |
| 6 | M | Early Dismissal, 1pm |
| 15 | W | Gr. 8 Confirmation, 7pm |
| 20 | M | President's Day, School Closed |
| 21 | TU | PTO Open House, PAC, 7pm |

MARCH

| | | |
|----|----|--------------------------------|
| 6 | TU | Early Dismissal, 1pm |
| 9 | F | In-service, No School |
| 23 | F | End of 3 rd Quarter |

APRIL

| | | |
|-------|------|---|
| 6-13 | F-F | Easter Break, School Closed |
| 16 | M | School Resumes |
| 21 | SA | Gr. 2 Jesus Day, All Day, WC114 & 118 |
| 27 | F | 1 st Eucharist Practice for families, Church, 6:30pm |
| 28-29 | S-SU | First Communions, 5pm, 8:30am & 12:15pm |

MAY

| | | |
|-------|------|---|
| 7 | M | Fun Day, Gr. 1-4, 12:00 |
| 4 | F | Grandparents Day #1 A-K |
| 5-6 | S-SU | First Communions, 5pm, 8:30am & 12:15pm |
| 8 | TU | PTO Meeting, Grandparents Program, 7pm |
| 10 | TH | Early Dismissal, 1:00 |
| 11 | F | Grandparents Day #2 L-Z |
| 12-13 | S-SU | First Communions, 5pm, 8:30am & 12:15pm |
| 17 | TH | Fr. Stretch Relays, Gr. 5-8 |
| 28 | M | Memorial Day, School Closed |
| 29 | TU | Graduation, 7pm |
| 31 | TH | Last Day for Students |

JUNE

| | | |
|---|---|------------------|
| 1 | F | Teacher Work Day |
|---|---|------------------|

If any days need to be made up due to weather closings, classes will be held on Thurs, June 2 and add further days if needed on June 3, 6, 7, 8 etc.

QUARTERS

| | <u>Start</u> | <u>End</u> | <u>Days</u> |
|----------------------------|--------------|------------|-------------|
| 1 st | Aug. 18 | Oct. 21 | 43 |
| 2 nd | Oct. 24 | Jan. 13 | 47 |
| 3 rd | Jan. 17 | March 23 | 47 |
| 4 th | March 26 | May 31 | 42 |
| <u>Student Days</u> | | | 179 |
| Conference Day | | | 1 |
| <u>Teacher Work Days</u> | | | 9 |
| <u>Total Contract Days</u> | | | 189 |

502.06 DAILY SCHEDULE

| | |
|-------------|---|
| 7:30 | Teachers Arrive, Doors Opened |
| 7:30-8:00 | Kettering, Dayton & Beavercreek Buses Arrive. |
| 8:00 | School Day Begins - Kdg - Gr. 8, Attendance Taken |
| 8:05 | School Announcements, Morning Prayer |
| 8:15-8:55 | Period 1 |
| 9:00-9:40 | Period 2 |
| 9:45-10:25 | Period 3 |
| 10:30-11:10 | Period 4 |
| 10:50-11:10 | Kdg Recess |
| 10:50-11:20 | Gr. 1 Lunch |
| 10:55-11:20 | Gr. 2 Lunch |
| 11:00-11:20 | Gr. 4 Lunch |
| 11:15-11:55 | Period 5 |
| 11:20-11:45 | Gr. 1, 2 & 4 Recess |
| 11:30-12:00 | Kdg Lunch |
| 11:35-12:00 | Gr. 3 Lunch |
| 11:40-12:00 | Gr. 5 Lunch |
| 11:50-12:10 | Gr. 6 Recess |
| 12:00-12:40 | Period 6 |
| 12:00-12:25 | Gr. 3 & 5 Recess |
| 12:10-12:40 | Gr. 7 Lunch |
| 12:15-12:40 | Gr. 8 Lunch |
| 12:20-12:40 | Gr. 6 Lunch |
| 12:45-1:25 | Period 7 |
| 1:30-2:10 | Period 8 |
| 2:15 | Dismissal Preparation |
| 2:25 | Final Announcements |
| 2:30 | Dismissal - Bus Riders |
| 2:35 | Dismissal - Car Riders, Day Care Riders and Walkers |

All Safety Patrol students are to get ready to leave the classroom at 2:25 p.m. At 2:30 all bus riders will leave the classroom in an orderly manner. Safety Patrol students lead individual classes outside your classroom to walk the students to the bus.

Walkers and car riders are to wait in the classroom until the announcement is made for them to leave. They are to walk out in an orderly manner. Usually the teachers take turns walking the students out to the upper parking lot.

502.07 APPOINTMENTS

Appointments with dentists and doctors require a note signed by the parents. The child should show the note to all of the teachers involved and then the homeroom teacher should send the note to the office so we can mark our absentee slip in the office. Students are responsible for getting missed assignments.

Students who are leaving early need to be dismissed from the school office. Parents must sign a log before they leave. If the student is to return during the school day the parent must escort the child into the building and sign them in.

No child may leave the building without the permission of the principal. Teachers do not take students out for lunch, etc. without the written permission of both the principal and the parents.

503.02 INCLEMENT WEATHER

All days missed must be made up so that there is a minimum of 178 instructional days. The state allows 3 calamity days.

Ascension School follows Kettering Public Schools for school closings due to inclement weather. In addition, if both of the two other major districts from which Ascension students reside (Dayton and Beavercreek) are both closed before 6:30am then Ascension will close as well, even if Kettering Public Schools are open. Closing announcements will be made on the radio and/or TV as soon as possible and will be posted on the WHIO 2, WDTN 7 websites. Attempts will be made to phone all families through The Education Connection.

If any school buses from any district are late or delayed for any reason the children will not be marked tardy on the report card. We do require that students get the work they may have missed.

