

Ascension Catholic School

Parent/Student Handbook 2018-2019

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Ascension School Policies

Ascension School's policies are in alignment and compliance with the Education Office of the Archdiocese of Cincinnati. A copy of these policies is available in the school office.

Backgrounds and Traditions

Ascension School was founded in 1956. The Sisters of Notre Dame de Namur were teachers in the formative years of the school. Currently, certified lay teachers staff the school. Ascension is fully accredited by the state of Ohio.

School Colors: Red and Gray

School Mascot: Knight

School Motto: We are the Knights...

Our shield-Faith, Our Sword-Education.



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.

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 to be like the Holy Family; Jesus, Mary, and 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 Catholic School

2018-2019

Dear Parents and Students,

Welcome to Ascension Catholic School! Our mission is to “provide a welcoming atmosphere by embracing people of all faiths, cultures, and economic levels; centering our spiritual, emotional and educational formation around Christ, our Catholic faith and our Baptismal promises; calling all to a greater reverence, respect and responsibility; and sharing the good that is here with all of God’s creation.”

The purpose of our school handbook is to provide a safe Christian environment and to enable all to be aware of the policies, procedures, and programs of Ascension School. Since there is much information contained in this publication, I ask that all families sit together, and read the information carefully.

I encourage parents to become active participants in our school community by volunteering in some area. When parents become involved with their children’s school, the children as well as the school community benefit. May God’s blessings be with you and your families.

Yours in Christ,

*Susan DiGiorgio
Principal*



ASCENSION CATHOLIC SCHOOL

VISION STATEMENT

Ascension Catholic School will provide a quality education in a caring environment.

MISSION STATEMENT

Ascension Catholic School provides a welcoming atmosphere by embracing people of all faiths, cultures, and economic levels: centering our spiritual, emotional and educational formation around Christ, our Catholic faith and our Baptismal promises; calling all to greater reverence, respect and responsibility; and sharing the good that is learned here with all of God's creation.

BELIEF STATEMENTS: We Believe That....

All students from every walk of life 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.

Ascension School exists as a learning institution based on Catholic beliefs. The Ascension School Code of Conduct is based upon values derived from these beliefs. Teachers will enforce school policies and rules in a manner that is fair, firm, kind, and consistent. Parents are expected to support school policies and the faculty and staff in order to develop and maintain a strong cooperative approach between home and school for the best interest of our children.

Catholic Identity

Ascension School will promote and maintain our Catholic Identity at all times. Parents and students attending our school are expected to adhere to these expectations and guidelines-whether Catholic or non-Catholic.

Students attend and participate in weekly Mass while at school.
Students take graded Religion courses.
Students join in prayer.
Students show respect for the Catholic faith.

ASCENSION CATHOLIC SCHOOL ADMISSION POLICY AND PROCEDURES

As a parish school, Ascension must give first priority to children of Ascension parishioners, using the priorities detailed below and presupposing available space. Students currently enrolled in the school will be admitted before any new admissions, provided they are officially registered during the re-enrollment period. New students registered and not admitted due to lack of space are placed on a wait list. Please review the *Admission Policy Guidelines* on the following page for more detailed information.

The Ascension School admission process begins with submission of the following: Application for Enrollment form; original birth certificate and copies of Baptismal, Reconciliation, and First Communion certificates (when applicable); and payment of the registration fee. All students Kindergarten or Grade 1 will be tested for placement purposes before admission approval. Students in other grade levels are tested for placement purposes at the discretion of the appropriate teachers and/or administration. After review by the appropriate grade level teachers, all applications are reviewed by the Principal for final approval. All accepted students are admitted in accordance with this Admission Policy. Official acceptance letters and related documents are mailed upon admission approval.

ENROLLMENT PRIORITIES

First Priority Enrollment

Students currently enrolled at Ascension who have met school requirements may re-register between Feb. 1st and March 1st. Siblings of students currently enrolled in the school will have first priority – admitted in order by parents’ parish or school registration date, whichever is earlier. **To be considered First Priority entering First Grade, siblings must have been registered for the Ascension School Kindergarten Program.**

Second Priority Enrollment

New students whose Catholic parents are registered parishioners* of Ascension Parish will have second priority - admitted in order by parents’ parish or school registration date, whichever is earlier.

Third Priority Enrollment

Transfer students from other Catholic schools moving into Ascension Parish from outside the Dayton, Beavercreek, and Kettering areas.

Fourth Priority Enrollment

New students whose parents are members of another local Catholic parish that does not have a school will have fourth priority – admitted in order by school registration date.

Fifth Priority Enrollment

Transfer students from other area Catholic schools. Enrollment is open from March 2nd-April 2nd for families transferring from another Catholic School who must have transferred parish membership by Ascension by January 1st of the calendar year of enrollment.

Sixth Priority Enrollment

New students who are not Catholic parishioners but have siblings already enrolled in Ascension will have sixth priority – admitted in order by school registration date. While space may be limited, we welcome families from outside the Ascension Parish community. Financial assistance is not available to non-parishioners.

Seventh Priority Enrollment

New students who are non-parishioners transferring from public schools within parish boundaries. Enrollment is open from March 2nd-April 2nd.

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. It is suggested such students enroll during a natural break in the school or academic calendar.

***See Section 5 of Admission Policy Guidelines for definition of “Parishioner”.**

ADMISSION POLICY GUIDELINES

1. NOTICE OF NONDISCRIMINATION POLICY

Ascension School accepts all students regardless of race, religion, sex, ethnic or national origin (Archdiocesan Admission Policies, 502.02) to all rights, privileges, programs, and activities generally afforded or made available to students of at the parish school. Notwithstanding our open admission policy, it must be noted that the purpose of this parish school is to provide the opportunity to attend a Catholic school to Catholic children whose parents are parishioners of Ascension Parish as defined in Section 5 below. Specific priorities and guidelines help to provide a fair acceptance. All families will be subject to an orientation process before final acceptance into the Ascension School program.

2. PRIORITIES

In the event that all children registered within a given priority cannot be accepted due to class size limits, a wait list will be formed and the order of admission within each priority will be:

- ❖ Students registered during the previous year but not admitted due to lack of space or professional recommendations. *Families must re-register during registration week.*
- ❖ Students registered during open registration. Families vying for the same placement will be admitted in order by their parish or school registration date, whichever is earlier.
- ❖ Students registered after open registration are admitted in order by school registration date until classes are filled.

3. WAIT LIST

A wait list for each grade level will be maintained for those children registered but not admitted due to space limitations. Students on the wait list must *re-register* for the next school year (during open registration) if they are not called during the wait list period of one year. A student will be dropped from the wait list and lose his or her priority if:

- ❖ An opportunity for enrollment is refused, or
- ❖ Families do not re-register during open registration. (Notice will be placed in the Ascension Church Bulletin regarding exact dates for open registration each year.)

4. KINDERGARTEN,

Ascension School's Kindergarten program prepares students for our first grade program, and as such it is preferred that students attend Ascension's Kindergarten. Children admitted into the Ascension School Kindergarten program must be 5 or 6 years of age on or before September 30th of the year of admittance.

Admission for this program is determined on an individual basis. All potential kindergarten students will be tested for health and readiness prior to admission.

5. PARISH MEMBERS

To be considered a parishioner of Ascension Parish, Catholics must not be registered members of another Catholic parish. (Exceptions are made for churches without parish schools.) In order to receive the most benefits from parish membership, Catholics must register with the Ascension Parish Office. It is suggested that new parishioners participate in our weekly Mass celebration and share talents that enhance the loving community of our church.

6. TUITION PAYMENTS / FINANCIAL ASSISTANCE

Timely tuition payments and support of the school community are expectations for continued enrollment at Ascension School. Tuition is paid through the FACTS Tuition Management Program. All families must have an active FACTS tuition payment account before school begins to be considered registered for Ascension School. Families have the option to pay in full by July 15th or choose the 10 month payment plan, August through May. A limited financial assistance fund is provided through the generosity of Ascension Parish through the Education Ascension Fund. Families who have been active registered parishioners for at least one year are eligible to apply for financial assistance if needed. These forms are on the parish and school website. The Catholic Education Foundation offers applications for income based assistance. These are available for Catholic and Non-Catholic students. Please check the school website for timely information.

7. SPECIAL NEEDS STUDENTS

Ascension School offers the following programs for students with special needs: Clinical School Counselor, Intervention Specialist, Speech/Language Pathologist, a Reading Specialist and school nurse. A School Psychologist is provided by the Kettering City Schools District. While the goal at Ascension School is to provide the best Catholic education for all of our students, restrictions may arise due to federal and state regulations as well as limited funding and personnel. If your child has a special need or has been placed on an IEP/ISP (Individualized Education/Service Program), any special needs must be indicated on the Admission Application and a copy of your child's IEP/ISP and ETR (Evaluation Team Report) must also be submitted at registration to determine if Ascension School can provide the least restrictive environment for your child and for auxiliary service planning purposes.

