



**PARENT/STUDENT
HANDBOOK**

2018-2019



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June, 2018

Dear Ascension School Family:

Welcome to this year's edition of the Parent/Student Handbook. In this Handbook, you will find the answer to many of the typical questions and concerns, which are raised during the school year. I encourage you to carefully review its contents and, if you have any questions, please contact me at 451-3860, shenriksen@ascension-parish.com or our Principal, Terrence Mullaney at 451-2535, terry@ascension-parish.com.

In the pages which follow, you will encounter a number of procedures and rules instrumental to the success of our School ministry. Please read each closely and I encourage all who attend our School to adhere to them. Never doubt, however, that Catholic education is merely a sum of rules and regulations. In fact, Our Lord, who inspires our School and the Ascension parish, was not known as a fan of formal requirements. Indeed, Jesus who informs our mission, teaching and activities as a school community was often decidedly countercultural. Dare I say a revolutionary of sorts?

At Ascension, we strive to be responsive to the needs of each student. Our exceptional performance in comparative testing and extraordinary participation in sports and the arts affirms that our school is among the premier elementary schools in Louisville.

With your support, our school, which has a history of over five decades of excellence, will continue its ministry to educate students; to prepare each for success at the secondary and collegiate level; and to be Christ-driven citizens in their later years. Our School proves that a values-based and academically rigorous education offers a foundation to current as well as future success.

The record of success assembled by Ascension School testifies to the achievement and satisfaction of its graduates. Your willingness to entrust the education of your children to us is a sacred; one taken seriously by our faculty, staff, and parish leaders.

As the Pastor of the Church of Ascension, I am always reminded that success is never a matter of "me"; but of "you and Thee!"

Best wishes for a successful academic year,
Reverend Steven Henriksen
Pastor
Church of the Ascension



Dear Parents and Students,

This Parent/Student Handbook provides a ready reference tool for the policies and procedures that help us focus most effectively on the spiritual and academic formation of our students. Whenever possible, items are arranged in alphabetical order by special area and topic. Please read carefully as there are always some changes. Sign the acknowledgment form included in your packet to indicate that you and your child(ren) have read and understand the handbook. Turn this in with your registration materials.

Through our five core values we hope to live our faith, embrace our parish community, respect giftedness, encourage opportunity, and celebrate excellence. Capitalizing on our gifts and talents enables us to live our core values more responsibly and compassionately. As a vital component of the parish, Ascension School strives to be the best we can be in all areas of development.

God bless each of you as we begin our new year.
Peace in Christ,

Terrence Mullaney,

Principal



Ascension School Parent and Student Handbook 2018-2019

The Ascension School Handbook is published so parents will have a ready reference to information on the daily operation of the school. All parents and students need to read the information contained in this handbook to note changes and clarifications.

Important Notice: Parents and students are required to sign the form at the end of the handbook before school begins. Please return the signed form with registration materials when requested. Parents and students will be notified promptly of any changes. The administration reserves the right to the appropriateness of any action if doubt arises.

Church of the Ascension Catholic School
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Pastor, Fr. Steven Henriksen
Principal, Terrence Mullaney

SCHOOL MISSION STATEMENT

Through Christ we rise above the ordinary to achieve the extraordinary.

VISION STATEMENT

We strive to achieve a Blue Ribbon designation and ensure the stability of Ascension for upcoming generations through five core values:

- **Living Faith** we achieve through sustained prayer and faith-filled interaction with each other that marks us as Ascension.
- **Embracing Community** we achieve through active participation in service to our parish, neighborhood, metro area, and global community.
- **Encouraging Opportunity** we achieve through activities, whether in a traditional or community classroom, to enhance ways in which students learn so they continue to be life-long learners.
- **Respecting Giftedness** we achieve by providing a level of instruction to challenge students to extend beyond the basics to maximize their potential in their areas of strength.
- **Celebrating Excellence** we achieve through recognition of student accomplishments and alumni that say, "Well done!"

PHILOSOPHY

The community of Ascension is committed to providing a school program that is clearly Catholic in character, aims for excellence in academics, and recognizes the uniqueness of all students. The faculty, supported by the parish staff, School Board, and Parent Teacher Organization (PTO), recognizes that students must be prepared to meet challenges of an ever changing world and to live cooperatively as critical thinkers and problem solvers in a global



society. Love of God, human dignity, justice, ecumenism, service to others, stewardship, and excellence are important components of our instructional program.

ACCREDITATION

Ascension School successfully completed an internal review through the SACS process with AdvancEd and is accredited through the Kentucky Non-Public School Commission through 2017. We are currently in a review cycle with accreditation ending in late 2017, which will extend our accreditation through 2022. Quality Assurance Committees (QAC) visit all Archdiocesan schools annually to provide support on required actions. To see our most recent QAC report, please visit the Ascension website.

HISTORY

Ascension is a community of faith. The church and school are located adjacent to St. Regis Park in the east end of Louisville. The school first opened its doors in 1965 to meet the growing needs of the parish and to provide a quality Catholic education that focuses on the whole child.

GOALS AND OBJECTIVES

- Maintain Catholic Identity by creating a community of faith environment that recognizes Christ in all.
- Analyze student assessment measures to ensure rigorous, relevant, and engaging instruction.
- Increase students' and teachers' comfort levels and safety when exposed to new technology through exploration, problem solving, and application of programs across content areas and with a variety of hardware and software.

ADMISSION POLICY

Ascension School admits students, according to the following admissions criteria, of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school. It does not discriminate on the basis of religion, sex, race, color, national and ethnic origin in administration of its educational policies and programs. Students may be required to take an assessment upon admission to school and/or present report cards and test data as part of the application process. All admissions are probationary for the first 6 weeks after which time progress will be reevaluated to ensure Ascension can meet the needs of the student. Enrollment is open to students three years old – grade 8 using the Archdiocesan guidelines. Students are accepted into Jr. High (grades 6-8) on a case by case basis. The Three Year Old and Jr. Kindergarten programs have separate handbooks for parents and students.

Age Requirements

In February 2013, the Archdiocese of Louisville adopted the following policy for ages of admission to kindergarten and first grade:

Ages of Admission Policy (5114)

Effective with the 2017-18 school year, children shall be five (5) years of age by August 1 of the current school year to enter Kindergarten.



Effective with the 2017-18 school year, children shall be six (6) years of age by August 1 of the current school year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.

In February 2017, the Archdiocese of Louisville adopted the following policy for an assessment option for kindergarten admission age:

Assessment Option for Kindergarten Admission Age (5114.1)

Students who turn 5 years old between August 2 and October 1 may be eligible to enroll in kindergarten provided that the student meets criteria established by the Archdiocese of Louisville:

- Child must turn 5 between August 2 and October 1 of the admission year; and
- Child must score at or above the 95th percentile on the BRIGANCE Kindergarten Screen Three core assessments, self-help, and social-emotional scales; and
- Child must meet admission criteria of local Catholic school

Students born between August 2 and October 1 of the admission year who do not score at the 95% or above on the BRIGANCE Kindergarten Screen Three may be considered for admission to junior kindergarten or preschool.

ADMISSIONS POLICIES & PROCEDURES

Ascension Catholic School Admission Policy

Registration for the 2018-19 school year will be open to currently enrolled families from January 22, 2019-February 5, 2019. Open registration for available spots will begin on February 6, 2019.

The basic purpose of Catholic schools is to assure that Catholic truths, values and stewardship are fully integrated with the students' life and academic program. Families of students are expected to participate fully in the religious program of the school.