If Ascension is open and only one other major district (Dayton or Beavercreek) is closed for inclement weather and the school district is not running their school buses then the students will be considered absent if they do not come to school.

After School and Evening Activities

All after school sponsored activities are cancelled if school is cancelled. Participants in parish sponsored youth activities including Religious education, scouts, and CYO sports should consult TV and Internet listings for any evening cancellation of parish activities.



CO-CURRICULAR PROGRAMS

601.00 RELIGIOUS ACTIVITIES

Students may participate in service to the parish by becoming altar servers. Both boys and girls entering Gr. 5 and older may participate in the training sponsored by the parish. Occasionally students become involved with class or school wide service or charity projects. Service to the parish is a part of Gr. 7-8 students' preparation for confirmation.

602.00 ART & MUSIC ACTIVITIES

The school offers a number of opportunities for participation in co-curricular activities in Art and Music. Student artwork is exhibited throughout the school year and occasionally entered in outside exhibits/contests. The school offers a performance program in the spring that showcases the students' musical and dramatic talents.

In cooperation with the Carroll High School Music Department, Ascension School offers an instrumental band program for Gr. 5-8 students. Students in Gr. 4-8 may also participate in the school choir organized by the music teacher. In some cases the practice and performances occurs during the school day. With the teacher's assistance students must be responsible for work missed if they wish to participate in these co-curricular programs in band and choir.

604.00 STUDENT ACTIVITIES

The school has various academic and leadership student activities supervised by at least two trained adult moderators including First Lego League, Junior Optimist Octagon International, MathCounts, Power of the Pen and Spanish Club. The parish also sponsors scouting programs for both boys and girls. Transportation to and from co-curricular activities, including athletics is the responsibility of parents.

606.00 ATHLETIC ACTIVITIES

Ascension students have the opportunity to participate in Parish sponsored athletic programs, (soccer, baseball, basketball, volleyball, golf and track) which are subject to the control of the parish and the CYO – Catholic Youth Organization of Dayton. The co-curricular athletic activities of Ascension Parish are governed by the Ascension Parish Athletic Board. Carroll High School also offers feeder school programs in cross country, football and wrestling.

Ascension School has a Physical Education Teacher. Students in all grades have Physical Education instruction at least once a week. Ascension School also offers intramural opportunities in Basketball (March 3 on 3 Tournament) and the Fr. Stretch Relays for students in Gr. 5-8. A Field Day for Gr. K-4 is also held in the spring.



PERSONNEL

716.00 VOLUNTEERS

Involvement of parents in every aspect of life at Ascension is desired and welcome. Volunteer workers may be involved in the following ways:

| | |
|-------------------------------|----------------------|
| Cafeteria Helpers | Instructional Aides |
| Educational Outing Chaperones | Media Center Workers |
| Homeroom Parents | Office Helpers |

716.01 CHILD PROTECTION TRAINING & RESPONSIBILITIES

Ascension Parish is committed to implementing fully the revised Decree on Child Protection of the Archdiocese of Cincinnati. This policy affects all volunteers in ministries involving youth in the parish including, but not limited to: School, Religious Education, Athletics, Scouts, Nursery, Children's Liturgy of the Word, Altar Server Coordinators, and Youth Ministry. In implementing this decree, Ascension Parish is adopting the following policies:

1. All regular volunteers involved with youth programs at Ascension must participate in an orientation meeting at which the Decree on Child Protection and Ascension's policies of implementation are explained. Orientation meetings are offered monthly at Ascension and/or other local parishes.

As new volunteers regularly offer their services for youth activities at Ascension, they must participate in such an orientation meeting prior to beginning their service.

"Regular volunteer" is understood to mean a catechist, Scout leader, coach, school volunteer, server coordinator, etc. who functions in a regular, significant relationship with children. This includes interns, student teachers and others in a similar capacity. Any volunteer who works with children more than (3 hours) a month or who works with children more frequently than once a month should comply with the diocesan policy. It does not include the occasional volunteer, such as a driver or chaperon for individual activities.

Program supervisors will be responsible for submitting a list of volunteers to the parish coordinator and reviewing Child Protection policies with volunteers before each program year or season (i.e. review at season opening coaches meeting).

2. The archdiocese requires all new volunteers to be fingerprinted. The archdiocese offers two fingerprinting sites in the Dayton area. Teachers and substitutes should indicate that fingerprints should also be sent to the Ohio Department of Education.
3. If anyone has a concern about the possibility of child abuse in a parish program, s/he is to contact the supervisor of that program to express the concern. For the sake of this policy, the supervisor to be contacted is:
 - a) Principal of the school for any concerns related to the school;
 - b) Director of Religious Education for any concerns related to religious education programs, children's liturgy of the word, nursery;
 - c) Youth Minister, for any concerns related to youth ministry, athletics, altar servers, or scouting;
 - d) Pastor for any concerns related to none of the above programs.
4. The supervisor is to listen carefully to the concerns as they are expressed. When the concern is in regard to abuse, which is so serious as to cause physical or emotional harm to a child, the supervisor is to keep a log of every conversation and experience, which relates to the concern, which log is to be kept on file for five (5) years. The supervisor is also to report the concern immediately to the Pastor. In such a situation, all procedures described in the Decree on Child Protection are to be immediately implemented.

All minors who regularly volunteer in youth programs will be given an opportunity to learn these policies. Such opportunities must be geared to a level that is appropriate for the minor volunteers.

If there are any further questions about child protection at Ascension please contact the parish office and speak with the Parish Coordinator of Child Protection who is responsible for scheduling orientations, fingerprinting, and submitting forms to the archdiocese.