8. JON PETERSON SCHOLARSHIP

Students with special needs may also be served by the Ohio Jon Peterson Scholarship. Students must have a current IEP (Individual Education Plan) from the school district in which they reside. The scholarship supports the costs of regular tuition and special needs services provided by Ascension School. This could include physical therapy, occupational therapy, or other therapies determined by the IEP that can be provided at Ascension School. There is an application for this scholarship and parents seeking more information should meet with the school administrator.

9. TITLE 1 SUPPLEMENTAL INSTRUCTION

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. Parents will be notified if their student meets the multi-criterion used for the Title 1 program. Written permission from the parent or guardian is needed for a student to participate in this program. The Title 1 teachers will offer an annual meeting to explain the requirements and rights of the parents to be involved.

FINAL DECISIONS FOR STUDENT ADMISSION WILL BE MADE BY THE PRINCIPAL

Non-Custodial Parents, Withdrawal & Student Records

Non-Custodial Parents

A divorce or change in custody does not change the rights of a natural parent to their child's records. The Buckley Amendment of 2002 states, "In the absence of a court order to the contrary, the school will provide a copy of the child's report card, the permanent record card, and the opportunity to hold parent teacher conferences with the non-custodial parent. Only the custodial parent has the right to make educational decisions requested by the school. Step-parents have no rights to records, or conferences unless the custodial parent confers these rights to them. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order." If there is a change in custody, it is the responsibility of the parents to notify the school and to present the necessary court papers. New emergency notification forms will need to be completed at this time.

Non-custodial parents may receive weekly newsletters providing they contact the office with a current email.

Student Records

Parents/guardians have the legal right to review and inspect their child's educational records, to challenge accuracy of the records, and to prohibit the disclosure of records in certain circumstances. Section 3319.321 Senate Bill 321 authorizes school officials to who handle records to provide law enforcement officers with access to students' records when the officer indicates he is conducting an investigation and that the student is or may be a missing child.

Parents/guardians who wish to review their child's school records can do so by contacting the principal or registrar. The custodial parent alone can sign for record transfers.

It is the responsibility of the parents to inform the school anytime the custody of a child changes. Appropriate court documents need to be presented at the school to be placed in the child's records. Not only is this a law we must follow, but it is the best way to meet the needs of students who are the subject of custody disputes.

Withdrawal

When students withdraw from school they are to return all property belonging to the school and pay any fines, tuition, or charges that are due. Workbooks that have been written in may accompany the students. The custodial parent must complete a Release of Records form before student records will be transferred to the receiving school. Parents may not hand carry any school records. All school fees and tuition must be paid before academic records are forwarded. Parents should write a note for their intent to withdraw a student.

ASCENSION CATHOLIC SCHOOL **UNIFORM POLICY** **School Year 2018-2019**

Why a uniform? Students' proclamation of self comes through actions and words rather than through clothing fads of the times. The policy for uniforms at Ascension School is developed and supported by the Ascension Administrative Team, Teachers, and the Education Commission. Students in grades kindergarten through eight are expected to follow the Ascension School dress code policy, and parents are requested to provide the needed impetus for successful compliance. A student who deliberately does not comply with the dress code will receive a detention. Continued disregard of the dress code policy could result in suspension or expulsion. ***Final decisions will be made by the Administration.***

Where are uniforms purchased? Uniforms may be purchased from Educational Apparel. We ask that no replicas from other sources be worn. Information is available in the office. The Ascension PTO provides a "Used Uniform SWAP" program at various points throughout the year.

JUMPERS/SKIRTS	Approved plaid jumper for grades kindergarten through 5 only. Approved plaid skirts may be worn by <u>grades 6- 8</u> . Plaid jumpers and skirts must be ordered from Education Apparel and must be no more than two inches above the bottom of the knee. Navy blue uniform shorts or navy blue bicycle shorts are encouraged to be worn under the jumper or skirt. Shorts may not be longer than the jumper or skirt.
SKORTS	Navy blue uniform skorts may be worn in grades kindergarten through 8 and purchased through the uniform company. Skorts must be no more than six inches above the bottom of the kneecap.
PANTS	Navy blue uniform pants are the only pants that may be worn for grades kindergarten through 8. "Jeans styling" (such as top-stitching, patch pockets, low-rise waistline, Brand-name pants such as <i>Abercrombie</i> , <i>Limited Too</i> , <i>American Eagle</i> , etc.) are not approved uniforms and are <u>not</u> acceptable uniform attire for any grade level. No leggings.
SHORTS	Navy blue uniform shorts are the only shorts that may be worn for grades kindergarten through 8. <u>Shorts must be no more than 6 inches from bottom of the kneecap. Shorts are not permitted second and third quarter of the school year. No leggings.</u>
BELTS	Brown, black, or navy belts must be worn with uniform pants and shorts beginning in grades 6 and through grade 8. Belts must be visible without ornamentation (no studs, ornamentation, extra large holes, or oversized belt buckles).
SHIRTS	Only solid white, light blue, or red knit polo shirts (long or short sleeve) with collar may be worn. Girls may wear the feminine fit style of the polo shirt. Oxford button down shirts/Dacron/Cotton style shirts may be worn in white or light blue. Undershirts and T-shirts worn under uniform shirts or PE shirts must be white without lettering. <i>Shirts must be tucked in at all times.</i>
BLOUSES	Cotton, oxford cloth short or long sleeve) in white or light blue may be worn. NOTE: White "Peter Pan" collar blouses may be worn ONLY under jumpers.

SWEATERS	Solid navy blue, red, white or gray cardigan, vest, or pullover may be worn over a uniform blouse, or shirt. No Turtlenecks.
SWEATSHIRTS	School sweatshirts with the letter "A" logo from the uniform company may be worn in grades K-8. <i>ONLY Ascension Hoodies may be worn by grades 6-8 during the school day and they may not have any rips or tears in them. The head must be uncovered at all times during the school day. Collared uniform shirts must be worn underneath.</i>
SOCKS/TIGHTS	Quarter, crew, tube or knee high socks in red, white, navy, black, or gray may be worn. <i>While we recommend that socks have no logos, socks with small logos less than 2" in length will be allowed.</i> Socks must be visible above the shoe top regardless of the style of shoe worn. No ankle, ped socks or hosiery may be worn. Solid colored tights in red, navy, white, or gray may be worn under the uniform jumper, school, or short. No leggings may be worn.
SHOES	Rubber, non-marking soled tennis or gym type shoes with ties and/or Velcro closings may be worn. Sandals, clogs, flip-flops, shoes with wheels are not permitted. <i>Only shoes with non-marking soles are permitted in the PAC to avoid damage to the gym floor. (Leather soled shoes are never permitted on the gym floor.)</i> <u>Boots are not permitted during the school day. They may be worn outside during recess but need to be removed and replaced once in the classroom. Fashion boots are not permitted.</u> No open toed, open heeled or high heeled shoes are to be worn. Shoes must be tied.
JEWELRY	Fashion necklaces, pins, rings and bracelets are not permitted, including the rubber bracelets for causes. Christian religious jewelry may be worn (crosses, Guardian Angel pins, etc.). <i>For safety reasons, only post earrings may be worn. Cords or rope necklaces may not be worn around the neck as they can be hazardous on the playground and during P.E. classes.</i> One earring may be worn per ear to school. Smartwatches are not permitted.
COSMETICS	<u>Fingernail polish may not be worn. Fake nails are not permitted.</u> No makeup may be worn in grades kindergarten through 6. Girls in grades 7 & 8 may wear <u>light</u> facial makeup. Facial glitter is <u>not</u> permitted.
HAIR	No extreme hair styles, cuts or coloring. For boys, hair needs to be above the collar. (Administrator's discretion)
GUM	Gum chewing is not allowed on school property.
P.E. CLASS	All students in grades 3-8 are required to wear the approved P.E. uniform. T-shirts and undershirts worn under P.E. shirts must be white without lettering. P.E. Uniforms may be purchased through Greenleaf Printing beginning 2018-2019.
HATS	Hats must be removed before entering the school building. Bandanas as head coverings are not permitted.

DRESS UP/ CASUAL DAYS /SPIRIT DAYS

Casual pants, including jeans, may be worn on Casual Days. **"Yoga" pants/leggings may not be worn.** Shorts and skirts must be no more than six inches from the bottom of the kneecap. Dress shoes and sandals with straps (not flip-flops) are permitted. Tank tops, crop tops, midriff tops, low cut tops, tops with spaghetti straps, or low slung pants are not acceptable attire for Dress up or Casual Days. If clothing worn to school is deemed inappropriate by the Administration, parents may be called and/or used uniforms may replace the inappropriate clothing. The Administrator's decision in these matters is final. Ascension Spiritwear may be worn on designated Spirit Days with uniform pants or shorts. Students may wear their Ascension sport jerseys only if it is labeled in some manner with Ascension School or Ascension Knights.