The school will meet or exceed the educational requirements as stated by the Kentucky State Board of Education and the Archdiocese of Louisville.

Households qualifying for the in-parish tuition rate are those who regularly attend Sunday liturgy; participate in parish stewardship by sharing of their time, talent and treasure and complete the annual Stewardship Intention Form. At least one partner in the household must be of the Catholic faith and every effort should be made to ensure that the participating student has received the Sacraments consistent with their age (grade level). School personnel, working in cooperation with such parish staff members as designated by the Pastor, will engage in a twice per year exercise which ensure the continuing eligibility of a household for the in-parish tuition rate. This exercise will typically occur prior to the beginning of the school year and following the second trimester of study.

A. Re-enrollment

Once admitted to Ascension Catholic School, students (junior kindergarten-8) of registered parish families as defined above maintain first priority for annual re-enrollment into kindergarten-8 if Stewardship and financial commitment involving tuition requirements are sustained. The following guidelines will also pertain to siblings of re-enrolling students.



1. Preference will be given to households whose oldest child began their education in junior kindergarten or kindergarten at Ascension and have been consistently enrolled.
2. Households whose children began their education at Ascension after kindergarten are not guaranteed younger siblings' entrance until the older sibling has been enrolled at least one full school year.

B. Admission to Ascension

Admission for junior kindergarten or kindergarten through eighth grade is based on giving priority to parish families as defined above. This preference for active parishioners will be given during the active registration period only and is determined using the following order of acceptance:

Please note: All junior kindergarten and kindergarten students must be five years old by August 1st. All first-grade students must be six years old by August 1st. (mandated by the State of Kentucky).

1. Parish households who have completed the Stewardship process for Ascension Catholic Church.
2. Parish households who have children in Ascension who have been enrolled for at least one full year or have an older sibling who has graduated from Ascension.

Parish families

Siblings of first time enrollments in grades 2-8 desiring enrollment into junior kindergarten, kindergarten or first grade will be subject to guidelines outlined in A-2, as well as a review of their application.

3. Households who are registered with other Catholic parishes within the Archdiocese of Louisville will receive priority after those households identified in #1 and #2. These households will pay the out-of-parish tuition rate until such time as they registered with Ascension. Once their children have attended for one full school year, they will follow the same re-enrollment guidelines as Ascension parishioners.
4. Households who have recently relocated to Louisville and registered with Ascension receive the same priority as those households who have registered with other Catholic parishes within the Archdiocese of Louisville. These households will pay the in-parish tuition rate.
5. In the event that there are more applications than positions available, date of parish membership will be considered, if other factors such as active participation are equal.
6. Non-Parish households (at the discretion of the principal and pastor, and after an interview with the family) may be accepted if space permits.
7. Siblings of non-parish students are not to assume priority if parishioners desire admission. In such cases, the date of parish registration and involvement in the parish determines the order of admissions. Household members of Ascension will be considered as parish families for tuition purposes regardless of their registered home parish.
8. For special reasons or under exceptional circumstances, the Principal, with the approval of the Pastor, may waive either the priority order for admissions, listed in this policy, as well as determine the proper assessment of either the in-parish or out-of-parish tuition rate.

Admission of Special Needs Students

Prior to admitting a student with a diagnosed learning difference, the Principal, in consultation with the Learning Coordinator and Counselor, must consider the:

1. severity and degree of the learning difference
2. level of support from special services or special equipment the student may require
3. number of students with learning differences currently enrolled in an assigned class- it is recommended by the Archdiocese that no more than 10-15% of students with learning differences be enrolled in any one grade level



4. number of teachers and staff who are trained to work with mild-moderate learning differences

Applications for re-enrollment are sent home in January. Students will maintain priority for re-enrollment if all parish commitments are made, all fees are paid and application with the fees are returned by requested date. Application fees for the 2018-2019 school year will be \$150. Parents applying by required date will receive a \$50 discount.

PROCEDURES AND POLICIES

Arrival/Carpool

Our school day begins at 7:55 A.M. Students must arrive in time to gather materials for their first class and be seated for announcements at 7:55 A.M. For the convenience of our working parents, the school provides early morning supervision beginning each day at 7:10 A.M. in the school cafeteria. Parents should drop off their children at the cafeteria entrance. **At no time should parents drop students off before the cafeteria is open. Students are never to be left unattended outside the closed school. Parents should watch to see that their children have opened the door to the school before leaving.** Students who arrive after 7:40 A.M. should be dropped off in the Aintree parking lot near the school office. Following the traffic pattern in the parking lots and directions of the supervising teachers and student patrols ensures the safety of all those in these areas.

Carpool

Drop off for carpool in the mornings happens in the Aintree lot. Student patrol will set up pylons and drivers are asked to pull into lot and stay on the outside of pylons pulling as far up as traffic will allow. Once stopped, patrol will open doors and help students out of car **ON RIGHT SIDE OF CAR ONLY**. There should be **NO PARKING OR WALKING STUDENTS INTO SCHOOL FROM THE AINTREE LOT**. Faculty members are always at drop off and there to walk all pre-k students into the building.

If you wish to walk your child into school, you will have to use the Lynnbrook/parish lot next to the gym. **PLEASE DO NOT PARK AND WALK NEAR THE GATHERING SPACE ENTRANCE AS TRAFFIC FOR DROP OFF TO CAFETERIA IS COMING THROUGH**. We ask that you park in the extended lot facing the gym/cafeteria and come through the cafeteria doors.

Afternoon pick-up happens in the Lynbrook/parish lot. Please pull into the second entrance of the parish lot and park. **DO NOT PARK ALONG THE GATHERING SPACE**.

Attendance

When a student is absent, parents should call the school office by 8:30 A.M. Parents should give the reason for the absence, the number of expected days absent, and **send an email to the homeroom teacher**. For your convenience 451-2535, ext. 18, is available 24 hours a day. Students are to make up tests or quizzes within two days of their return to school unless there are extenuating circumstances, such as a hospital stay.

Students must be in school three hours to receive ½ day credit and six hours to receive a full day's credit. Students coming from a medical appointment must bring a note from the doctor or dentist stating the appointment time for the appointment to be excused. **Please try to schedule these outside class time.**

Bicycles



Extreme care must be taken by both bicycle riders as well as our driving parents. Bicycle riders should walk their bikes once they arrive on school property. Bicycles should be parked in the racks provided outside the primary wing. Cyclists should always wear helmets and may bring these into the building.

Bullying

All people have dignity because they are created in God's image and are of infinite value. As A Catholic community, we are called to reflect the values of Jesus in His regard and respect for all people. We build up the Body of Christ within our school communities and provide physically and emotionally safe environments for all members.

Bullying is defined as unprovoked and deliberate actions intended to hurt, isolate, or humiliate another individual. Cyber bullying is bullying conduct as defined above that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, videogames, websites, and any form of social media.

Bullying and cyber bullying shall not be tolerated and are hereby prohibited.

Ascension school reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operation of the school or school-sponsored activity or event.

Ascension Catholic School's procedure for dealing with bullying of any student by another student:

- Any student believing that they are being bullied should express their displeasure to the student harassing them.
- If bullying continues, the student should report the incident(s) to the appropriate school official immediately.
- Upon receipt of the complaint, the principal and/or school counselor will initiate an investigation of the complaint, including a meeting with both the student alleged to have been bullied and the offended student.
- The principal will report to the parents of both students the results of the investigation; however, due to confidentiality laws, we cannot disclose any disciplinary action taken towards any child but their own.
- Possible consequences may include, but are not limited to, the following:
 - A meeting with parents and students to discuss the incident and set up a behavior modification program.
 - Counseling or similar recommendation.
 - Possible isolation of student from other students.
 - Bullying can result in in-school suspension.