Child Protection Orientations Dates and Sites Fall 2011

| Date | Day | Time | Parish & Location |
|--------------------|------------|-------------|------------------------------|
| 2011 | | | |
| September 07, 2011 | W | 7:00 PM | St. Peter, RE Conf Rm |
| September 12, 2011 | M | 7:00 PM | St. Helen, Smith Building |
| September 12, 2011 | M | 7:00 PM | St. Albert, Chapel, 7pm |
| September 14, 2011 | W | 10:00 AM | St. Peter, RE Conf Rm |
| September 14, 2011 | W | 7:00 PM | St. Henry, Marian Rm |
| September 19, 2011 | M | 7:00 PM | St. Peter, RE Conf Rm |
| September 28, 2011 | W | 10:00 AM | St. Peter, RE Conf Rm |
| October 03, 2011 | M | 7:00 PM | St. Albert, |
| October 05, 2011 | W | 7:00 PM | St. Peter, RE Conf Rm |
| October 11, 2011 | TU | 5:00 PM | Ascension WC119/120 |
| October 12, 2011 | W | 10:00 AM | St. Peter, RE Conf Rm |
| October 17, 2011 | M | 7:00 PM | St. Peter, RE Conf Rm |
| October 26, 2011 | W | 10:00 AM | St. Peter, RE Conf Rm |
| November 07, 2011 | M | 7:00 PM | St. Anthony, Parish Office |
| November 07, 2011 | M | 7:00 PM | St. Albert |
| December 05, 2011 | M | 7:00 PM | St. Albert |
| December 13, 2011 | TU | 7:00 PM | St. Luke, Kramer Hall |

Fingerprinting Locations

| | | | |
|--|--|--------------------|--|
| St Albert the Great 937-298-2402 | 3033 Far Hills Ave., Kettering | Monday & Wednesday | 6:30 pm - 8:30 pm 10 am - 12 pm & 1pm- 3pm |
| | Tuesday & Thursday Mon. & Weds. at 7:00 w/appointment for Child Protection Class | | |
| St Peter's 937-233-1503 | 6161 Chambersburg Rd., Huber Heights Weds. Thurs. & Fri. - 10 am - 3 pm; Wednesday evenings by appt. if Child Protection Class is scheduled | | |

FINANCES & FACILITIES

802.00 FUND-RAISING ACTIVITIES

All fundraising activities of the school, any particular class or the PTO need prior approval of the Principal.

810.00 TUITION

Ascension School is supported by the collection of tuition, other sources of school income (state reimbursement, fees, gifts, grants, PTO) and by the parish through generous parish Sunday contributions. Families have the option to pay the full cost per pupil if they feel they have the means to support the school and parish to that level. All families are asked if they accept the contribution of the Parish and other sources of school income towards the full cost of their children's education.

Families may choose one of the following payment plans:

- A. Full Payment paid directly to Ascension School by July 15.
- B. Automatic Payments – also known as ACH (Automatic Cash Handling) or EFT (Electronic Fund Transfer) (choice of 3-10 payments) - Monthly: Aug – May with FACTS tuition management.
- C. Credit Card Payments (choice of 3-10 payments) – Monthly: Aug.- May with FACTS tuition management.
- D. Invoiced Payments (choice of 3-10 payments) – Monthly: Aug – May with FACTS tuition management.

Management fees are incurred with the use of the FACTS Tuition Management Plan.

The expectation is that all families will pay their tuition according to their tuition commitment. The goal of Ascension Parish is that no child will be refused admission based solely on an inability to pay the full tuition. If parents feel they are unable to make the tuition commitment, then they should apply for tuition assistance. Tuition Assistance is considered on an annual basis. Parents may submit a request for tuition assistance through the PSAS (Private School Aid Service.) PSAS forms are available in the school office.

All tuition is to be paid in full by the May payment date. Report cards will be held until complete payment has been made. No records are forwarded to other schools until all bills have been paid. Registration will not be accepted for the next school year until all fees are up to date or have been paid in full.