MASS/HOLY DAYS of OBLIGATION/SPECIAL VISITORS DRESS CODE

Students will be asked to attend school in the official school uniforms when attending church during Friday school masses and Holy Days of Obligation. Students will be reminded at school. If they have P.E. they will not wear their P.E. uniform that day at school.

Please label your child's belongings with their first and last name. Lunch boxes, jackets, sweaters, and school sweatshirts are some of the most "misplaced" items.

Lost and Found

A "Lost and Found" area is maintained in the school office. Unclaimed items will be sent to charitable organizations in need on a quarterly basis.

School Days/ Hours

Ascension School Hours Kindergarten-8

School Door Opens: 7:35 AM

Please do not drop off your child before 7:35 as there is no supervision.

School starts – 8:00 AM

Final Dismissal Bell – 2:45 PM

Make every effort to pick up your children on time after dismissal as teachers have meetings and cannot supervise students.

Emergency Closings

When Kettering City Schools delay or close due to weather conditions

Ascension School will also delay or close. When Beaver Creek and Dayton close, but not Kettering Schools, Ascension School will close.

Announcements concerning school closing will be made on local radio and TV stations beginning at 6:00 AM and the Option C parent Alert phone call/text will be used.

Emergency closings that occur during the school day will also be announced over the local stations. Every effort will be made to assure that children dismissed from school will not be taken home unless there is someone available in the home. It is recommended that parents listen to the local stations (WDTN, WHIO, and WKEF) in the morning, especially during the winter months.

Two Hour Delay

Bus pick up time for all students, grades K – 8 will be two hours later than normal. Dismissal will be at the regular 2:45 PM time.

TWO HOUR DELAY NOTICE: Do not drop children off at school before 9:35 AM since teachers will have the same two hour delay schedule.

YMCA After School Care Program

An after school child care program is available on school days through the YMCA. Hours of operation are 3:10 – 6:00 PM. Application forms are available through the South YMCA at 937-434-1964.

After School Activities Pick-up

Students staying after school for any reason are to be picked up in the main lobby doors, where they normally depart in the afternoon.

Teachers should be notified in writing of any change in transportation plans. Teachers will remain with the children until they are picked up, so please be prompt!

Absence / Attendance

PERFECT ATTENDANCE

Students qualifying for perfect attendance must be at school for the entire school day. An early dismissal or late arrival will disqualify the student for perfect attendance.

EXCUSED ABSENCE

The Ohio Department of Education (RC § 2151.011) states that no child is to be excused from attending school unless sick, exposed to contagious disease, or upon parental request, excused for a limited amount of time for medical examination, or family emergency. This would include quarantine of the home, or a death. **Excused absences are still noted on the child's records and report cards. After the third day of absence due to illness a doctor's note is required to be considered an excused absence.**

Parents/Guardians are asked to call the school office at 254-5411 to report a student absence by 7:45 a.m. if the child will be absent that day. **A written note is required when a child is absent, even if the child is called in sick.** A note from a medical provider must be provided after the third day of absence. (E-mails are efficient **but not** recognized by the courts as an excused absence.) All notes regarding absences or tardies are kept on file until the end of the school year.

UNEXCUSED ABSENCES

If a child is absent, and the absence is not from one of the categories listed above in "Excused Absence," such as recitals, sport's tournaments or family vacations, the absence is recorded as an "Unexcused Absence." Excessive Unexcused absences may warrant a call and/or conference with the administration. Parents will be notified by mail regarding excessive unexcused absences.

TRUANCY

Children with unexcused absences from school for five or more consecutive days, seven or more days in a month, or twelve or more school days in a school year will be considered "habitually truant" (ODE definition per RC § 2151.011). (Unexcused absences will include instances where a written note is not received by the school from the parents or guardians.) Parents of children who are habitually truant will be required to meet with the Principal. The school is obliged by law to report unwarranted habitual absences to the Montgomery County truant officer.

VACATION ABSENCES AND HIGH SCHOOL SHADOWING

Families should make every effort to have students in school. Vacations should be taken when school is normally on break. Vacation days are considered "unexcused". Parents must complete a "Notification of Travel" form (Appendix A) a week prior to the student's absence.

High School Shadowing forms available in the school office must be completed and submitted to the school office two days prior to the high school visit for the principal's signature. The form should be signed by the principal of the school being visited and returned to the school office in order for the absence to be excused. (Teachers **are not** responsible for giving school work prior to extended leaves.)

MAKE-UP WORK FOR ABSENCES

We request that 24 hours be given to teachers before homework is sent home. If a child returns to school the next day, he or she will bring home the missed work. Children will be given a reasonable amount of time to make up work missed during absences, as established by each grade level team. Teachers will have work for students who have missed two consecutive days if requested by parents/guardians

SCHOOL DAY ABSENCES THAT COINCIDE WITH EVENING EVENTS

Children who are absent during the school day should not attend evening events such as sporting events, school dances, or programs. It is not a good policy to have children stay home during the school day to prepare for evening events.

TARDY POLICY

When children arrive at school late, there is a disruption of the educational program and a negative reinforcement of bad habits. Children are considered tardy when they are not in their homerooms by 8:00 AM. The only exception is late bus arrivals. Students arriving late due to medical appointments must provide a doctor's note for a medical appointment and will be considered a quarter day or half day absent. It is usually recommended that children who are sick in the morning remain home to recover during the day. Arriving to school after 8:00 for any other reason will be considered an unexcused tardy. Students who arrive after 8:00 should report to the main office first for a tardy slip accompanied by a parent/guardian and report to their homeroom teacher. Failure to sign in a tardy student will result in an unexcused tardy. Lunch may be ordered at this time in the main office.

TARDIES

It is important to understand that tardies accumulate towards absences in the following manner.

Students arriving between 8:00AM and 9:45 AM are considered $\frac{1}{4}$ day absent.

Students arriving between 9:46AM-11:30 PM are considered a $\frac{1}{2}$ day absent.

Students arriving between 11:31AM and 1:15 PM are considered a $\frac{3}{4}$ day absent.

Absence Procedures:

- ✓ **All absences and tardies must be reported to the school office by 7:45 AM on the day of the absence.**
- ✓ When calling the school office, please give your name, the name of the student, his/her homeroom, and the reason for the absence.
- ✓ Unreported absentees will be checked by a phone call to home or work place.
- ✓ Upon returning to school, all children must bring a **written note signed by a parent or guardian** stating the reason for the absence and the date(s) upon which the absences occurred. The note is to be given to the homeroom teacher and all notes will be kept in the school office for the duration of the school year.



REQUESTS FOR RELEASE OF STUDENTS

If for any reason a child must be excused to leave school, a note signed by a custodial parent or guardian must be given to the homeroom teacher the day before, or, at the latest, before 10:30 AM the morning of the absence. **The child will be dismissed from the school office when a verified member of the family reports to the office and signs the child out.** Requests for release of another person's child will not be accepted without a written note or confirmation from a phone call by the parent giving permission for another parent to take their child home. Parents are requested to make all doctor and dental appointments before or after school.

Read below for information as to how Ascension's school day is broken down for those students leaving or returning for appointments or absences.

8:00 AM-9:45 AM ¼ day absent

9:46 AM-11:30 AM ¼ day absent

11:31 AM-1:15 PM ¼ day absent

1:16 PM-2:45 PM ¼ day absent

FUNERAL ATTENDANCE

Students are excused to attend funerals. 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). Please send a note to school if it is your intent to attend a funeral with your child.

Make-up Dates for Ascension School

The Ohio Revised code as well as Archdiocesan policy requires schools to designate make-up dates for emergency days off that are not approved "calamity days" by the State of Ohio. The following are *potential* make-up days: **October 12th, November 9th, February 18th, March 15th, or June 3rd.**

Transportation

BUS SERVICES

Kettering City Schools, Beavercreek Schools, and Dayton Schools provide transportation to and from Ascension School.

Please Note: In the event a school district does not run buses to Ascension it will be the parents' responsibility to bring their children to school.

Children may ride only their assigned buses. Students will ride their assigned bus to and from school unless a written note signed by a parent, requests permission for the child **not** to ride the bus home. If a proper written request is not received, the child will be sent home on the bus, except in emergency situations. **Approval for a child to change buses or go home with a friend on a different bus can only be given by the transportation department of the school district providing busing. Ascension School cannot give permission. Contact your district's transportation office to arrange for bus changes.** Students are not permitted to ride a bus from another school district.

Once children have boarded the bus, only school officials can remove a child from the bus with the knowledge and consent of the bus driver. **No one (e.g. parents, children's friends, etc.) may ride a bus without permission from the respective school district.**

Proper and safe conduct is expected and required at all times. Violations of the bus safety code will be reported to the Principal. Misconduct may result in suspension of the student from the bus and possible suspension from school.