If situation continues, possible out of school suspension or expulsion from school.

False Threats: Any student falsely reporting bullying is subject to disciplinary action, which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

Consultation: The Superintendent and Director of Family Counseling are available to consult with schools dealing with bullying. The Archdiocese and Ascension Catholic School will not condone any form of bullying and will pursue the necessary measures to create a safe learning environment for all students and employees.

Cafeteria

Ascension School **does not** participate in the Federal Lunch Program. All students are expected to either bring lunch from home or purchase lunch in the cafeteria. The cost of the school lunch this year is \$4.00. Efforts are being made to reduce the amount of fat and sugar in the lunch program so students receive the best nutrition possible. Parents can help by making sure that children begin with a nutritional breakfast each morning.

The Ascension Business office will contact any family who qualifies for free and reduced lunch based on information we receive from FACTS (financial assistance). If you have any questions, please contact our business office at 451-3860.



Accounts must be paid in full to receive report cards at the end of each trimester. Students with a negative balance of more than \$10 will receive a peanut butter or cheese sandwich and water until the account is settled.

Students with allergies to dairy products may substitute juice for milk in the government program. A doctor's note may be required in these cases. Our office manager provides a list of students with food allergies to the cafeteria manager. For safety reasons, no soft drinks or glass containers are allowed in lunches brought from home. A peanut-free table is available for students who need a peanut-free space.

Parents are welcome to eat lunch with their children. If they wish to purchase lunch, they should call the cafeteria at 451-0334 by 9:00 A.M. Parents must sign in at the school office before going to the cafeteria. Fast food may not be brought to the cafeteria by parents or students for breakfast or lunch.

Changes in Transportation

Students will return home by the mode of transportation indicated in the School Registration Packet. Exceptions to this MUST always be accompanied by a written note signed by the parent/guardian. Verbal messages, via students will NEVER be regarded as valid permission from a parent/guardian, and phone messages must accompany emails as permission for changes in means of transportation.

In cases of emergency that require a change of transportation, the parent/guardian must contact the school office prior to 2:00 P.M. so last minute changes can be made with end of the day announcements at 2:40.

Chain of Command

In the event the principal is out of the building and cannot be reached, the Pastor, or his designee, will serve as the next in line for the resolution of presenting issues including taking whatever actions are necessary to address short term issues or concerns

Classroom Interruptions

It is essential that classroom time be dedicated to instruction. We do not interrupt classes to take lunches or forgotten books/iPads/chargers to students. If forgotten items are brought to school, a note will be placed in the teacher's mailbox. The teacher will collect the item at a break or at lunch. Students should not expect to be allowed to call home for forgotten items. Forgotten lunches are an exception.

Communication

Parent/Teacher/Student Conferences are scheduled in the middle of the first two trimesters to confer with parents regarding their children's progress. Teachers will communicate with parents throughout the third trimester. Parents who are concerned about their children's progress should contact the homeroom teacher or the teacher in the content area of concern. Teachers welcome this communication to discuss concerns or clarify assignments.

If you would like to speak to a teacher, please contact the individual(s) via email to schedule an appointment. Scheduling appointments allows teachers time to take care of necessary morning check-in procedures, such as lunch count, attendance, etc. In the afternoons teachers are supervising students, and this is a difficult time for them to speak to you privately about your concerns. Since teachers are working directly with students during the day, it may



be after school when they contact you. If you have not heard from a teacher after 48 hours, please contact the principal via email or phone.

Rediker, our family and student management system, will be one of the ways we keep parents informed of academic progress. Teachers post grades regularly and will post upcoming tests and long range assignments to help students use their time wisely. It is important to access Rediker from the beginning of the year so you can track your student's progress. Be sure you are viewing the correct trimester as we move into the year.

The Ascension website, www.ascension-parish.com, and Ascension app are our central locations for information including our weekly Longhorn Lowdown news bulletin. Please visit often for updates.

Curriculum

Ascension School follows state and Archdiocese of Louisville guidelines and curriculum from the Office of Lifelong Formation and Education.

The primary purpose of Ascension School is to provide an environment where church and family values may be integrated with an academic curriculum. Religion is the most important subject in the school. Students learn knowledge of the faith while living in a community, which affirms their families' values. Students pray daily and are encouraged to participate in Christian service to others. Sacraments are very important at Ascension School. Students prepare for First Eucharist in 2nd grade and Reconciliation in the spring of Grade 4. In addition to classroom instruction for Confirmation, students in Grade 8 receive formation through Parish activities and extensions. All students attend weekly liturgy and receive the sacrament of Reconciliation twice a year. Religious knowledge and attitudes are tested each year in Grades 5 and 8.

The program of studies includes language arts, mathematics, social studies, science, music, art, PE, and computer and reference skills.

Custodial Rights

In cases of divorce, parents of students are required to furnish the school with a copy of the custody section of the divorce decree regarding their children. This legal record will enable us to fulfill our responsibilities while protecting the rights of all involved.

Ascension School is required to follow the law regarding the rights of non-custodial parents. A non-custodial parent whose child is enrolled at Ascension has the right by law to see academic and disciplinary records and to talk to school officials regarding the child's progress and attendance. Ascension officials are not required to contact the custodial parent if such information is requested by the non-custodial parent.

In special cases when a court order states that the non-custodial parent has no right to information about his/her child, the custodial parent must present a copy of the document to school officials to be kept on file.

It is the responsibility of parents to keep the school informed of special family arrangements with regard to custody of the child. Even though school officials may be aware of court orders, parents are required to furnish the actual documents regarding custodial issues and visitation rights. The school operates on the last documents filed with the school.

Detention - Grades 5-8

Detention is held every Thursday morning from 7:00am until 7:40am. A teacher will meet students at the double doors, located at the school office, at 7:00am. Once the teacher leaves those doors, there will be no further



admittance into the building and the student will be counted as absent from detention and required to serve two detentions. Students and parents MAY be notified by e-mail of the date and time detention is to be served as well as the reason(s) detention is given; PARENTS AND STUDENTS ARE RESPONSIBLE FOR CHECKING BLUE PAGES AS THE BEST SOURCE OF INFORMATION REGARDING DETENTIONS AND OTHER BEHAVIOR. Detentions given on Wednesday, Thursday or Friday of the week will serve the following Thursday. Measures are in place to help students succeed and students are expected to follow the guidelines and take responsibility for good citizenship and responsible behavior. It is important that parents work with us to reduce the incidents which result in detention.

Discipline

Every effort will be made to keep parents informed in discipline issues. Sometimes, it may not be possible to speak to parents before speaking with students but our intention is to help students understand how to make responsible decisions and learn from choices they make. The severity and frequency of the behavior guide the actions taken.

Classroom Discipline - Preschool-4th Grade

Teachers in Pre-K through fourth grade utilize individual classroom discipline procedures which are designed to be part of a learning process, which helps students develop self discipline skills and demonstrate the values that are expected of a student attending a Catholic school.

Dismissal

Dismissal times are subject to change. The order for dismissal is as follows:

Kid's Time	2:45	Car Riders	2:47	Walkers	2:55
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The afternoon carpool uses the parking lot between the gym and church office. Drivers form rows of cars according to the cone markers. In order to allow sufficient space for late arrivals and to accommodate all cars, five cars should line up in each column. Car engines should be turned off until all students are in cars. Teachers signal when each line of cars is dismissed. If a student exits the building late, the parent/driver should exit the parking lot, circle around, and re-enter with the late arrivals.