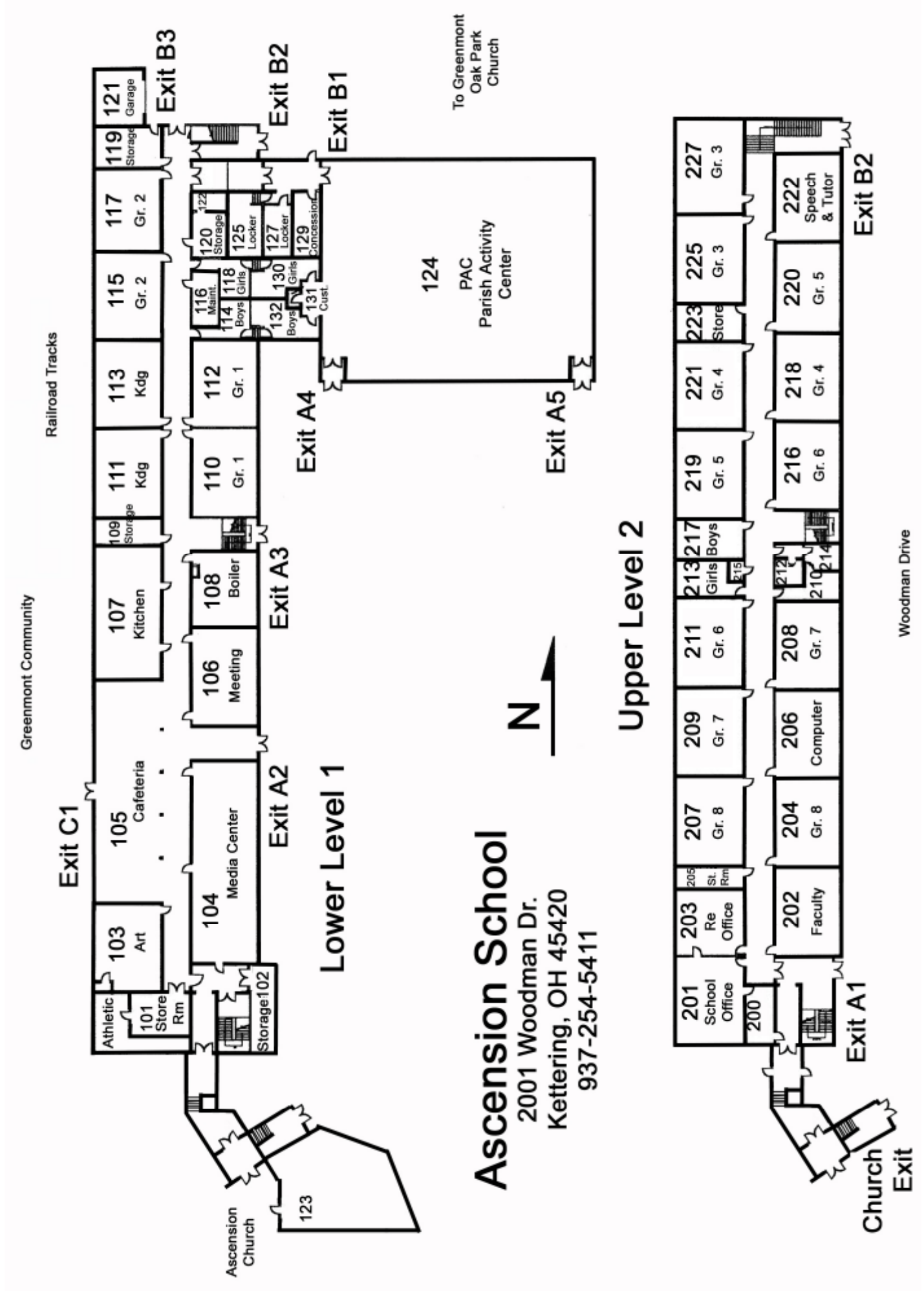
820.00 MONEY PAYMENTS TO SCHOOL

Money payments to the school must be enclosed in a separate envelope marked with the child's or family's name, grade and the reason for the payment. Payment envelopes may be inserted in the Family Envelope and sent to school with the family representative. Money for more than one purpose such as tuition, hot lunch/milk program and other fees, etc., are not to be included in one check since these are all credited to separate accounts. Payments may be mailed to the school as well to: Ascension School, 2001 Woodman Drive, Kettering, OH 45420.

Non-payment - Non-payment of fees associated with registration, hot lunch/milk program, book or equipment damages and other fees, will result in the withholding of grade cards and the denial of enrollment for subsequent school years, until payment is made. Fees to replace the cost of lost books will be refunded when and if books are found and returned to school.

Money in the Classroom - All tuition money should be sent to the office. Students and staff should never leave money in the classrooms overnight. Teachers should turn in money to the office at the end of each school day. Students are to take personal spending money home with them at the end of the school day.

ASCENSION SCHOOL MAP



850.06 PARISH ACTIVITIES CENTER (PAC) USE

1. Children must be supervised at all times. The Archdiocesan Decree on Child Protection requires, "At least two adults must be present for any activity for children sponsored by a parish or school."
2. Only shoes with non-marking soles may be worn for athletic activities in the PAC. Shoes must be wiped thoroughly before entering or else users (i.e. students) will be requested to bring a separate pair of shoes for gym classes that are not worn as street shoes outside the PAC.
3. No red pop, fruit punch with red dye, red crepe paper or red markers can be used in the PAC. Red dye permanently stains the floor.
4. Only approved floor tape may be used to mark the floor. No masking tape is allowed.
5. Spills of any liquid should be cleaned up immediately with clean hot water. No soap, chemicals or abrasive materials may be used to clean the floor other than water.
6. All furniture must have rubber guards on legs and must be picked up when moved.
7. No one should be seated on the bleachers unless the bleachers are fully extended.
8. You must have two people to extend or retract the bleachers.
9. All event coordinators are responsible for general cleanup (i.e. dust mop the floor.) Tools and supplies are in the custodial closet at the west end of the floor.
10. The maintenance supervisor must approve any additional equipment used in the PAC.
11. Scheduling the PAC is conducted through the School Office – 254-5411. Please call the office with any changes in schedule (i.e. switching of practices)

850.09 SCHOOL PROPERTY

Students are responsible for their own materials and property. Students are also responsible for the school property they use. If a student damages or loses materials they are responsible for either fixing the item or replacing the item.

Lost books must be replaced and paid for. Pages will not be copied for students who lose materials. All hardbound textbooks are loaned to the students and are to be returned at the end of the school year. All of the textbooks should be covered. Paper book covers are available in the school office. Cloth book covers are available at cost from a parent vendor. No contact paper or adhesive book covers should ever be used.

All classrooms have open coat and book storage for students. The children are assigned storage space to be shared with other classmates. Students should be expected to keep their space clean and neat. Storage spaces should not have pictures posted in them.

School & Religious Education Committee Constitution

ARTICLE I— Name

The organization shall be known as the School and Religious Education Committee of the Church of the Ascension and referred to as the “Committee”.

ARTICLE II – Purpose and Mission

This Committee has as its primary concern the spiritual and intellectual development and faith formation of the children of the parish community. It is the Committee’s purpose to assist the families of children, from Preschool through 8th grade, leading them through their cultural, social and economic environments with a Gospel perspective. The Committee shall evaluate the educational programs and policies of Ascension Parish, make recommendations accordingly, and support the implementation of these programs and policies. The Committee assists the pastoral staff in the development of long range planning, budget matters, public relations, policy formation, and overall parish unity concerning the School and Religious Education programs.

