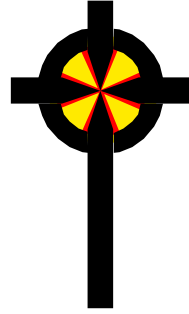


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# Ascension School Handbook 2005

Love

Kindness

Respect

## **Ascension School History**

In 1912 the pastor of Ascension Church asked the Ursuline Sisters of Springfield to staff the new parish school. They brought with them a heritage of education with honor and love. Two hundred and forty children were on the first roll of Ascension students. This grew to 1,300 during the 1960's and, when the sisters left the school in 1985, they passed their strong heritage to a devoted lay staff who have continued teaching and nurturing each child to develop their individual talents. We are a Catholic school with a long and proud history and our graduates serve in all walks of life. Now we teach our second and third generation, continuing the Ursuline philosophy.

## **Ascension School Mission Statement**

Ascension School is a ministry of the faith community of Ascension Parish, committed to providing excellent education in the spirit, tradition and value system of the Catholic Church. Essential to this ministry is the active partnership among students, parents, faculty, staff and parishioners.

Ascension School provides a curriculum that meets the present needs of its students and prepares them for high school, for higher education and for a lifetime of learning.

Ascension School helps each child to grow in awareness of the child's individual talents and unique place within the family of God.

Ascension School's mission is to strengthen its students' understanding and practice of their faith; to allow them to grow in faith; and to work towards creating, through their service, a compassionate and just community. This mission is guided by a philosophy of love, kindness and respect for each individual, while celebrating our bond in gospel values.

## **School and Rectory Information**

**Ascension School  
601 W. Van Buren  
Oak Park, IL 60304  
www.ascension-school.com  
Office (708) 386-7282  
Extended Day (708) 386-1173**

**Principal: Ms. Mary Jo Burns  
Secretary: Ms. Theresa Burns  
Office Assistant: Mrs. Pat Atkins  
Financial Secretary: Mrs. Deb Morawski  
Development Director: Mrs. Lynn Fredrick**

**Ascension Parish Rectory  
815 S. East Ave.  
Oak Park, IL 60304  
(708) 848-2703**

**Pastor: Father Larry McNally  
Youth Minister: Dan Lawler  
Music Minister: David Anderson  
Business Manager: Tom Gull  
Pastoral Associate: Vicky Tufano**

**Ascension Religious Education Office  
808 S. East Ave.  
Oak Park, IL 60304  
(708) 848-3099**

**Director of Religious Education: Mrs. Christine Ondrla  
Secretary: Mrs. Kathy Marifjeren**

## **Ascension School**

Ascension School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of Ascension School to provide equal opportunity to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position, except when one of these characteristics is a necessary qualification of a position.

## **School Board**

The Ascension School Board acts in an advisory role to the pastor and principal. The board develops, proposes, and adopts policies that govern the operation of the school. The board collaborates with the pastor in hiring and evaluating the principal, preparation of the budget, determining sources of funds for the school, promotion of the school, and as a method of communication with parishioners and school parents through working closely with the pastor and principal.

Membership consists of nine elected adult members who have children attending Ascension School or who are registered members of Ascension Parish. Three members are elected each year for terms of three years each. Meetings are usually conducted monthly in accordance with the bylaws. The meetings are advertised and are open to all members of Ascension Parish and School.

The following fundraising programs are sponsored by the School Board: Shopping Certificates, Market Day, Kathy Adams Run-a-Thon, and the Auction. The School Board also presents Open House.

## **Home and School Association**

The Home and School Association is an organization run by a volunteer parent board whose purpose is to be an information link between the school and our families. Home and School also provides opportunities for teachers, parents and children to interact through activities designed to have fun together and build school spirit.

Home and School sponsors the following activities and events: Back to School Night, Back to School Coffee, Sportswear Sale, Wrapping Paper Sale, School Directory, Pizza Lunches, Tea With Santa, Christmas Teacher's Fund, Teacher Appreciation Day, School Picnic, Uniform Exchange, Catholic Schools Week and Room Parents.