It is important that drivers be alert for the safety of walkers at all times. Students are to be dropped off and picked up according to the school traffic plan. Parents who do not follow this plan create a hazard for all children, including their own. If it is noted that parents are not picking children up according to the dismissal patterns, students will be sent to the office for dismissal.

The supervision of students ends with the completion of dismissal, unless the student is involved in a school-sponsored activity. It is expected that all other students will be picked up by 3:00 P.M. K-6 students left after 3:00 will be sent to Kid's Time and will be charged the drop-in fee for the afternoon. If the \$40.00 registration fee has not been paid, parents will be responsible for paying this as well.

We thank you in advance for your promptness in picking up your children. Teachers and office staff often have meetings after school and are not free to supervise students. Coaches should arrive by 2:45 to supervise students for after-school activities. Students will not be allowed in the gym or to begin practices until the coaches arrive.

Drills - Fire, Earthquake, Tornado

Drills are conducted regularly according to the requirements of the state and the Office of Lifelong Formation.

Early Dismissal



When students must be dismissed early, a written note should be sent to the office AND classroom teacher. Students departing prior to regular dismissal must be signed out in the school office by an authorized adult. Only adults who have been previously designated as “authorized” may pick up students prior to dismissal. When students return to school, they must check in at the school office before returning to the classroom.

Electronic Devices/Toys

Use of personal electronic devices, (i.e. cell phones, Ipods, iPads, gaming devices, etc.) during the school day is prohibited. These must be kept in backpacks, not purses, pockets, or pencil pouches, in the off position from 7:10 A.M. – 3:00 P.M. Students should not bring toys or other games to school. Items found in student’s possession at inappropriate times or with inappropriate graffiti will be forfeited and returned at a later date to be determined by the principal. Lasers are not permitted on the school grounds at any time and will not be returned to students.

Students who need to use the phone during the day must come to the office.

- **First infraction with a cell phone or an electronic device in a pocket, in the bathroom, in a purse, pencil pouch, or in the student’s possession in any other way** – Teachers will send the device to the office to be picked up by student at the end of the day.
- **Use of cell phones or other electronic devices during testing of any kind is prohibited** – Teachers will send device to the office to be picked up by the parent at the end of the school day and student will receive a zero on the test.
- **First infraction with a cell phone ringing in the backpack** – Teachers will send the phone to the office to be picked up by the student at the end of the day.
- **Second infraction with a cell phone ringing in the backpack** – Teachers will send the phone to the office to be picked up by the parent at the end of the day.
- The school cannot be responsible for the loss or theft of such items.

Emergency Dismissal

Ascension School will rarely dismiss during the school day without providing prior notice to parents. If an unusual situation develops, parents will be contacted through Rediker, the Ascension app and/or email. Monitoring of children will be provided until all children have left the building safely with a parent or a person formally designated on the release form signed by a parent. Please keep your email with us current so we can notify you if necessary. **PLEASE NOTE:** If we are under a **Tornado Warning**, we are required to keep students in the building. Parents may join us for safety until the warning has been lifted.

Field Trips

Field trips are educational opportunities that correlate to the classroom curriculum. Field trips are planned by the classroom teachers and must be approved by principal. These are a privilege, and students must exhibit the same responsible behavior on trips that is expected at school. Written permission from parents is required for all field trips (See appendix). Students who do not have a written form turned in by the deadline will remain at school to work on an independent report and will be supervised by another classroom teacher. Because the costs of field trips are determined by the number of students going and teachers make reservations well in advance, parents may not expect a refund for a field trip lost due to behavior or unacceptable grades. While field trips are part of the curriculum, these are a privilege, and our foremost responsibility is to help your children succeed academically.

Chaperones who accompany teachers and students on field trips are expected to supervise students and help them gain the most they can academically from the trip. Alcohol is prohibited while accompanying students on trips whether parents ride the bus or drive separately (see volunteer section for more details about working with students).



GRIEVANCES

(taken from the Archdiocesan Handbook # 5560)

Authority, as exercised in the Catholic school system, depends in a large measure upon a spirit of willing cooperation among administrators, staff, and students; however, honest disagreements can, and sometimes do, occur between persons at various levels. For those instances when persons involved cannot reach an agreement that is mutually satisfactory, there is a grievance procedure we follow.

The normal procedure for resolving serious grievances is:

PARISH LEVELS

1. Student/Parent
2. Staff person/Teacher
3. Principal (Pastor may be consulted at this point to evaluate whether the issue may go to the School Board.)
4. School Board (Chairperson selects two members of the Board with approval of pastor to form a committee of 3 to serve as a hearing committee. The purpose of this committee is to review procedures to ensure that due process has been followed.)
5. Pastor

ARCHDIOCESAN LEVELS

6. Office of Lifelong Formation and Education/Superintendent
7. Due Process Board of Archdiocese of Louisville
8. Archbishop

- It is assumed that all personnel involved in a complaint situation will be attempting to find the simplest, most effective way to resolve differences.
- Normally, disagreements or complaints should be discussed and resolved at the level closest to the disputed question. When either party involved chooses to appeal a decision to the next higher level, such appeal should be made in writing within a reasonable time frame (10 days to 2 weeks). If, at any level, a formal hearing process is sought, all persons involved must agree to full disclosure of all pertinent information to the board or committee that is conducting the hearing. The hearing body is bound to maintain confidentiality concerning all information received.
- At the parish level, the pastor retains the right to intervene with authority at any stage of a complaint or grievance, provided such intervention seems more likely to bring a just and speedy resolution to the problem.
- At any point, the Office of Lifelong Formation and Education is willing to offer counsel and advice, and may act as facilitator, but will not authoritatively intervene unless a breach of policy or official procedure has occurred.

Guidance Counselor

The school has the services of a guidance counselor. She provides both individual as well as small group counseling. She also teaches regularly in the classrooms, provides programs on life skills, bullying, internet safety, Speak Up Be Safe, and coordinates drug and alcohol programs in the school. The guidance counselor is always happy to assist families with educational or adjustment problems. Please feel free to contact her if you or your children need assistance.

HEALTH



Accidents

Parents will be notified if students are injured or hurt while at school or on a field trip. A report will be filed with the Archdiocese and a copy will be kept in the school office.

AIDS Policy

All Catholic elementary schools follow the policy adopted by the state and local Department of Health in dealing with children identified as infected with the HIV virus. This policy respects the rights of children and parents to privacy. School personnel are only informed on a “need-to-know” basis.

Homework

Homework is an important part of instruction at Ascension. While homework is not graded in the same way class work and assessments are, completing homework assignments is an important part of organization and preparing for high school. Students usually have homework during the week; occasionally, they may have homework on weekends. Reading and writing a short reflection on reading should be part of homework each night. Following Archdiocesan standards, the following homework times are suggested:

Kindergarten	Occasionally
Grades 1 & 2	30 minutes
Grades 3 & 4	45 minutes
Grades 5 & 6	60 minutes
Grades 7 & 8	75 minutes

Parents who are concerned about “too much” or “too little” homework should first contact the classroom teacher. On occasions when it is not possible for a student to complete a homework assignment, the parent should send a note to the classroom teacher explaining why the assignment was not completed.