Kettering Transportation
Dayton Transportation
Beavercreek Transportation



Violation of Bus Safety Rules

Each public school district's transportation department handles bus safety and disciplinary issues. The Ascension School administration supports and reinforces transportation department decisions, which can include in-school consequences for inappropriate behavior on school buses.

Car Riders and More!

Morning Drop Off: *For the safety of your children DO NOT drop off students*

before 7:35 AM. All vehicles are to enter at the main church entrance from Woodman Drive or Forrer Blvd. Parents are asked to proceed in a circular fashion as they drop off their children. Please stay in the car as the safety patrol and adult in charge help your children out of cars. Students will walk from the church sidewalk to the school office. Parents who need to bring their child into school are asked to park at the south end of the church parking lot away from the car pool line. There are designated "safety zones" where parents may park and walk their students to the building if needed. ***If your child is eating breakfast please have them at school by 7:40.*** Students will receive a breakfast ticket upon entering the school and will go directly to the cafeteria.

Afternoon Pick-Up: All vehicles will park in the upper church parking lot. Dismissal will begin at 2:45PM. After the buses depart, staff will begin dismissal by walking students from the school through the parking lot. Students are asked to signal to their teachers when they have found their ride. Teachers will have STOP signs to indicate that no cars move until all students are safely in their cars and teachers are safely on the sidewalk. Teachers will signal parents when cars may depart and ***we ask that cars depart in a slow, safe manner.*** Parents who are late picking up students should come to the main school lobby entrance.

Bike Riders: Bikes must be locked and chained for protection. Ascension School will not be responsible for loss or damage to bikes. No bike riding during lunchtime. Motorized bikes are not permitted on school property during the school day. Students who ride bikes to school are expected to obey all traffic safety regulations. The City of Kettering enforces a bike helmet policy and Ascension students should obey that policy.

After School Activities

Students staying after school for a planned extracurricular activity will be picked up at the front lobby of the school. All students should have a signed permission note for them to stay after school on file with the homeroom teacher. Parents should arrive at the appropriate pick up time.

ACADEMICS/CURRICULUM

The school curriculum meets and exceeds those standards required and suggested by both the State of Ohio and the Archdiocese of Cincinnati. All required subjects and suggested time allotments meet or exceed state standards. Religion, Reading, English, Writing, Math, Science, Social Studies, Physical Education, Art, and Music. Spanish is taught to grades 7 and 8.

Graded Course of Study

The Archdiocesan Graded Course of Study are the state approved guide for all Catholic schools in the Archdiocese. The intent of the Graded Course of Study is to provide the classroom teacher with identifiable and measurable objectives in each subject area. Objectives of the GCS are written in the teacher's lesson plan to conform with state standards and are available for review by parents in the school office. ***Copies of the Archdiocesan Graded Course of Study may be found at www.cincinnati.catholic.org***

Religious Education

Religion is taught in all grade levels according to the child's level. Celebration of the Mass on Friday or on a holy day is part of the religion curriculum for kindergarten through eighth grades.

Preparation for the sacraments of Reconciliation and First Communion are done at home through the Religious Education Coordinator. Reconciliation is made as a group with the parish. Reception of First Communion is made with the family at a mass time decided by the family. Preparation for Confirmation is carried out by the Religious Education Coordinator. The sacrament of Confirmation is received at a special Mass for all parishioners receiving this sacrament.

Parent information meetings regarding the sacraments are scheduled each year. Information regarding the meetings is sent home with the children and published in both the school newsletter and the parish bulletin.

Field Trips

The school encourages curriculum based field trips for students. Service oriented field trips, which express our Catholic values, are a part of the curriculum. Written notification about field trips will be sent home to parents. Per state regulations, a written permission slip **MUST** be signed by a parent or guardian for a student to take part in a field trip. Bus transportation will be used for all field trips. A fee will be charged per child to cover the cost. Parent participation is encouraged and needed especially for supervision. All parents volunteering for field trips must be Virtus trained and Virtus bulletins must be up to date.

Field trips are a privilege, not a right. Forfeiture may occur due to a student's behavior and the fee may not be returned.

Report Cards

- Report cards are issued at the end of each quarter of the school year for students in grades one through eight. Art, Music, Computer, and Physical Education teachers report grades at the end of each semester.
- The Standardized Based Report card is used in grades K and 1.

Standardized Tests

Ascension School participates in the Archdiocesan wide testing programs. In March, grades 2-8 are given the IOWA Test of Basic Skills (achievement) and the CogAT Test (ability).

The third graders will be tested to determine their proficiency in reading per state testing.

Students in grades 3-8 will take specific end of subject assessments mandated by the state.

Universal Screenings through Aimsweb are conducted three times a year to monitor progress in math and reading.

Textbooks

The student who is assigned their use must take care of all textbooks, books, and related materials and equipment that are the property of Ascension School or loaned to the school through State or Federal programs. **All hard-backed books must be covered. A fine will be assessed for damaged books.** Students who lose a textbook or library book will be assessed the current replacement value. Non-payment of book fees will necessitate withholding of a student's report card or permanent records. If a student withdraws from the school, all books and materials belonging to the school must be returned or the current assessed value paid before permanent records are transferred to the new school.

Homework Policy

Homework provides reinforcement for the curriculum a child learns in the classroom and helps a child develop responsibility through a "task completion" activity. Handing assignments in on time and neatly completed helps a child develop good study and learning habits. Parents are encouraged to help their children with their homework by taking an interest in what the child is doing and providing guidance in completion and correction of the assignment. Students can develop good study habits by having a set time and place to do homework or read quietly each night.

Students who are absent are required to make up missed assignments. Each department will establish its own make up policy. Please see the department handout provided at Open House for details. Parents may call the school for assignments when the child has missed two days of school.

If a child has a prolonged illness, it is recommended that the teacher and/or administrator be contacted to arrange for books and homework to be taken home on a regular basis. A tutor may also be required.

Please make sure your child is well enough to do school work.



Parent/Teacher Communication

Parent / Teacher Conferences

Conferences are scheduled for all students at the end of the first quarter. Conferences may be scheduled in February if needed.

Conference schedules are arranged in the Fall. Parents or teachers may ask for a conference at any time during the school year if the need arises. Conferences must be scheduled to allow for preparation, availability of the staff, and to maximize the effectiveness of the meeting. Telephone conferences, email, and the exchange of notes are other ways of reporting a child's progress. Option C is our primary method of communicating grades to parents.

Parental Concerns

Cooperation and communication between a parent and teacher is vital for the success of the child. Parents who have a concern should first bring the concern directly to the teacher through a phone call, email, or by scheduling a meeting with the teacher(s) involved. If a concern cannot be resolved successfully, parents are invited to make an appointment with the principal. Please afford us the opportunity to discuss the situation by scheduling an appointment when the proper amount of time can be given to the consideration of your concerns.

Telephone Contact

The school office is open between 7:30 AM and 3:30 PM. If parents wish to contact a teacher, please call the school office at 254-5411 and leave a voice mail message.

Students needing to contact a parent for a valid reason may be allowed to use the main office phone with the approval of the teacher. Students should let the school office know if a message was left for a parent in this manner.

Faxing of forgotten homework, unsigned tests, etc. will not be accepted or delivered to a student or teacher. Please do not fax or email notes for change of student's transportation.

Email Contact

Teacher email addresses are available on the school web site or from the teacher. **Do not email time sensitive information such as changes in schedule or pick up after school.** Teachers are often unable to check their email during school hours and may not check email until after school.

It should be noted that expectations of civility in communications are the same for email and voice mail as for face-to-face communication. Respect for one another should be evident in tone and language, as well as content. Unfortunately, email does not convey tone and affect and may cause the message to seem abrupt or confrontational when used in haste or anger. Therefore, issues of significant concern are best left to a personal meeting, which the use of email or voice mail can facilitate.



Newsletters/Family Envelopes

The Weekly Newsletter for families is emailed home each Friday to the Family's email address on file. The newsletter contains information on current happenings in the school featuring individual children, grade levels, or the total school. Other important paper documents will go home in the family envelope. If you wish to submit an item for the newsletter it must be sent to the main office by Wednesday of each week.

OPTION C

Option C is a safe, secure and easy way for teachers, parents, and students to share information.

Option C gives secure access to both parents and students to check their grades on line at various intervals throughout the quarter in grades K-8. Screen names and passwords will remain the same next year for returning students and parents to school.

Please activate your Option C account and put in your school address(es), voice mail and text message numbers as well. For questions contact:

mhimes@ascensionkettering.org

Option C is also used as a communication system for timely events such as reminders for Walk-a-thon, Out of Uniform Days, and Calamity Days. Parents must contact the school office of any changes to their email or cell phones so that Option C may be updated.