ARTICLE III— Membership

- A. Membership in this Committee and its Sub-committees is open to any adult parishioner.
- B. The Committee consists of seven (7) members, excluding ex officio members. Ex officio members include the Parish School Principal and Coordinator of Religious Education.
- C. Two elements of the parish educational program shall be represented on the Committee: parish school and religious education programs. The breakdown is as follows: three (3) school families, three (3) religious education families, with as many programs as possible represented and one (1) representative having no children in any program, ideally having a good perception of the wider vision of the parish youth education programs.
- D. Each member shall serve a term of three (3) years. Regular attendance at Committee meetings is expected.
- E. Nominations for new members shall be solicited and presented to staff for approval in May. New members will be selected by the Committee and notified for attendance at the June Committee meeting.

- F. In the event an unexpected vacancy occurs on the Committee, the Committee may fill it from those persons qualified to serve on the Committee. The person must be from the category of the person they are to replace, such as Ascension School parent, RE parent, etc., and will finish out the position until the term expires.

ARTICLE IV— Officers

- A. The officers of the Committee shall consist of the chairperson, vice-chairperson and secretary, all of whom shall be selected annually by the Committee membership at the first regular meeting.
- B. The duties of the officers shall be as follows:
 - 1. The Chairperson shall chair all regular and special meetings of the Committee. With the administrators, the chairperson shall determine the agenda for each meeting. The Chairperson shall notify members of the date and time of meetings and distribute the agenda to the Committee at least a week in advance of the meeting. The Chairperson shall provide opportunity for consideration of all agenda items by the Committee before final action. With Committee approval, the Chairperson shall have the authority to assign additional duties and responsibilities to individual Committee members
 - 2. The Vice-Chairperson, in the absence of the chairperson, shall perform all duties of the chairperson. The
 - 3. The Secretary shall maintain a written record of all acts of the Committee. The secretary shall conduct, receive and dispose of all correspondence as directed. All reports and documents committed to his/her care shall be preserved. The Secretary shall make the Minutes of the Committee meetings publicly available to the parish.
 - 4. Two Representatives to the Education Commission shall be responsible to report on the status of the Committee and its Sub-committees to the Education Commission regularly and to the other commissions of Ascension Parish as necessary. One representative will be a School family while the other will from a Religious Education family.

ARTICLE V — Meetings

- A. The Committee shall hold regularly scheduled meetings. The chairperson may call special meetings as needed.
- B. All regular meetings of the Committee shall be opened to all interested parties and the minutes of the Committee meetings will be made available.
- C. The Committee shall operate on the principles of consensus rather than Robert's "Rules of Order."
The ordinary order of business shall be:
1. Call to order
 2. Prayer
 3. Agenda review
 4. Approval of Minutes from previous meeting
 5. Reports: Administrators, Chairperson, Committee, and Guest as applicable. Reports may be written or oral, presented individually or in a small group
 6. Items for Decision and/or Discussion
- The agenda may be changed, altered or modified at any meeting by agreement of the members present at such meetings.
- D. Non-members who wish to speak at a Committee meeting shall submit their request in writing to the chairperson no less than ten days before the scheduled meeting. Such a person shall be limited to five (5) minutes of speaking time.

ARTICLE VI — Quorum

A quorum is defined as a majority of the full Committee, including ex-officio members. A quorum is required for any Committee action, including recommendations made to pastoral staff.

ARTICLE VII — Responsibilities

All policies recommended by the Committee and this constitution as established and amended, shall be consistent with the policies of the Archdiocesan and Area Commissions on Education and approved by the pastor.

ARTICLE VIII – Sub-Committees

The Committee is empowered to appoint special ad-hoc Sub-committee to assist the Committee. Membership on any Committee shall not be limited to members of the Committee. Such committees shall operate until the duty assigned to them is completed and will be dissolved at that time, or at any earlier date, at the discretion of the Committee.

The function of all Sub-committees shall be fact finding, deliberative, and advisory but never legislative or administrative.

Recommendations by any Sub-committee shall be subject to ratification and approval of the Committee. Members of the Committee are assigned to be liaison representatives to any Sub-committees that may be created. Liaison Responsibilities are:

- Call the Sub-committee chairperson after the Committee meeting.
- Attend a meeting of the Sub-committee once in awhile, at least the initial one of the year.
- Remind the Sub-committee chair to send minutes to the Committee chairperson.
- Pass along info that may be pertinent to the work of the Sub-committee.
- Invite the Sub-committee chairperson to one of the Committee meetings.

Sub-committees and their work within the Committee are distinct from task forces that have specific tasks to implement assigned by the staff person(s) who form the task forces.

ARTICLE IX — Amendments

The constitution may be amended by consensus. All members of the Committee shall be presented with a written proposal of the amendment at least two weeks prior to the meeting at which the Committee will make its decision.

Approved by Ascension Education Commission, Kettering OH – 5/29/08

PARENT TEACHER ORGANIZATION CONSTITUTION

Article I - Name

The name of this organization shall be the Parent Teacher Organization of Ascension School ("PTO").

Article II - Objectives

The objectives of this organization shall be to foster:

1. Understanding of the catholic educational process and communication and fellowship among parents, teachers, and school administrators.
2. Understanding of school objectives, policies, and procedures while recognizing that the final responsibility for this rests with the pastor, the parish Education Commission and the school administrator.
3. The importance of the catholic school and support of Ascension School through volunteer services, educational programs, and fund raising activities to provide supplemental material goods for the school.

Article III - Membership

Section 1 - Eligibility

Persons eligible for membership in the organization shall be the clergy of Ascension Parish, the principal and teachers of Ascension School, and the parents or legal guardians of children enrolled and attending Ascension School.