The skills of correctly and thoroughly recording homework assignments, bringing home the needed books/iPads and materials to do the assignments, and returning completed assignments to school as directed will serve the students well as they progress in school. Additionally, developing the needed personal responsibility to master successful homework completion will benefit them in their future employment. Long range projects and writing assignments are given to strengthen students’ proficiency and help them apply what they are learning. When these are given, there is an expectation that the work can be completed by the student in the allotted time.

All projects or long term writing assignments must be turned in on time to receive full credit and/or to participate in extended activities such as field trips.

Students cannot be given credit for incomplete work. Our goal is that parents work with the teachers to obtain the best learning environment for the student. Homework is an organizational skill and is intended to help students become stronger in the academics. The majority of homework is work that students should be able to complete independently.

Please check each class syllabus for specific homework policies.

Honor Roll

Ascension School has instituted an Honor Roll for grades 4– 8 to recognize outstanding effort and achievement. The following guidelines are used to determine Honor Roll candidates:

Principal’s List

All A’s and excellence in conduct and effort



First Honors
Second Honors

A's and no more than two B's and excellence in conduct and effort
A's and/or any number B's and excellence in conduct and effort

Illegal Drugs (Taken from the Archdiocesan Handbook for Catholic Schools #5330)

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, or before, during, or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

Possession/Use of Illegal Drugs or Alcohol

When a student is found in possession or under the influence of alcohol or other illegal drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

1. The substance will be taken away from the student.
2. Parent/guardian will be called to take the student home unless emergency help is necessary.
3. The Superintendent, Pastor and/or the Safe & Drug Free Schools Coordinator of the Archdiocese will be notified and consulted.
4. A conference with the student, parent/guardian, and school officials will take place.
5. Law enforcement authorities will be informed.
6. A professional assessment for chemical dependency will be required, and the student may be suspended from school pending the results of the assessment.
7. Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension or reinstatement with stipulations, and/or dismissal from school.

Distributing/Selling Illegal Drugs or Alcohol

If a student is found distributing or selling illegal drugs or alcohol, look-alikes, or paraphernalia on the way to or from school, at school, or before, or during or after a school-sponsored event:

1. Parent/guardian will be called to take the student home.
2. Law enforcement authorities will be notified.
3. The Superintendent, Pastor and/or Safe & Drug Free Schools Coordinator will be notified and consulted.
4. The student will be dismissed from school.

At all times it is important to respect privacy issues of all involved. The Archdiocese provides assistance for students needing additional help.

Illness

Parents are required to keep a child home if the child is nauseous, has vomited, has had a fever within the last 24 hours, has diarrhea, or has a rash. This is extremely important with the possibilities of pandemic outbreaks. If we have multiple cases of flu or other major outbreaks of illness and school is forced to close for a period, parents should have alternative child care in place while parents are working. Long term assignments will be given to the students to complete in the interim and will also be emailed, or ebackpack. Children who have pink eye, head lice, or other contagious infections must remain at home until the children are no longer contagious. A doctor's note may be required to return to school.

Immunization



All immunization certificates must be current and the original on file with the school by the first day of school. These certificates are necessary for student attendance in order to be in compliance with Kentucky State Statutes concerning health requirements.

Inclement Weather

The Superintendent of Catholic schools makes the decision to close schools due to inclement weather. The announcement is made to close 'All Catholic Elementary Schools' on television or radio. Please listen carefully, since it is possible that the Catholic schools may be open even though Jefferson County public schools are closed. We will also contact parents by phone, email, push notification through Ascension app and through Rediker.

On occasion, it may be necessary to begin school on a delayed schedule. At Ascension the cafeteria will be open to students at 9:10 A.M. When the school opening is delayed, we begin class at 9:55 A.M. with supervision of students in classrooms beginning at 9:40 A.M. The school will close at the regular time. NOTE: The cafeteria will not provide breakfast when we are on a delayed schedule.

Jr. Kindergarten and Three Year-Old Programs

Jr. K is designed for children who are 4 years of age by August 1 or are Kindergarten age but will benefit from one more year before entering Kindergarten. The Three Year Old Program is designed for children who are 3 years of age by August 1. Both programs follow our school day. Call Valerie Shell at 451-2535 for more information.

Kid's Time

A state-licensed after school care program is available for students during the school term. It operates from school dismissal until 6:00 P.M. It is also open during the summer. Parents of all students in grades K-6 are asked to fill out the Ascension Kids-time form with the back-to-school forms. The \$40 registration fee is due at the time of the school registration for those students planning to use Kid's Time regularly. Students left after school and sent to Kid's -time will be responsible for the registration fee the first time the students are sent to Kid's Time. For information about the program, please contact the Director at 451-2535.

Library/Media Center

The Library/Media Center makes it possible for students and teachers to have easy access to a wealth of information through books and other resources. Students are encouraged to use the Library/Media Center for independent, small group and class study. The Librarian collaborates with the classroom teachers to teach essential library and research skills that are incorporated into students' writing. Students have access to a comprehensive collection of materials to support research, to encourage pleasure reading, and to aid other educational endeavors. The library depends on volunteers and continued support of the parents and parish to continue the present level of library services.

Make-up Work/Vacation

Ascension's policy is for students to make up work after they return from a family trip or other personal days or check assignments on ebackpack and complete/turn in while out, if possible. Teachers do not always know how much material will be covered in a given time period, so making up/keeping up with work when students return/or while gone ensures that all assignments are accurate.

Please send a note informing the school of the days that your child will be away. Older students (4th grade and above) are solely responsible for keeping up with assignments by asking teachers or checking ebackpack; it is the



responsibility of the student to make sure assignments are completed.

Students missing school due to vacations should take make up tests the day they return to school. Students, who have been ill, make up work and missed tests within two days of return to school unless there are extenuating circumstances, such as a hospital stay.

Students should be present for conferences since this does count as a school attendance day. Parents who choose to take vacation during scheduled conferences are not guaranteed a conference at a later date (teacher's discretion) however, all conference materials (those which would have been discussed) will be sent home.

Medication

Whenever possible, medication should be given at home.

If medication must be administered at school, it must be sent to school in its original container. This includes over the counter medications, such as Tylenol and cough drops. The prescription label should be attached and include the physician's directions for administering the medication. Only a sufficient amount of medication should be sent because leftover medication may not be sent home with students. All medication must be accompanied by a permission form, signed and dated by a parent or guardian. (See appendix.) All medication is kept under lock and is dispensed by office personnel who keep a log of all medication given to students. Asthmatic students should keep their inhalers with them.

Parents/guardians must alert the homeroom teacher **in writing** that their child is using medication, at what times the medication is to be taken, and for how long.

If a student is placed on medication for a short term, and the daily time of the medication is critical, the parent may wish to call the school office to ensure that the child has received the medication.

Parties

Celebrations are planned throughout the year for special events. Room parents work with classroom teachers to plan simple events with minimal expense. Students in grades Pre K – 8 are allowed to bring treats for individual birthdays according to classroom guidelines.

Party invitations are **not to be distributed** on school grounds to ensure that the feelings of each child are respected. Gifts, flowers, or thank you notes may not be brought or sent to school to keep disruptions of instructional time to a minimum. **Since we have a number of students with latex allergies, balloons may not be brought to school as favors for the students.**

Parents wishing to help with class parties must follow guidelines for Volunteers. (See this section.)

Patrols

Jr. High students assist with the arrival and dismissal of students. Their job is to monitor the parking lot with teachers, assist with the opening and closing of car doors, and tell students when they may cross the street. We ask that all parents cooperate with our safety patrol. Drivers who ignore patrols or put students at risk are reportable to police.