Promotion / Retention

Promotion to the next grade is based upon a child's effort, cooperation, and ability. Students who fail one major subject (cumulative average for the year) may be required to attend summer school. Any student who fails two major subjects due to lack of effort will be required to attend summer school and may be retained in the same grade for the coming year. Parents will be informed of a child's progress or lack thereof and the school will keep documentation.

Students experiencing difficulty in learning not due to lack of effort will be referred to the School Intervention Assistance Team for possible testing by the school psychologist. Parents will be involved throughout the process and will be asked to make the decision regarding placement after they have met with the school psychologist and the teachers. (See Special/Auxiliary Services)

Auxiliary Services

The following services are provided to the students of Ascension School through Kettering City Schools and through Ascension's participation in both state and federal programs:

- ❖ **Speech/Language Pathologist:** Provides screening, testing, remedial, and therapeutic speech and language services for grades K-4.
- ❖ **School Nurse:** Provides first aid and emergency care as needed four days a week. Provides screening in the areas of vision, hearing, and blood pressure. Maintains immunization records and is available for classroom teachings.
- ❖ **Reading Specialist:** Provides early intervention and instruction for struggling readers in grades K-4; supports classroom teachers.
- ❖ **Intervention Specialists:** Provide language arts and/or math instruction for grades K-8 students who qualify for the program. The Intervention Specialist will also provide math and language arts support for students as needed.

All requests for testing in any of the above areas must be made through the classroom teacher who will fill out a request that will be evaluated by the Intervention Assistance Team. The Intervention Assistance Team includes one or both parents, administrators, teachers, counselor, nurse, and school psychologist. If the decision to test is made, the proper forms will be distributed to the parents and the teachers. All forms should be returned to the principal. The child will then be scheduled for testing which is provided by a Kettering School Psychologist.

- ❖ **Clinical School Counselor:** Provides group and individual counseling; classroom instruction on pertinent social, behavioral, and academic topics; and information, in-services, and guidance to teachers and parents on social, behavioral, or academic areas of need. The Clinical School Counselor is provided in conjunction with the University of Dayton through ECHO (Empowering Children with Hope and Opportunity).



Lunch Information

Cafeteria Rules for the “Ascensible Café”

POLITE BEHAVIOR AND GOOD MANNERS ARE AN EXPECTATION IN THE CAFETERIA.

1. Students are instructed, as they are during the school day and at home, to be respectful of all cafeteria workers, volunteers, and one another. If there is a problem, students should contact an administrator or their teachers at an appropriate time.
2. Walk into and out of the cafeteria. Running creates a hazardous situation.
3. Sit properly (facing the table with legs under the table) at assigned grade level tables.
4. Remain seated while dining unless permission is given to leave.
5. Learn patience while waiting in the correct line when purchasing lunch or a snack.
6. Clean the table and floor where you sit. Deposit all trash in the proper containers. Recycle chip bags.
7. Talk to friends in a conversational voice. Yelling, pounding on the tables, or other loud disturbances are not permitted.
8. Students may leave to use the restroom when necessary, although they should notify the cafeteria monitor. Sometimes students may be asked to wait if the restrooms are crowded.
9. Respectful behavior toward lunches, foods, drinks, utensils, etc. is an expectation.
10. NO throwing, tossing, flipping, flicking, shooting, etc. of any item in the cafeteria.
11. NO ball playing or handling in the cafeteria during lunch.
12. Observe dismissal procedures as explained on the first day of school.

Recess/Lunch Schedules:

Grades 3,4,5 11:20-11:40 11:40-12:00
Grades 6,7,8 11:45-12:05 12:05-12:25
Grades K,1,2 12:10-12:35 12:35-12:55

Birthday Treats

We welcome the celebration of birthdays with non-edible treats (pencils, stickers, novelty items, a classroom board game, a donation to a local charity, etc.) Please help teachers by supplying enough for each student in your child's homeroom. Students should bring their birthday items to school and the homeroom teacher will assist in passing them out during homeroom time.

Nutrition Advisory Council

The Nutrition Advisory Council is made up of students in grades five through eight. This provides an opportunity for the students to learn about good nutrition and health. It also involves students in making the school food services program more responsive to their needs. The students serve as a communication bridge between the student body, administrators, school food service personnel, the faculty, and the community.

“A-scensible Café” School Lunch Program

The purpose of the school lunch program is to provide your child with a nutritious and well-balanced lunch and/or breakfast each day at minimum cost. Breakfast is ordered the day before school at a cost of \$1.75. The cost of lunch is \$2.85. Milk may be purchased separately for \$.50. Our school offers meals that have been planned to meet at least one-third of a child's nutritional needs. Every effort is made to provide reasonable choices and still meet the constraints of budget and acceptability. We would like to encourage your child to select these balanced meals. If a student plans to eat from the school cafeteria menu, and has a food allergy, the cafeteria staff should be informed in writing at the beginning of the school year regarding the allergy. We would also like to meet the child. Lunch menus are sent home with the students and are posted on the school web site and in through a link on the weekly Ascension Newsletter.

When your 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/meat substitute, two fruit/vegetable choices, a bread or grain serving, and milk. We would prefer students to select all 5 components since each provides specific nutrients that are essential to health and growth. Students have a choice of one main entrée and four other choices.

Our school also offers a variety of snacks each day for students in grades 6-8. Students have a choice of what they buy. Students are not permitted to purchase snacks unless they have either packed a lunch or purchased lunch in our lunchroom. Children that owe for a lunch charge are not permitted to buy snacks until all charges are paid.

The cafeteria has a computerized debit system that tracks every student coming through the line for lunch. The system uses a student ID pin number that stays with the student through their school years at Ascension. Each student has his/her own account regardless of free, reduced, or paid status. The system will only work if students pre-pay for their lunches. All checks/cash should be sent to school with **your child's name and pin number** on the front of an envelope or money can also be placed on your child's account online at www.payschoolscentral.com. Any money left at the end of the school year will transfer to the following year. **Please make checks payable to Ascension Cafeteria.**

If your child forgets his/her lunch money or fails to bring in a packed lunch, he/she may charge a lunch. All charges are to be paid the following day. Students will only be permitted to charge two lunches. After the child has charged two lunches, they will no longer be able to charge and will receive a peanut butter and jelly sandwich. Parents will be notified when their child has an outstanding balance. Balances can be viewed at www.payschoolscentral.com using your child's pin number.

Free and reduced meal applications: Children from families that earn below a certain income level can receive free or reduced price lunch and breakfast at school. Applications are sent home to each family at the beginning of the school year or can be found at www.stalbertnutritionservices.com. If this is a “renewal” from last year and application has not been approved by Sept. 15th, students will be expected to pay the full price for their meals starting on Sept. 18th. If an application is needed, contact the cafeteria manager. Reduced price for breakfast is \$.30 and for lunch is \$.40.

Please visit the following website for more information on cafeteria information. www.stalbertnutritionservices.com



Ohio Department of Health Regulations

1. The cafeteria staff may not allow students or guests to store food in the kitchen or to heat food items in the microwave oven.
2. Students purchasing food from the cafeteria must take a minimum number of servings. Food that has been served may not be returned.

Playground Rules/Safety

Supervision of children during lunchtime will be facilitated by the assigned teacher(s) and/or aides. Students will be instructed as to the designated playground area and the rules of conduct on the playground. The school playground is located on the black top area and field on the south side of the school. Playground equipment and hard and soft areas are provided for the children. Balls, jump ropes, and other approved equipment will be provided for use.

The access road running along the playground to the rear of the Parish Offices will be closed to all vehicles during the school day. During inclement weather, students will remain in their homerooms. Teacher provided activities and games will be available for student use. *Please do not send outside toys to school.* Assigned teacher(s), Classroom Aides, and volunteers supervise outside and indoor recess.

Playground Rules for Students:

- Students may never leave the school grounds without permission from the office.
PARENTS ARE NOT TO TAKE CHILDREN DIRECTLY FROM THE PLAYGROUND OR OTHER SCHOOL LOCATIONS DURING SCHOOL HOURS AT ANY TIME. Please come to the school office, and we will connect you with your child.
- Courtesy, respect, and safety are expected at all times, from all children and adults.
- Contact games such as “keep-away” and tackle football are prohibited.
- Skate boards, roller skates, and roller blades are not permitted on school grounds.
- *For the safety of all of the children, no toys may be brought to school.*
- Students may not play tag or keep-away on the play equipment.
- Slides are for going **down only**, not climbing up.
- Students may not block areas of play equipment by sitting or standing in groups.
- Tag ball or ball keep-away is prohibited on the playground.
- Students may not play any games which require pushing other students or pulling on their clothes.