Section 2 – Dues and Term

Annually, PTO members shall pay dues in the amount set by the Executive Committee (see Article VI). The membership term shall be for one year beginning the first day of school.

Article IV - Officers

Section 1 – Number of Officers

There shall be five officers: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2 - Duties

President - The President shall be the chairperson of the Executive Committee and shall preside over all general meetings. The President shall approve all financial expenditures of the organization. A majority vote by the membership present is required for financial expenditures in excess of \$500.00. In the absence of the Treasurer, the President shall co-sign checks.

Vice President - The Vice President shall act as assistant to the President and shall preside over all Executive Committee and general meetings in the absence of the President. The Vice President shall act as Program Chairperson to coordinate the program content of the general meetings.

Recording Secretary - The Recording Secretary shall record and distribute the minutes of all Executive Committee and general meetings and shall maintain records of all organization proceedings.

Corresponding Secretary - The Corresponding Secretary shall be responsible for all correspondence and the dissemination of all pertinent information. The Corresponding Secretary shall also be responsible for verifying membership and issuing voting ballots when so required.

Treasurer - The Treasurer shall be responsible for the handling and safeguarding of the organization's financial assets. The Treasurer shall co-sign all checks with the pastor or his designated representative. Records of all transactions shall be maintained in an orderly manner acceptable to the Executive Committee and shall be subject to an annual audit. In May, an auditor shall be appointed by the Executive Committee for the purpose of examining the PTO's financial records. A report of the auditor's findings will be presented at the first PTO general meeting upon the completion of the report. The Treasurer shall preside over Executive Committee and general meetings in the absence of the President and Vice President.

Title 1 Representative – The Title 1 Representative is a volunteer representative of a school child who is served by the Title 1 Federal services. This parent can be a liaison and advocate with the public school district(s) to help communication between Ascension and the district(s) about services and activities available to Ascension students and families.

Section 3 - Term of Office

Generally, the term of office shall be one year. However, the Vice President's term shall be for two years. The Vice President will automatically assume the office of President for the following term. The Title 1 representative term is subject to the participation of the parent representative's child in a Title 1 program therefore may be for more or less than a year.

Section 4 – Eligibility

All members of the organization shall be eligible to hold office, except for the Title 1 representative who must have a child participating in Title 1 services. No person may hold more than one office at a time and no person may hold the same office for more than two consecutive terms. A person holding office for more than half of a term shall be credited with having served that term.

Section 5 - Election

Nominations will be accepted from the floor at the March meeting provided that the nominee certify willingness to serve as an officer. However, if there is not a full slate of nominees by the March meeting, additional nominations may be made to the Executive Committee prior to the next general meeting. Officers shall be elected by the majority of the votes cast at the annual meeting held in May. Absentee ballots must be received by the corresponding secretary prior to the opening of the election meeting. The Vice President shall be responsible for counting the ballots.

The selection of a Title 1 Representative may be by Principal nomination or appointment since it is subject to the participation of the parent representative's child in a Title 1 program.

Section 6 - Vacancy

In the event of a vacancy in an office, the Executive Committee shall appoint a member to complete the term.

Article V - Meetings

There will be at least four general meetings held during the school year. Executive Committee meetings shall be held throughout the school year as deemed necessary by the President.

Special meetings of the membership may be called by the President or the Executive Committee.

Public notice of all such meetings shall be issued a minimum of seven days prior to the meeting date.

Article VI - Executive Committee

The Executive Committee shall consist of the PTO officers, the Pastor of Ascension Parish, the Principal of Ascension School, and teacher representatives.

The Executive Committee shall have general supervision of the PTO's affairs between its regular business meetings, fix the hour and place of the meetings, make recommendations to the organization, appoint an advisor to all standing and special committees from among Executive Committee members, and perform such other duties as required.

All regular meetings of the Executive Committee shall be open to the general membership. Public notice of these meetings shall be issued a minimum of seven days prior to the meeting date.

A majority vote of the Executive Committee shall constitute an action of the Executive Committee.

Article VII – Standing and Special Committees

Such other committees, standing and special, shall be initiated by the Executive Committee as deemed necessary. Committee members shall be members of the PTO and each committee shall include an advisory member appointed by the Executive Committee (see Article VI).

Article VIII - Parliamentary Authority

Any member shall have the right to propose a matter for consideration and discussion by the general membership and/or the Executive Committee at any general meeting, with the understanding that no formal vote for disposition shall be taken by the membership until the next general meeting, in order to allow sufficient time to research, investigate, or otherwise consider the matter. This pertains to new business items or items not on the agenda.

Article IX - Ratification

This document shall become effective upon a majority vote of membership. Public notice of this meeting shall be made more than seven days prior to the meeting date. Reasonable effort shall be made to furnish a copy of this document to all those eligible. The Executive Committee shall be responsible for issuing and counting the ballots.

Article X - Finances

- A. The major purpose of the PTO is to be a support group and community builder for the school.
- B. All fundraising projects need the approval of the school administrator and the Executive Committee.
- C. Funds for school expenditures should flow through the school/parish bookkeeping system and be listed in the books as income from the PTO.
- D. Expenditures for school materials, supplies, programs, etc. should have the prior approval of the school administrator.
- E. The PTO is organized exclusively for the purposes set forth in Section 501(c)(3) of the Internal Revenue Code. Upon dissolution, any remaining assets will be distributed to the Church of the Ascension.

Article XI - Constitution Review

The constitution shall be re-evaluated by a committee appointed by the Executive Committee at periodic intervals from the date of ratification. In cases where a revised constitution is warranted, the present document shall govern until the revised version is properly ratified.

Article XII - Amendments

This constitution may be amended at any general meeting by a majority vote of those members present provided that the amendment has been submitted in writing and presented to the membership at the previous general meeting.