Probation



Students who have demonstrated a disregard for school rules or continually fail to turn in homework assignments may be placed on probation. Probation is a contract specifying the expectations for behavior and/or work habits. Failure to abide by the terms of the probationary contract may result in dismissal from school. Students dismissed from Ascension School may be permitted to participate in athletic activities with the express permission of the pastor. Absent the pastor's permission, students dismissed from Ascension School may not participate in athletic activities.

Report Cards

Report cards are issued three times a year, online through Rediker. Letter grades are used for all subjects in Grades K-8. Please note that all outstanding fees must be paid before report cards will be released each trimester. This includes Library, Cafeteria, Kids' Time, book fees, parish stewardship, etc. Outstanding fees will result in the students' grades being blocked online until fees are paid.

Students whose final grade for the year is failing in a core subject (math, social studies, reading, English, science) will be required to attend 20 hours of summer school or with an approved tutor for each failed subject before advancing to the next grade. Proof of attendance and mastery must be submitted to the Learning Coordinator. In addition, students who fail three of the five major subjects may not pass to the next grade.

Reporting Child Abuse

State law (KRS 620.030(2)) requires school officials who suspect physical, emotional, or sexual abuse or neglect of a child to report their suspicions to Child Protective Services. Ascension officials and staff will immediately report any suspicions of abuse or neglect to the proper agency for investigation.

School officials must permit agents from Child Protective Services to interview a child at school. School officials will not notify parents/guardians that a child is being interviewed by CPS; the agency and police take this responsibility. A school official may remain with the child during the interview if the child requests it.

School Fees

School fees (application and technology) cover all instructional and administrative costs of the school, except payroll and building maintenance: these costs are covered by tuition and stewardship. Technology fees include costs for iPads, apps, book rentals and consumables, paper, duplicating costs, art, library, computer fees, some sacramental costs, hearing and sight screening, accreditation costs, testing materials, and entry fees for academic team competitions.

For the 2018-2019 school year, 60% of the income from the Kroger cards goes to reduce the cost of the technology fee for the students. Office Depot provides rebates to the school when you purchase supplies and give them Ascension's name.

All school fees, including tuition, must be paid on time and in full in order to receive report cards and to walk for graduation.

Homeroom teachers collect iPads, chargers and rented books in May. iPads and books must be returned in the same condition as they were received, allowing for some wear and tear. Students will be charged for excessive damage to iPad covers, chargers, lost or stolen stands, iPads or lost textbooks.

School Safety



One of our most important concerns is providing a safe environment for our students. We follow Archdiocesan guidelines on safety procedures and have a safety manual which is reviewed annually with teachers.

All visitors must use the entrance near the school office, report to the office, and wear a badge while in the building. We expect school staff to stop any visitor who is not wearing a badge. Also, we tell students that they should never open an outside door for any adult. For the safety of our students, please do not try to use any other entrance except the one near the school office. This includes the cafeteria entrance into the school in the mornings as school begins.

Parents are welcome to enter the classrooms for scheduled appointments and Open Houses. It is inappropriate for parents to arrive unannounced and interrupt instruction.

Search and Seizure

School officials have the right to search a student's personal items (jacket, purse, backpack, etc.), or desk if the principal or staff suspects the student brought items to school that are not permitted or might be harmful. The principal will keep any confiscated items in the office. Parents will need to make an appointment to get items.

Service Hours

Service is a ministry, not an activity. It is something you get involved in and risk doing for someone because you care. It is the critical verb that makes us Christian. It is work... spiritual work that is a quest to discover God and encounter Christ in those we serve. It is about putting faith in action and living the Gospel message. It is about faith connections.

Students in grades 2-5 are expected to complete five hours of community service each trimester (15 total for the year). Middle school student requirements are discussed in the Middle School Handbook. Examples of acceptable community service include: sandwich Sunday's, altar server, nursing home visits or any other volunteer work which directly helps members of any community. If you are not certain about a service opportunity, please email Mrs.

Herriott: msinclair@ascension-parish.com

Sexual/Other Harassment

The harassment of students or employees is unacceptable at any of the Archdiocesan schools. Students and employees have the right to respectful treatment. Harassment can take many forms:

Verbal

Threats, insults
Comments about a person's body; whistles, catcalls, rude noises
Sexual jokes, suggestions, or remarks; sexual stories or rumors
Notes, letters or graffiti, handwritten, typed, or online

Physical

Bumping into another or brushing up against them on purpose
Standing in another's way or standing too close
Patting, hugging, kissing without permission
Grabbing, touching, pinching

Nonverbal



Staring at another's body
Sexual drawings or pictures
Gestures or looks, or suggestive body movements

Students who feel they are being harassed should first express their displeasure with the student harassing them. If the harassment continues, the student should report the behavior to a teacher or administrator. The incident will be investigated and appropriate action will be taken, which may include suspension, removal from situation where the harassment occurred, and/or the requirement of counseling. Continued harassment may result in dismissal from the school.

Shadowing

Students will receive information for shadowing guidelines from teachers at the beginning of the year. Please note the following specifics that help in this process.

Students are allowed 6 days over a two year period to shadow. **These days are intended to be on days when Ascension is not in session** (e.g. days off after conferences, school holidays, etc.) Only one or two days for 8th grade students will be allowed when school is in session and only when every effort has been made to schedule when school is out. Students are responsible for all missed work but should not schedule shadowing visits on days when major tests are scheduled. **As shadowing days at the high schools fill up quickly, you may want to schedule visits as soon as you review the calendar and note the days we are out of school.**

All students are expected to complete a shadowing form that requires teachers' initials. Shadowing begins in mid September for 8th grade students. **Visits to a school students visited as 7th graders will count as unexcused when scheduled on a day Ascension is in session. 7th grade students may shadow between January and late April, except during Terra Nova testing dates in March, and on days when school is not in session if possible. 7th grade students missing school to shadow will be expected to turn in missing work the next day.** These visits will not be excused if scheduled on days when tests are scheduled. It is the student's and parent's responsibility to check on conflicts with shadowing and testing.

Student Conduct

Ascension School is committed to providing the best learning experience for all students. Effective learning requires group work, experiments, discussions, and the use of many and varied materials. It requires a Christian atmosphere in which students feel comfortable while trying new activities. It requires a spirit of cooperation between students, parents, and teachers so that engaging and lively learning activities may take place. It requires the recognition that disruptive, disrespectful behavior has no place in a Catholic school.

Learning problem-solving techniques and appropriate behavior are important lessons we teach at Ascension. While we certainly recognize that all students make poor decisions on occasion, we expect students to take responsibility for their actions and for parents to support consequences for poor behavior. We teach students to use the "Talk it Out" steps to resolve minor issues. The steps are as follows:

1. Stop! Cool Off!
2. Talk and listen
3. Think of ways to solve the problems
4. Choose the idea you both like

The school counselor works with teachers and students to help them employ these steps and posters are visible throughout the school as reminders.

In choosing Ascension School, parents demonstrate their support of Catholic values and their desire for excellent behavior – both for their children and from their children.