Children not enrolled in the school can not be placed under the supervision of school personnel. Volunteers are asked not to bring children during their volunteer time. Children brought to school must be supervised by parents and may not be supervised by faculty or staff, who are caretakers for children attending Ascension School.



School Safety

Visitors

We love having visitors, but there are State laws regulating visits to schools for the safety of the children. All visitors including parents, guardians, relatives and others must use the buzzer to signal to the office personnel that they have a reason for entering the school. After entering, visitors must report to the main office, sign in, and wear a badge with names clearly indicated after they enter the building during the school day. (Ohio Revised Code) **Underage visitors (18 and younger) must follow the same procedures, and they may be in the school only when accompanied by an authorized adult.**

For the safety of our students and staff, all outside doors except the main entrance are kept locked throughout the day. Unscheduled parent visits to the classroom 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. If it is necessary to bring an item to school for a student (such as medicine, books, etc.) label it with the child's name and homeroom and bring it to the office.

Parents are asked to make an appointment with the principal or teacher through the school office. The principal has the right to ask a parent/guardian to leave the building if the visitor is interfering with the normal educational process. Teachers and staff are asked to report to the principal immediately if they observe a disruptive visitor.

Student and Staff Name Badges

All students and staff are required to wear a name badge during the school day. Name badges have been recommended by the Archdiocesan Schools Office as another safety feature for our schools, and they are also used for the debit lunch system. Students who lose or deface their name badge are responsible for purchasing a replacement for \$5 from the Computer Lab.

Emergency Drills

Emergency Drills include **fire, tornado, and emergency evacuation drills**. Fire and Tornado drill procedures are posted in hallways and rooms near the exit doorways. Fire Drills, Tornado drills and held throughout the year. Emergency evacuation drills play a large role in the safety plan for our school and the rationale for evacuations could stem from multiple sources. Environmental disturbances and intruder alerts are two reasons for emergency evacuations or "stay-put" procedures to occur. Emergency evacuation or stay-put drills are practiced by children and adults. ***Volunteers in the building must participate in all drills.***

Asbestos Hazard Emergency Response Act (AHERA)

In accordance with the EPA Ascension School is required by law to notify parents of the availability of the Asbestos Management Plan and the response actions Ascension is taking to maintain asbestos containing materials in our school. Appropriate response actions have been and will be taken to ensure the tiniest amount of asbestos is maintained in good condition and is encapsulated. Every six months since the original inspection of our school (1986), the school has been inspected. Formal re-inspections have been completed every three years since the original inspection. Copies of these reports are in the main office. Ascension's Plant Manager has been instructed on the health effects of asbestos and the importance of maintaining this encapsulated material in good condition during the normal day to day activities, and he is vigilant about the safety and well-being of our children.

STUDENT HEALTH

Accidents and First Aid: School personnel will take every precaution to avoid accidents or injury to any child. First aid is for immediate need of any slightly injured student. If serious injury occurs, parents will be notified immediately. Arrangements can then be made to take the child home or to a family doctor or dentist. If for any reason it is deemed in the best interest of the child, an ambulance will be called and the child removed to a hospital for observation and treatment.

Emergency Cards: Parents enrolling a child must supply emergency contact telephone numbers for work, doctor, and two additional people whom the school can contact if it is impossible to reach a parent. Emergency cards will be kept on file for each family. Emergency Medical Authorization forms are kept on file in case of a serious accident that results in a child having to be removed to a hospital. **It is strongly suggested that information relative to the emergency cards or emergency medical authorization forms be kept current by the parent. Please notify the school office of any changes in writing.**

Medication: State law prohibits dispensing of any medication to students unless the parent/legal guardian gives written permission to the school. The Administration of Medication form needs to be completed by the parent/guardian AND THE PHYSICIAN. These forms are available from the school office, the clinic, and on-line for both one-time or prolonged dispensing of medication. **All medication, INCLUDING OVER-THE-COUNTER MEDICATION, must be dispensed from the school clinic.** Students are not to keep medication on their person. If a child is on medication at home, please notify the school since teachers should be aware of any medication that may alter a child's normal routine. Medications that need to be administered during the school day need to be delivered to the school clinic in the original container.

Communicable Disease: Ascension School will follow the recommended guidelines from the Archdiocese of Cincinnati and the Ohio Department of Health regarding exclusion and admission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others.

The Ohio Department of Health and Archdiocese of Cincinnati guidelines will also be followed regarding communicable diseases not known to be spread by casual contact, i.e., Hepatitis B, Human Immunodeficiency Virus (HIV), and other diseases. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well being, and individual confidentiality and needs.

If at any time, a child comes in contact with a contagious disease, the parent will be immediately notified. All parents are requested to follow simple precautionary rules for the benefit of all of our children: **Do not send your child to school if you think he/she has been exposed to a contagious disease; call your doctor; then call the school.** Please keep your child at home if there is any doubt.

***Children who have fevers or are vomiting will be sent home.
Please do not send a sick child to school.***

Health: The school nurse is present Monday through Thursday. Health screenings are done routinely as required by the State, such as vision and hearing. Recommendations for follow up will be sent home to the parents. The school nurse will notify parents if immunizations are not up to date. **State law requires that each student must have evidence on file by the fifteenth (15th) day of entry to school that he/she has received or is in the process of receiving required immunizations. Noncompliance is reason for exclusion from school.**

Allergies: Contact the school nurse for allergy guidelines and to complete an emergency action plan.

Gender Identity

In Catholic Schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine, Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any students who desires increased privacy.
- In case of specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 1. What is the specific request of the student and/or parents?
 2. Is the request in keeping with the teaching of the Catholic Church?
 3. Is the school reasonably able to accommodate the request?

Behavior/Discipline

Behavior Violations and Appropriate Disciplinary Procedures

Minor behavioral problems may be handled through any or all of the following, though not in the order presented below:

- Verbal correction
- Written notification to parent
- Parent notification by phone
- Removal from class / class activities
- Detention
- Parent, student, teacher conference
- Counseling
- Suspension and/or removal from extra-curricular activities
- In or out of school suspension
- Special assignment related to the offense
- Referral to an outside agency

Continued unacceptable behavior will be reported to parents via email, phone calls or conferences.

All school sponsored extra-curricular activities will abide by Ascension's rules. **A student's participation in extra-curricular activities sponsored by the parish or the school is regarded as a privilege and is primarily dependent upon a student's behavior and scholastic performance.** Effort, cooperation, and behavior, more than grades, will be the deciding factor for a student's continued participation. School officials can remove a child from participation in extra-curricular activities.

Examples of **minor violations** (though not inclusive) are:

- Disruption of class / school activity
- Tardiness
- Violation of school safety rules
- Violation of school uniform code
- Misbehavior at church
- Damage to property (i.e. textbook)
- Verbal altercations

Depending on the circumstances, any of the above could be considered a major violation.

Major violations, though not limited to the list below, are:

- Drug/Alcohol/Substance Abuse (see Substance Abuse Policy)
- Verbal, Physical, Sexual harassment / bullying
- Crude and/or profane language or gestures
- Defiance of school personnel, volunteers, or visitors
- Leaving school property without permission of school officials
- Vandalizing property
- Jeopardizing a person's safety, including self
- Truancy
- Stealing / Lying / Cheating
- Behavior contrary to the philosophy of the school

Any of the above could result in the student's suspension and/or expulsion.

Cyber-bullying

Cyber-bullying includes harassing and intimidation, both of which could result in verbal and physical bullying. All of these behaviors impact the faith lives of our children as well as their academics. While the central responsibility lies with parents who oversee students after they leave school, cyber-bullying impacts the school environment in a negative way and students and parents will be asked to help bring the behavior to a stop.

Archdiocesan Policy on Threats in the School Setting

If a threat is made from one student to another or from a student to a staff member or volunteer, the policy of the Archdiocese of Cincinnati requires that the following steps be taken:

1. Notify police.
2. Notify the parents of the student who made the threat and those of the victim.
3. Talk with the involved students separately, in the presence of the police and a parent.
4. File a written report with the police.
5. **Place the student who made the threat on immediate intervention suspension. The student will be required to see a mental health professional. A report with the mental health professional's recommendations must be provided to the school before the student can be readmitted.**
Note: The parent chooses the mental health professional. The school counselor or psychologist may not make recommendations and may not be utilized as the mental health professional due to liability issues. Family doctors are the recommended contacts for advice concerning the selection of a counselor or psychologist.
6. When readmitted, the student will be placed on a behavior plan devised by the school psychologist or counselor, principal, and teachers who work directly with the student. The plan will be reviewed every three weeks until the recommendations of the mental health professional and/or the consequences of actions from the school have been met.
7. Although it is recommended that an intervention suspension and reinstatement in the school be used in most cases, the school can adopt an immediate expulsion policy if the situation warrants such action.