Approved by the Ascension Parent Teacher Organization, Kettering, OH – 5/1/81;
Revised 1/18/83, 5/20/86, 3/16/93,
11/13/01, 6/16/04, 6/1/10

INDEX

| Topic, Policy # | Page | Topic, Policy # | Page |
|--|-------------|---|-------------|
| Absences - 303.02 | 11 | Promotion – 409.01 | 41 |
| Accreditation - 201.01 | 6 | Recess - 340.00 | 33 |
| Admission - 302.01 | 9 | Records - 309.00 | 20 |
| Allergies (Food) 330.00 | 32 | Releasing Students From School – 305.01 | 12 |
| Animals - 403.22 | 38 | Religion - 402.04, 402.05 | 34, 35 |
| Appointments - 502.07 | 45 | Reports to Parents - 407.02, 407.04 | 39 |
| Arts & Music – 602.00 | 46 | Response to Intervention - 407.50 | 41 |
| Athletics - 606.00 | 46 | Retention - 409.01 | 41 |
| Attendance - 303.01 | 10 | Safety Drills – 315.06 | 28 |
| Bus - 320.01 | 29 | Safety Plan – 315.07 | 28 |
| Cafeteria - 330.00 | 31 | Schedule - 502.06 | 44 |
| Calendar - 501.01 | 43 | School & Rel. Ed. Committee - 001.07 | 6 |
| Car Riders - 320.02 | 29 | School Age - 301.02 | 9 |
| Cell Phones – 316.00 | 29 | School Property - 850.09 | 51 |
| Child Protection - 312.00, 716.01 | 24, 47 | Special Needs - 302.04 | 10 |
| Class Size - 401.03 | 34 | Snacks - 330.00 | 32 |
| Classroom Rules – 306.10 | 17 | Sports - 606.00 | 46 |
| Co-Curricular Activities – 601.00 - 604.00 | 46 | Student Property – 316.00 | 28 |
| Communication With Parents - 250.03 | 6 | Substance Abuse – 306.12 | 18 |
| Community Relations – 250.01 | 6 | Suspension – 306.01, 307.01, 307.02 | 12 |
| Computer - 403.09 | 36 | Tardiness - 303.03 | 11 |
| Conduct - 306.01 | 12 | Technology - 403.09 | 36 |
| Conferences - 407.20 | 39 | Telephone – 250.03, 250.05 | 7 |
| Curriculum - 402.03 | 34 | Testing - 406.02 | 39 |
| Cyclists, Walkers - 320.03 | 29 | Textbooks, Workbooks - 403.01 | 36 |
| Discipline (See Conduct) - 306.01 | 12 | Title I – 407.40 | 37 |
| Dress Code - 306.04 | 15 | Tobacco – 315-01 | 27 |
| Education Commission - 001.07 | 6 | Transportation - 320.00 | 29 |
| Educational Outings - 402.07 | 35 | Tuition - 810.00 | 49 |
| Emergency Drills – 315.06 | 28 | Tutoring – 404.05 | 39 |
| Emergency Medical Forms – 311.05 | 23 | Video & Movies – 403-10 | 37 |
| Expulsion – 308.01, 308.02 | 19 | Volunteers 716.00 | 46 |
| Facility Safety – 315.01 | 27 | Weather – 503.02 | 45 |
| First Aid - 311.20 | 23 | Wellness – 311.01 | 21 |
| Fund-Raising - 802.00 | 48 | Withdrawal of Students – 408.00 | 41 |
| Graded Course of Study - 402.03 | 34 | | |
| Guidance - 405.00 | 39 | | |
| Head Lice – 311.30 | 24 | | |
| Health & Wellness - 311.01 | 21 | | |
| Homework - 404.02, 404.03 | 38 | | |
| Home Schooling, Home Instruction 412.02 | 42 | | |
| Illness – 311.04 | 22 | | |
| Immunization – 311.06 | 23 | | |
| Inclusion, Special Needs - 302.04 | 10 | | |
| Inspection of School Property – 315.09 | 28 | | |
| Integrity – 306.11 | 17 | | |
| Intervention Assistance Team - 407.30 | 40 | | |
| Kindergarten - 301.01 | 9 | | |
| Lunch & Breakfast - 330.00 | 31 | | |
| Mail – 250.06 | 8 | | |
| Media Center – 403.20 | 37 | | |
| Medicine – 311.03 | 22 | | |
| Mission and Beliefs - 401.01 | 34 | | |
| Money Payments - 820.00 | 49 | | |
| Non-Custodial Parents - 250.07 | 8 | | |
| Non-discrimination - 302.02 | 10 | | |
| Parent Involvement – 250.02 | 7 | | |
| Parent Teacher Organization - 001.10 | 6 | | |
| Parish Activities Center (PAC) - 850.06 | 50 | | |
| Personal Property - 316.00 | 28 | | |



COMPLIANCE

Our Family has read the Parent & Student Handbook. We are aware of and understand the contents of this Handbook. By signing and returning this sheet we have agreed to accept the policies, rules and regulations of Ascension School.

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

STUDENT DIRECTORY & E-MAIL

The Student Directory is a helpful aid for parents and students to communicate with school mates. Ascension school will publish family address and phone information unless families request that the information not be listed in the Student Directory:

No Phone Number No Address

We wish to be added to the school list serve to receive a link to an online copy of the school newsletter and other important school announcements. We understand that Ascension School will not use the e-mail address for any other purpose and will not trade or sell the addresses to other organizations for solicitation purposes.

Email address: _____

PERMISSION FOR USE OF PHOTOS

I give Ascension School permission to photograph or videotape my child(ren). I understand that my child's image may be used in public relations materials and may appear in the school newsletter, school yearbook, local newspapers or on the school web site (without identifying the child by name).