In order to ensure a safe school at Ascension the following behaviors are unacceptable:

- Bringing weapons or other items, i.e. lighters or lasers which might cause injury to others
- Possession of illegal substances – cigarettes, alcohol, drugs – at school or on school grounds
- Bullying, harassing, or threatening behavior in any form—in person, on the phone, online, etc.
- Disrespect toward teachers, parents, staff, fellow students, and in church
- Fighting or other aggressive behavior
- Theft or damage to school, teacher, or student property
- Plagiarism from any source (books or internet) – automatic zero and D3 in Blue Pages (Detention) in grades 5-8
- Cheating – automatic zero in any grade and D3 in Blue Pages (Detention) in grades 5-8
- Leaving school property or class without permission
- Disregard for classroom or school rules
- Inappropriate language and hand gestures
- Inappropriate use of technology, such as any social networking site that connects students with Ascension School.

Student Records

The school voluntarily abides by the Buckley Amendment which provides guidelines for parent inspection of permanent records, information to be released to non-custodial parents, transfer of school records between educational agencies, and release of information for research purposes.

Permanent Records

A permanent record of the educational history of each student who has attended a school in the Archdiocese shall be maintained. No notation of clinical reports or comments about the personal life of the student shall be part of the permanent record.

Permanent record folders shall include:

1. standardized test scores;
2. permanent record cards with year end grades and attendance;
3. other pertinent academic information.

Transfer of Records

Students who have attended a school in the Archdiocese or who are transferring from another system will be admitted and given such standing as their official record warrants.

If a student transfers to another school, the records will be released to the receiving school upon request, all financial obligations have been met, and evidence of completion of failed core subjects has been submitted. As a general rule, a child shall not be accepted into another Catholic Archdiocesan school unless financial responsibilities in the previous school/parish have been satisfied, and the parents have signed an agreement to meet these responsibilities.

Suspension

Any student placed on suspension will be automatically suspended from athletic/extra-curricular activities, practices, and competitions until the end of the suspension and will not be allowed in school during the time of the suspension. They may not participate in any parish activities during the school year except for Sunday liturgy. Students must complete all class work and tests from the days of suspension. The Athletic Director or the appropriate extracurricular activity sponsor will be notified of the student's suspension. Only the principal has the authority to



suspend a student. Conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may result in an indefinite suspension or expulsion.

Tardies

Though students may have entered the building by 7:55, they will be counted tardy if not in their seats and ready to begin by 7:55. Students who come to the cafeteria in the mornings must leave the cafeteria in time to be seated in their homerooms. Parents must accompany their children into the school once the tardy flag is displayed outside by the school office. Parents will be required to sign the tardy book and explain the reason for the tardy. Three unexcused late arrivals will be allowed each trimester. If continued tardiness persists, the parents and children may have to meet with the principal at which point subsequent action may be taken. Continual lateness is a form of educational neglect. Children cannot get a good start on the day if they are consistently late.

Telephone

Students may use the office telephone only with teacher permission and only in emergencies. Forgotten materials do not constitute an emergency. Messages for students from parents will be sent through teachers.

Arrangements for after-school activities should be made before students leave home in the morning.

Testing-Standardized

The Terra Nova Achievement Test is the standardized test that is administered in March to students in grades 3, 5, and 7 as mandated by the Archdiocese. Results are mailed to parents by the end of the school year. This allows teachers a chance to evaluate the results. The Administration and teachers make curriculum decisions based on the results of these tests. These tests also help parents observe their children's progress over time.

Eighth grade students take the high school placement test at the Catholic high schools. This is an important test because it is the only standardized test the students take in eighth grade. Parents and students receive high school test results directly from the high schools.

Threatening Behavior

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to another and/or damage to property. School officials may consider the following factors in deeming whether behavior is threatening: history of inappropriate behavior, circumstances surrounding the behavior, nature of statements, gestures/actions, developmental stage of student, other relevant information.

Any behavior deemed threatening by school officials is inappropriate and may result in immediate suspension and/or results in dismissal from school. Threatening behavior may result in the following:

1. The student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. The student's parent/guardian is notified. The pastor and school superintendent are also informed. If the threat concerns death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, the local authorities will be contacted. Individuals, who have been threatened, as well as parents/guardians, will be notified as soon as possible.
3. The student is suspended from school pending the results of a mental health assessment conducted by an appropriately credentialed professional. The Family Counseling Office may assist the principal in determining the adequacy of a mental health assessment.



4. While undergoing the assessment, the student may not attend school, any school function, or be present on school grounds during the school year.
5. The mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow-up.

Truancy

Kentucky law KRS 159.50 defines a truant as any child who has been absent or tardy for more than three consecutive days without a valid excuse. All truants shall be reported to the Director of Pupil Personnel and Superintendent of the Archdiocese of Louisville. After ten tardies, a report will be filed with the appropriate officials.

Tuition

Ascension runs its school as part of the parish mission to “teach and share our faith.” The school is both a responsibility and a benefit to the entire parish community. In May of 2006 the Parish leadership deemed it necessary to move to a tuition model to fund our school.

Active, participating families regularly participate in liturgical life of the Parish, are committed to Stewardship of Time, Talent, and Treasure as witnessed by completing the annual Stewardship Commitment Card, and live up to their commitment.

Tuition rates are recommended by the Finance Committee and approved by the Parish Council. You must be current with tuition payments as agreed upon in the tuition agreement form. Failure to comply with this contract could result in removal from school.

UNIFORMS

Uniforms and clothing compliant with our dress code may be purchased at Shaheen’s Department Store & Lands End. NOTE: All students Kindergarten through 8th Grade are required to wear a uniform.

It has long been a tradition with all Catholic Schools in the Archdiocese of Louisville that a uniform be worn. Ascension is no exception. You will find described below the Uniform Code; ultimately, you, the parents/guardians, are the key to a successful uniform policy at Ascension. Please do all that you can to see that your child is dressed in compliance with the uniform code daily.

Students are to be neat, clean, crisp and well groomed each day. The homeroom teachers and school administration are the decision makers regarding acceptability of dress and hairstyle. Uniform violations will be documented by the homeroom teacher and could ultimately result in the student receiving a detention. Depending on the infraction, parents may be called to bring in appropriate clothing to school. Students that are out of dress code may be asked to wait in the office until appropriate clothing arrives. Repeated violations will result in a conference with parents, student, principal and may result in further infractions. Parents are strongly urged to label all items with the student’s name. Items that are not labeled or claimed will be taken to Goodwill. The following Dress Code has been established and approved by the School Board in 2016 to ensure that all students are dressed in a uniform manner.



UNIFORMS: SINCE STUDENTS WILL BE PARTICIPATING IN PE ACTIVITIES EVERY DAY, ALL STUDENTS MUST WEAR TENNIS SHOES THAT ARE FASTENED OR TIED WHETHER IN OR OUT OF UNIFORM. Navy Soffes or shorts may be worn under jumpers or skirts. References to appropriate length generally means the uniform guidelines.

Pants: Navy blue uniform slacks (no jeans or corduroy, cargo, tight fitting or stretch style). Belt required (solid color, smooth leather or woven).

Shorts: allowed throughout the year. Navy dress traditional style Bermuda shorts (no shorter than 2" above knee) Belt required (solid color, smooth leather or woven).

Skirts: Girls-plaid uniform style (Grs. K-8) (length – no shorter than 2" above the middle of the knee).

Jumpers (Optional): Girls-plaid uniform style (Grs. K-4) (length – no shorter than 2" above the middle of the knee) Solid color shorts, Ascension sweatpants or solid blue leggings/tights may be worn under skirts/jumpers.

Skorts: Plaid uniform style only.

Shirts: White or navy blue knit polo shirt, long or short sleeve with or without NEW logo (Old logo's have been phased out: 2015-16 SCHOOL YEAR was THE LAST YEAR FOR YELLOW SHIRTS) available at Shaheen's or Land's End: (<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900169061>).