Disciplinary Actions

Disciplinary action include but are not limited to written or verbal warnings, detentions, in-school suspension, suspension, and/or expulsion. Primary grades will utilize developmentally appropriate behavior management systems such as daily/weekly calendars, Red/Yellow/Green monitors, etc.

Students in grades 5-8 have utilized a Blue Card system that focus on three traits; Respect, Reverence, and Responsibility. Students have a blue card with them daily and if teachers note that infractions have been made, a check is placed on the blue card. This card is to be a form of communication between the teacher, student, family, and the school principal. The Blue Cards should be kept in the student's daily planner. The junior high has specific consequences for behaviors noted on the blue card.

Further, no discipline issued pursuant to this Handbook shall bind this School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather the school reserves sole judgment in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the students(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in

this section, or anywhere else in the Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters. The Administration reserves the right to carry out disciplinary measures for any inappropriate conduct related to school, even though not mentioned specifically in the list above. If warranted, law enforcement agencies will be contacted.

Suspension / Immediate Removal / Expulsion

Gross violations of school policies or any action that continually disrupts the learning environment, endangers a student, a staff member, or the school will lead to suspension, immediate removal, or expulsion. The administration can apply any of these actions when deemed necessary. Written notification will be given or sent to the parent(s). A mandatory conference must be held between school personnel and the parents before a student is readmitted to the school. If outside counseling is required, a conference between the counselor and the principal must occur before the student is readmitted to the school. The pastor and Archdiocesan Superintendent will be notified when such action is taken.

When a student's presence constitutes a disruption or a threat, either school personnel or local authorities may immediately remove him/her from the classroom or school. A conference will be held between school personnel and the parent(s) before a student can be readmitted to the classroom or the school.

If a student's presence in the school is no longer of mutual benefit or there is a lack of willingness on the part of the parent(s), the parent(s) will be asked to formally withdraw the student from school. If the student is not withdrawn upon the school's request, the student will be immediately expelled from the school.

The school administrator, pastor, or those delegated the authority can immediately remove a child from the school if there is any **clear or present danger** to any person or persons in the school. Parents and local authorities will be notified immediately.

Disciplinary Procedures for Violent Activities

Ascension School's mission calls for "a spiritually rich environment where children are encouraged to follow in the footsteps of Jesus." This mission 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 Administrative Team including one or more of the following: the pastor, the principal, and teachers. The suggested activities listed below will result in suspension and may result in expulsion:

- ◆ Bringing weapons and look-alikes to school or to a school sponsored activity.
- ◆ Fighting and threatening physical behavior or harassment.
- ◆ **Verbal, written and/or menacing threats and expressions; e.g. "You die," "I'll kill you," or "I'll blow you away." Whether in jest or not, this type of phraseology is not acceptable.**

The School Counselor and the Principal lead the children and families toward behavior that is not only appropriate, but is Christlike.

Gang Related Activities

While we may feel isolated from gang related activities, the pervasive influence of media, especially television and music, has exposed many of our children to the harsh realities of this type of relationship. To some children, gangs or gang-related activities may appear mysterious or glamorous, and some may find appeal in their need for group identity. Children may not realize the dangers inherent in displaying gang colors or symbols in public places.

The school environment must be a safe environment for learning to take place. The presence of gangs or gang related activity disrupts that environment by threatening the safety of the students and adults in the buildings or on campus. *As a result, any student belonging to a gang, identified as a gang member, displaying gang activity, or displaying gang hand symbols or markings on their books or belongings will be summarily disciplined, which could include expulsion from Ascension School.*

Misconduct Away from School Premises

- ◆ Ascension School has authority over conduct that occurs off school property but is connected to activities / incidents on school property and is related to school employees or the property of those individuals.
- ◆ Harassment of school personnel or students during school and/or non-school hours is prohibited.
- ◆ This includes the participation in social networking sites, cell phone texting, e-mailing, etc. that harasses or threatens students or school employees.

Substance Abuse Policy

Substance abuse is defined as the possession of, use of, or trafficking in any unauthorized, illegal drug, chemical, alcohol, or tobacco-like substance that can be introduced into the body through ingestion, inhalation, injection, or percutaneous means.

Any student found in possession of an illegal or unauthorized substance on school property or at a school sponsored function will automatically be suspended from school for three days. A mandatory conference with the parent(s), student, principal, school counselor, and in some cases the pastor must be held before the student will be readmitted to the school. At the option of the principal, the counseling program outlined below can also be required for a student to remain in the school.

Any student found using any illegal or unauthorized substance on school property or at a school-sponsored function will be suspended for three days. A conference with the parent(s), student, principal, school counselor, and in some cases the pastor is mandatory for readmittance. If deemed in the best interest of the student, the parent(s) will be required to immediately enroll the child in a drug counseling / family counseling program for a period of not less than nine weeks. Counseling sessions must be from a certified local agency or from a private source, such as a licensed psychiatrist, psychologist, or certified counselor. Parent(s) must be involved in at least two of the sessions and documentation verifying student attendance for nine weeks must be submitted to the school by the local agency or private certified source.

Non-compliance with the above will necessitate immediate withdrawal of the student from school or expulsion. Any student found in possession of or using an illegal, unauthorized substance a second time will be formally withdrawn from the school or expelled.

*While we pray that none of our children are involved with trafficking illegal substances, it will be necessary, even for the first time, to formally expel participating students from school and the matter will have to be turned over to local police authorities.
(Policy adopted 3/18/85; revised 8/2013).*

Student Confidentiality

- The administration, faculty, and staff have a right and a duty to investigate all reports of student misconduct. Non-certified staff members (i.e. playground and cafeteria personnel, teacher aides, etc.) are asked to report incidents of serious misconduct to a certified teacher or principal for further investigation.
- Students involved in a misconduct investigation will be instructed to discuss the incident, and their involvement in it, with their parents as soon as possible. A follow-up phone call or email to the parents will be made if the situation warrants this.
- Students involved in a misconduct investigation will be instructed NOT to discuss the incident, or their involvement in it, with peers or non-faculty adults in order to minimize gossip and innuendo that can occur after such incidents.
- **In a conference situation with a set of parents, the discussion that takes place will center ONLY on the child of those parents and his/her involvement in the situation.** The confidentiality of all students involved in any situation must be respected by all parties to the incident under discussion.

Locker and Personal Property Searches

Student lockers and desks are the property of Ascension School.

Lockers, desks, and their contents are subject to search at any time and for any reason. Students' personal belongings are also subject to search at any time and for any reason. (This includes cell phones and any other personal electronics.)

Technology

Technology is integrated into the curriculum in a teaching / reinforcement / enrichment / investigation approach. In keeping with the mission of the Catholic schools to promote values, the schools will monitor, instruct about, and guard against inappropriate, unethical, or illegal use of technology by the student or adult user. All students in grades Kindergarten to 6 have computer time in their weekly schedule in the school computer lab. Students in grades 6,7 and 8 are given Chromebooks to use throughout the day. There are black and white laser printers, color printers, SMART boards, and projectors. There is a portable cart with 30 Chrome Books for grade 5 and iPads for grade 2, and Tablets available for the Primary grades. All computers have access to the Internet. Teachers have access to iPads to aid educational instruction. The school library has an on-line card catalog and circulation system.

Agreement Form

Each student must sign the **Responsible Use of Technology Policy-User Agreement Form-User Agreement**. This form must be on file at the school. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All students must have on file an Internet Acceptable Use Policy signed by the student and parent in order to have access to the school computers. This is distributed each school year. Students are not allowed to access personal accounts during school hours. All information received or sent from school property remains the property of the school and is not considered confidential.

Disciplinary Action-The school may take disciplinary action against school personnel or students who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or legal action.

The school technology committee consists of volunteer parents, teachers, the principal, and the technology coordinator. This committee provides expertise and direction for technology at Ascension. The technology plan is updated every three years by the technology committee and is available upon request.

Ascension has a school and church web site maintained by the development director. Option C is maintained by Option C and the technology coordinator.

For current information, check out our school web site at:

www.ascensionkettering.org/school/

Personal Electronics/Cell Phones

The school's policy for media handhelds that **are not of educational value** is that they be kept at home. Kindles and eReaders may be used in grades 3-8 during silent reading time or during other academic activities as designated by the classroom teacher. Student names should be clearly marked on the devices and protective cases are suggested. Teachers may confiscate devices not used for academic purposes and parents will need to retrieve the confiscated items in the school office. **The school is not responsible for lost or stolen personal electronic equipment brought to school.**

The use of cell phones on school property is explicitly forbidden. Any student found using his/her cell phone during school hours will have their phone confiscated. A parent must come to the office to pick up the cell phone from the principal. Individual bus districts have different rules about cell phones and families are asked to comply with their bus district.