Parent/Guardian Signature

Date

Return this form by Mon., Aug. 29
***** Please remember to sign the opposite side...**

RESPONSIBLE USE OF TECHNOLOGY

USER (STUDENT AND ADULT) AGREEMENT FORM

- I have read the terms and conditions of the **Responsible Use of Technology Policy 403.09 (p. 33 & 34 of the handbook)**
- I understand that technological resources are provided for educational purpose(s) only.
- I agree to abide by the terms and conditions stated in the **Responsible Use of Technology Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

Student Signature _____
Date

Student Signature _____
Date

Student Signature _____
Date

Student Signature _____
Date

Student Signature _____
Date

Parental Permission - (Necessary for internet users under 18 years of age.)
I have read the terms and conditions of the Responsible Use of Technology Policy and give permission for my child to access the school's technological resources, including the Internet, in accordance with the provisions of the policy.

Parent/Guardian Signature _____
Date

Parent/Guardian Signature _____
Date

AUTHORIZATION FOR RELEASE OF DIRECTORY INFORMATION – GR. 5-8

I request that Ascension School provide directory information for my child(ren) to the Archdiocese of Cincinnati for inclusion in a student database. I understand that this database will be made available to Catholic High Schools in the Archdiocese of Cincinnati. The high schools will provide information regarding their academic and co-curricular programs as well as dates and times for Open Houses, testing, etc.

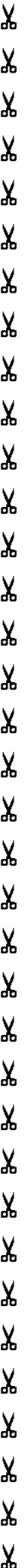
Student Name: _____

Student Name: _____

Student Name: _____

Signature of Parent/Guardian: _____

***Return this form by Mon., Aug. 29
*** Please remember to sign the opposite side...***



SOCIAL SKILLS

TAUGHT AT ASCENSION

Skill 1 - Following Instructions

1. Look at the person.
2. Say "Okay."
3. Do what you've been asked right away.
4. Check back.

Skill 2 - Accepting Criticism or Consequence

1. Look at the person.
2. Say "Okay."
3. Don't argue.

Skill 3 - Accepting "No" for an Answer

1. Look at the person.
2. Say "Okay."
3. Stay calm.
4. If you disagree, ask later.

Skill 4 - Greeting Others

1. Look at the person.
2. Use a pleasant voice.
3. Say "Hi" or "Hello."

Skill 5 - Getting the Teacher's Attention

1. Look at the teacher.
2. Raise your hand. Stay calm.
3. Wait until the teacher says your name.
4. Ask your question.

Skill 6 - Making a Request

1. Look at the person.
2. Use a clear, pleasant voice.
3. Explain exactly what you are asking for. Say "please."
4. If the answer is "Yes," say "Thank you."
5. If not, remember to accept "No" for an answer

Skill 7 - Disagreeing Appropriately

1. Look at the person.
2. Use a pleasant voice.
3. Say "I understand how you feel."
4. Tell why you feel differently
5. Give a reason.
6. Listen to the other person.

Skill 8 - Giving Criticism

1. Look at the person.
2. Stay calm. Use a pleasant voice.
3. Say something positive or "I understand."
4. Describe exactly what you are criticizing.
5. Tell why this is a problem.
6. Listen to the person. Be polite.

Skill 9 - Resisting Peer Pressure

1. Look at the person.
2. Use a calm voice.
3. Say clearly that you do not want to participate.
4. Suggest something else to do.
5. If necessary, continue to say "No"
6. Leave the situation.

Skill 10 - Making an Apology

1. Look at the person.
2. Use a serious, sincere voice.
3. Say "I'm sorry for..." or "I want to apologize for..."
4. Don't make excuses.
5. Explain how you plan to do better in the future.
6. Say "Thanks for listening."

Skill 11 - Talking with Others

1. Look at the person.
2. Use a pleasant voice.
3. Ask questions.
4. Don't interrupt.

Skill 12 - Giving Compliments

1. Look at the person.
2. Smile.
3. Speak clearly and enthusiastically.
4. Tell the person exactly what you like.

Skill 13 - Accepting Compliments

1. Look at the person.
2. Use a pleasant voice.
3. Say "Thank you."
4. Don't look away, mumble, or deny the compliment.
5. Do not disagree with the compliment.

Skill 14 - Volunteering

1. Look at the person.
2. Use a pleasant, enthusiastic voice.
3. Ask if you can help. Describe the task that you are offering to do.
4. Thank the person.
5. Check back when you have finished.

Skill 15 - Reporting Other Youths' Behavior

1. Look at the teacher or adult.
2. Use a calm voice. Ask to talk to him or her privately.
3. Describe the inappropriate behavior you are reporting.
4. Explain why you are making the report.
5. Answer any questions the adult has.
6. Thank the adult for listening.

Skill 16 - Introducing Yourself

1. Look at the person. Smile.
2. Use a pleasant voice.
3. Offer a greeting. Say "Hi, my name is..."
4. Shake the person's hand.
5. When you leave, say, "It was nice to meet you"

ASCENSION SCHOOL MISSION AND BELIEFS

Ascension Catholic School provides a welcoming atmosphere in which spiritual, emotional and educational formation is centered on Christ, our Catholic faith and our Baptismal promises; where all are called to greater reverence, respect and responsibility; and the good that is learned here is to be shared with all of God's creation.

We Believe that...

All students are children of God, gifted with the ability to learn. Students, teachers, staff, and parents share the responsibility to be actively engaged as lifelong learners.

By virtue of our Baptism we are to treat everyone with respect, responsibility and reverence, creating a safe learning environment.

Committed to continuous improvement, we will better impart and model the traditions and Gospel values of our Roman Catholic faith.