Undershirts are allowed, must be plain white, no writing which can be seen through uniform shirt.

3/4 zip navy fleece or crew neck sweatshirt with NEW logo or navy sweater may be worn: available at Shaheen's, Lands End or Oates Flag. Students are encouraged to purchase a sweatshirt because classroom temperature often dictates the need for these additional garments. Students will not be permitted to wear jackets or coats in the classroom. Grade 8 only may wear class sweatshirt at any time.

Shoes: Students must wear tennis shoes every day.

Socks: The main body of the sock is to be white, navy or black. Any logos must also be one of the main colors (white, navy or black) no stripes and no tie-dye socks. No shows are acceptable.
Girls-Navy blue, white, black knee socks, no shows or tights

Purses: Purses should be large enough to carry personal items but small enough to be handled easily. Large purses add additional weight to the load students carry and are inappropriate with school uniforms.

Grooming

Shirts must be tucked in, except at recess or in PE class.

Pants and shorts must fit properly, especially at the waist and ankles. The "baggy" and sloppy look is not appropriate at school. Skirts must be buttoned. Hems must be sewn; they may not be stapled, pinned, or taped.

Girls may not wear makeup of any kind, fingernail polish, or acrylic nails. Jewelry should be limited to watches, rings, and simple crosses or holy medals on a narrow silver or gold chain (only 2 earrings per ear).



Boys may not wear earrings to school or to school programs at any time. Boys wearing earrings will turn these in to the office to be picked up at the end of the year. No piercing of the eyebrows, nose, tongue or any other part is allowed for anyone. Hats may not be worn in the building. Hologram contacts are not permitted.

Hair must be a natural color and must not pose a distraction in the class. Overly spiked hair, lines, stripes, Mohawks, or shaven heads are not permitted. Beads are not permitted in braided hair. Sideburns may not be below the top of the ear. Boys' faces should be cleanly shaven, if applicable. Girls' hair must be kept out of their eyes in gym class.

Non-Uniform Days

The last Friday of the month will be out of uniform for all students **if the student has had NO uniform infractions for the month!** If students come with nail polish or make up of any kind, this counts as an infraction. If students are out of uniform in any way, this counts as an infraction. Those in uniform during the month may come out of uniform on the last Friday of each month. Exceptions will be on picture day, with a birthday pass, and in special circumstances designated by the principal. Birthday passes may be used on any Friday and students with summer birthdays may select a Friday during the year to use their passes.

Non-Uniform Attire: Students may wear jeans, sweatpants, walking shorts (no more than three inches above the knee), t-shirts with appropriate logos or pictures, sweatshirts, etc. **STUDENTS MUST WEAR TENNIS SHOES ON OUT OF UNIFORM DAYS.** Short athletic socks or socks with logos are acceptable. Students may also wear nail polish or other jewelry as long as the jewelry does not pose a safety hazard. Girls may not wear leggings, yoga pants, or tights by themselves. Shorts worn over leggings must follow the above guidelines for shorts. **STUDENTS MUST DRESS APPROPRIATELY AND IF THE DRESS IS DEEMED REVEALING, PROVOCATIVE OR SUGGESTIVE, STUDENTS WILL BE GIVEN USED UNIFORMS TO WEAR FOR THE DAY.**

Students may not wear muscle shirts, tank tops, sleeveless shirts, midriff or low cut shirts.

Bedroom slippers and pajamas are inappropriate on out of uniform days. If there is any question about the appropriateness of student dress, the teacher will make the call.

Students will surrender inappropriately worn bands and may pick them up at the end of the school year. Braided ankle or wrist bracelets may be worn on non-uniform days.

Volunteers

All adults who work with our students must attend a Safe Environment Training offered through the Archdiocese of Louisville. Training dates are posted on the Archdiocesan website: <https://www.archlou.org/about-the-archdiocese/archdiocesan-policies-guidelines-and-handbooks/restoringtrust/safe/> These volunteers must also submit to a background check. All information is confidential and is kept in the parish office. Volunteers include those who work in the Library, Cafeteria, accompany classes on field trips, and attend class parties. These records are audited by the Archdiocese and we are required to keep these up to date.

Weapons

It is the policy of Ascension School to report any student who brings a weapon to school to the police. Weapons according to Kentucky Penal Code include: any weapon from which a shot readily capable of producing death or other physical injury may be discharged; any knife other than an ordinary pocket knife or hunting knife; Billy, nightstick or club; blackjack or slapjack; nunchaku karate sticks; shuriken or death star, artificial knuckles. Students



with firearms or weapons will be indefinitely suspended from school. Also note: Any item used to inflict harm or injury to another person will not be permitted.

Please note: While not considered a dangerous weapon according to Kentucky Penal Code, hunting knives and pocket knives are not permitted in the building. Possession will result in disciplinary action.



**ASCENSION SCHOOL
FIELD TRIP REQUEST FORM**

Field Trip Permission Slip

Grade _____

I request that Ascension School allow my son/daughter to participate in the following trip. I give my permission for (son/daughter name) _____ to attend and participate in:

- A. A trip to _____
Date: _____
Depart: _____ - Return: _____
Cost: _____

Please list any health problems or allergies:

(Please send an epi-pen if necessary)

Please give us a phone number where you can be reached if an emergency should occur on this trip:

_____.

In consideration of the making of arrangements for this trip by the school, I hereby release and save harmless any and all liability for any injuries, loss, or other claims arising or resulting from this trip. Siblings are not allowed to go on trips.

Parent/s Signature/s:

Date: _____

Please sign and return this form with payment to Ascension School in the amount of \$ _____ by _____ (date).

Students will not be allowed to go on the field trip if the form and fee is not in by this date _____.



ASCENSION SCHOOL PERMISSION FOR MEDICATION

Date form received by school: _____
Student: _____ Date of Birth: _____
Grade: _____ Teacher/Classroom: _____

To be completed by the physician or authorized prescriber:
Reason for medication: _____
Name of medication: _____

Form of medication/treatment:
 Tablet/capsule Liquid Inhaler Injection
 Nebulizer Other: _____

Instructions (Schedule and dose to be given at school): _____

Start: date form received Other date: _____
Stop: end of school year Other date/duration: _____
 for episodic/emergency events only

Restrictions and/or important effects: None anticipated
 Yes. Please describe:

Special Storage requirements: None Refrigerate
Other: _____

This student is both capable and responsible for self-administering this medication:
 No Yes – Supervised Yes – Unsupervised

This student may carry this medication: Yes No

Please indicate if you have provided additional information:

On the back side of this form As an attachment

Date: _____ Signature: _____

Physicians Name: _____
Address: _____
Phone Number: _____
Dr's. Signature: _____

To the school: Please report concerns about medications or disease to the above physician. To be completed by parent/guardian:

I give permission for (*name of child*) _____ to receive above medication at school according to standard school policy. (*Schools require parent/guardian to bring the medication in its original container*).

Date: _____ Signature: _____

Relationship: _____

Parent/Guardian Phone numbers: Home: _____ Cell: _____
Work: _____ Emergency: _____



We have read the handbook and agree to follow the school policies and procedures as stated.

Print Family Name

Date

Parent/Guardian Signature

Parent/Guardian Signature

Student's Signature

Student's Signature

Student's Signature

Student's Signature

Student's Signature

Student's Signature

SIGNED FORM DUE WITH BACK-TO-SCHOOL FORMS