Use of the School Building

To insure proper use of the building, all groups must adhere to the following regulations:

1. **The primary purpose of the building is religious and academic education. Therefore, activities or programs which interfere with the daily schedule or planned activities of the school will not be allowed.**
2. Use of the school building must be scheduled through the parish office. Only parish activities will be allowed unless otherwise approved by the pastor.
3. All activities must be planned in advance and scheduled on the master calendar to avoid conflicts in use.
4. Keys for the building are picked up and returned to the school office. **Duplication or retention of any key without proper authorization will result in that group being denied use of the building. Key fobs needed must be secured from the parish business manager.**
5. Every group using the building is responsible for security and maintenance.
6. Signs/posters may not be hung in the school without permission of the administrator.
7. Areas of no admittance include the boiler rooms, school offices, computer labs, and the school library.

Building Security

1. Each group must designate one person (adult) who will be responsible for closing up (includes checking/locking all windows and doors).
2. Make sure all lights are off.
3. Use by all participants will be only those areas assigned to the group.
4. Report any damage or problems to the school office.

Building Maintenance

1. Clean up and dispose of all trash in the proper containers.
2. Collect and properly store all materials.
3. Replace or put away any furniture used – chairs, tables, etc.
4. Thermostatic controls are not to be touched.

School Organizations

All organizations, school and parish, are responsible to the pastor or to whomever he delegates authority to in this matter. All organizations must conform to both archdiocesan and parish policies. Unless otherwise informed by the pastor, organizations are not autonomous in activities or operation.

Mass Servers: Students in grades 5, 6, 7, and 8 are recruited and trained each year to help serve at school and parish Masses. One of the parish deacons train the students. Serving as a mass attendant is an honor and a privilege, and many students volunteer for this activity at Ascension Parish.

Spanish Club: Students in grades 1-6 may participate in a Spanish immersion program. Students will meet weekly in the first semester of the school year.

MathCounts: MATHCOUNTS is open to students in grades 6, 7, and 8 who have an enthusiasm for Mathematics and welcome challenging activities in this area. Ms. Melvin, along with a parent volunteer will coach students.

Lego League: The Lego League is open to students in grades 5-8 who enjoy problem solving and team collaboration working with Lego Robotics. Each year groups will move on to the local area competition. This activity is sponsored by the PTO and is led by Mr. Mark Waggoner and Mr. John Gazzerra.

JOOI Club: The junior high has the opportunity to join the Junior Optimist Club which meets monthly and participates in service and leadership activities in the local community.

Power of the Pen: Students in grades 7th and 8th grade are encouraged to join this creative writing club to extend their ability as writers and enjoy writing! Students may participate in district, regional, and state tournaments.

Peacemakers Group: The Peacemakers from grades 7 and 8 are selected by their peers as students who emulate leadership and mediation skills with their peers. They engage in retreats with other area Catholic schools to develop their leadership skills. They are moderated by clinical counselor, Mrs. Shari Zahn.

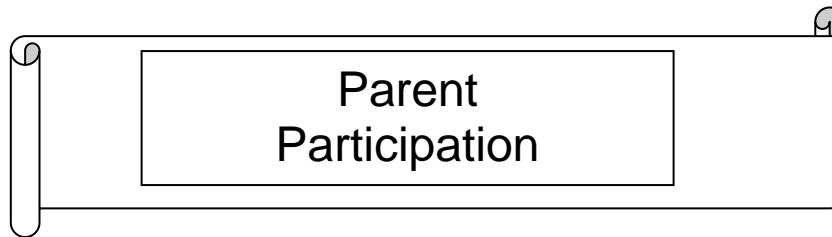
FINE ARTS:

Band Program – Students in grades 5-8 may participate in the Ascension Band program through Carroll High School. Band rehearsals are held during the school day and during the evenings at Carroll.

Ascension School Choir – The school choir is open to students in grades 4-8. The choir sings at every school Mass and rehearses two mornings before school. Mrs. Stephanie Klein moderates the school choir.

MUSE Machine – Ascension School participates as a member of the MUSE Machine, a local performing arts organization. Students in designated grades will work with a resident artist who will engage in an art, music, or dramatic performance.

Science Fair: The 7th grade Science Fair enables students to find answers, through experimentation, for a wide variety of topics. Volunteer judges evaluate projects and those students with qualifying scores participate in county, district, and state fairs.



Parent Participation

Mass: The students in grades K – 8 attend Mass as a school on Friday mornings at 9:00 a.m. Each grade level prepares liturgies on a rotating basis. Parents are invited to celebrate the liturgy with the children on Fridays. Adults are asked to sit in assigned pews behind the children.

Education Commission: The Ascension Parish Commission's purpose is to review, make recommendations, and continually validate policies that govern all education programs in the parish. The policies should support the overall mission and objectives of the parish, which in turn support the mission and objectives of the Archdiocese of Cincinnati.

Parent Teacher Organization: The Ascension PTO (members are all parents and guardians) support the students and teachers by working closely with the school administration to identify and fund areas of need. Various PTO committees plan events throughout the year. The PTO is an advisory board to the principal.

Athletic Association: All parish sports, including cheerleading, are under the direction of the Ascension Athletic Association. Governing members are elected each year.

Boy and Girl Scouts: The existence of this organization is dependent on volunteer parents. Parents work with the local organizations and guide children toward the basic tenets of scouting.

Lego League Coaches: The existence of this organization is dependent on volunteer parent coaches. As coaches, parents guide students in applying their critical thinking and creativity to solve engineering challenges for the local Lego League tournament.

Volunteers: Parent volunteers are an essential part of the school. The Parent Teacher Organization (PTO) sends out a form at the beginning of the year listing areas where volunteers are needed. Volunteering to help in the school, even one time, adds to the education of our children! All volunteers are required to take the one-time Archdiocesan Virtus Training and must have an Archdiocesan fingerprint background check via selection.com.

Ascension Academic Team: The Ascension Academic Team is a team of trained volunteers who aide children in all grade levels in the school with small group or individual instruction. This instruction helps our students with a variety of curricular areas.

Additional Information

School Directory: Each year the Ascension School Directory is published for the benefit of Ascension families. This year the School Directory will be available both on line and as a hard copy. The directory contains class lists, children's names and phone numbers, email addresses and parents' names. Families who do not want their phone number in the directory must indicate this on the form.

Birthday Invitations: Birthday party invitations should be mailed, unless the entire class is invited to the party. Please consider the feelings of your child's classmates! The delivery of flowers and balloons to the students for special occasions is prohibited.

Two Open House Events: Open House is scheduled two times each year: at the beginning of each school year and in March. Both the date and the format are sent home in the school packets for the August Meet the Teacher Night and information is sent to parents for the March Open House. The August Open House is an opportunity for parents to meet the teachers and obtain both written and verbal communication about the school. Written information (Grade Level Packets) regarding goals, objectives, classroom procedures, communication, and expectations are distributed. The February Open House is an opportunity for families to see the curriculum of Ascension School and re-registration.

Notices: All notices, informational handouts, etc. must be approved by the school office before distribution. Items are to be given to the school secretary in stacks of 25 for each homeroom. The notices / handouts will be distributed through the Family Envelopes.

Notices/posters must not be placed anywhere inside or outside the school building without administration approval.

School Pictures: School pictures are taken in the fall of each year. Purchase is optional. A school yearbook of students' pictures and activities is produced and may be ordered in late fall.

A graduation class picture is taken of the eighth grade students at the end of the year.

Pet Visits: It is the policy of the school that all visiting pets are up-to-date on shots and that pets be free of all parasites (endoparasites or ectoparasites). Please consult the teacher before bringing any animal into the school.



Travel Notification Form

_____ will be traveling with his/her family. The
following school days will be missed: _____.

Student-Teacher Accountability

Students must check with each of their teachers regarding missed school work.
Teachers may provide missed work before the trip or after the student returns,
depending upon the curricular expectations.

*Teachers' signatures	Teachers' curriculum comments
Teacher: Subject:	
Teacher: Subject:	
Teacher: Subject:	
Teacher: Subject:	
Teacher: Subject:	
Teacher: Subject:	

***Parent's statement:** I have received this form filled out in its entirety, and I understand that my child's absence from daily classroom activities could result in lowered grades. I am aware that I am responsible for helping my child complete missed class work and homework with the agreement of the teachers.

* _____
(Parent Signature)

KEY: * This completed form is to be signed by a parent after all teachers have responded. After the form is signed, it needs to be turned into the office at least one week prior to the travel dates.

Responsible Use of Technology: User(Student and Adult) Agreement Form

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 adhere to copyright laws. Unauthorized access, including hacking or use of another'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, orientated, threatening, harassing, racially offensive or otherwise illegal material on or off school or 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 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 legal action. **Note: The Archdiocese reserves the right to modify this policy as needed.**

*I have read the terms and conditions of the Responsible Use of Technology Policy.

*I understand that technological resources are provided for educational purpose(s) only.

*I agree to abide by the terms and conditions state 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 the 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

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