## **ADMISSIONS**

### **Admission Policy**

1. **Non-Discrimination Policy:** Ascension School does not discriminate on the basis of race, gender, sexual orientation, or ethnic origin in admissions or in administering of any educational policies, tuition assistance, or any school-administered programs or activities.
2. **Age Requirements:** Children must meet the following age requirements by September 1 of the year of their admission: PK3 --3 years, PK4 – 4 years, Kindergarten – 5 years, First Grade – 6 years.
3. **Admissions Priority Categories:** If there are more applicants than can be accepted based on class size limits as determined by the Principal and the School Board, applicants will be given priority as follows:
  - a. Currently enrolled students in good standing whose tuition and fees are paid and up-to-date.
  - b. Siblings of the above.
  - c. Former students and siblings of alumni.
  - d. Other children of Ascension Parishioners. Families will be considered Parishioners if they are registered as such at the Rectory and are financially contributing to the Parish on a regular basis.
  - e. Other children.
4. **Priorities Within a Category:** If all applicants within a given priority category can not be accommodated, an Admissions Committee will determine which students to admit.
  - a. The Committee will consist of the Pastor, the Principal, member(s) of the Parish Staff, and representative(s) of the School Board.
  - b. The following criteria will be used by this Committee;
    - i. Length of time the family has been at Ascension.
    - ii. History of legacy (parents, grandparents, extended family at Ascension).
    - iii. Level of participation by the family in the Parish and school through contributions of time, treasure and talent.
    - iv. Opportunities to increase the diversity in the school community.
5. **No Preferential Treatment:** The categories and criteria listed in paragraphs 3 and 4 above are intended for admissions priorities only, and do not imply any preferential treatment of students once admitted. Specifically, the assignment of students to a particular teacher or session is at the Principal's discretion, and will not be based on the above criteria.
6. **Transfer Students:** New students entering grades 1 – 8 must be tested and interviewed before an application can be accepted. The testing is scheduled in the spring and summer. The Principal makes the final decision about academic eligibility and placement.
7. **Priority Registration:** Each winter, current Ascension students may be registered for the following year before other applicants are considered. In order to maintain priority status, completed registration packets and deposits must be returned by the deadline and the family must be up-to-date in all payments.

8. **Open Registration:** Following the priority registration deadline, registration will be opened for all others. Applications will not be considered until they are complete, including any fees, deposits, birth certificates, baptismal certificates, medical records, and other completed paperwork required by the application. The deadline for applications is two weeks before the beginning of the school year.

Policy # 05-02-07

### **Financial Aid**

For Parents/guardians needing assistance the parish does accept requests for financial aid. If you would like information on this or a form to fill out, please contact the office during school hours.

### **Health Records**

Illinois School Code Chapter 122, Section 27-8 requires all students entering Kindergarten and Fifth Grade to have a physical and recommends dental examination upon entering these grades. Health records are required of students in PK3, PK4, Kindergarten, First Grade (if did not attend Kindergarten), Fifth Grade, and of all new students on the first day of school.

The following are required for admission to class.

1. Complete physical exam to be done within one year prior to the beginning of school is required for:
  - Kindergarten
  - 1<sup>st</sup> grade (if new to school)
  - 5th Grade
  - All students entering the school for the first time
  - Those students transferring within Illinois may use forms from the previous school.
2. Complete physical exam to be done within 6 months prior to the beginning of school is required for:
  - PK3
  - PK4
3. The following immunizations are required of all students to comply with state law:
  - 5 Diphtheria/ Pertussis/ Tetanus (DTaP)
  - 4 Polio (IPV, TOPV or combination)
  - 2 Measles \*
  - 1 Rubella \*
  - 1 Mumps \*
  - Varicella (Chickenpox) is required for children entering PK or Kindergarten

\*Measles, Mumps and Rubella immunization requirements may be satisfied by individual immunization or by a MMR combination immunization.

In addition, any child enrolling below the Kindergarten level and all children entering the 5<sup>th</sup> grade must have records of 3 doses of Hepatitis B vaccine. If the series has not been completed, written proof of dates for series completion from the health provider must be submitted.

4. Lead Screening – Records of new students 6 years and under must include lead testing or assessment for lead exposure.

5. Student Information and Health History - This information must be provided in the appropriate spaces of the Health form and signed by the parent or guardian.

Health examinations must be reported on the Certificate of Child Health Examination form provided by the Illinois Department of Public Health, available through the school. Parents/guardians are reminded to ask the child's health care provider for documentation of the results of the lead screening for children under the age of six.

Ascension School strongly recommends that students also have a Tuberculosis Skin Test.

All children must be toilet trained.

These requirements should be met by the first day of school.

Failure to comply with the State of Illinois Code will result in exclusion from school.

### **Transfers**

Parents/guardians transferring children out of Ascension must complete the Archdiocesan Transfer Form, which is available in the school office. This form gives us permission to transfer school records to the receiving school.

The following information is needed when requesting a transfer:

1. Name of the receiving school
2. Complete address of the receiving school
3. Contact person at the receiving school
4. New address of the student
5. Reason for transfer

It is the obligation of the parent/guardian to secure this information. Records will not be forwarded unless all of the above information is supplied.

## **THE SCHOOL PROGRAM**

### **Schedule**

School is in session from 8:00 AM to 3:00 p.m. for grades 1-8. The schedule is as follows:

8:00 AM		First AM Bell
8:05 AM		AM Tardy Bell
11:50 AM	Lunch	
12:40 PM		First PM Bell
12:45 PM		PM Tardy Bell
3:00 PM		Dismissal

School is in session from 9:15 AM to 11:40 AM for AM PK-3, PK-4, and Kindergarten.  
School is in session from 12:35 PM to 3:00 PM for PM PK-3, PK-4, and Kindergarten.

PK-3	AM	Mon., Wed., Fri.	9:15 - 11:40 AM
	AM	Tues., Thurs.	9:15 - 11:40 AM
	PM	Tues., Thurs.	12:35 - 3:00 PM
PK-4	AM	Mon., Tues., Thurs., Fri.	9:15 - 11:40 AM
	PM	Mon., Tues., Thurs., Fri.	12:35 - 3:00 PM
Multi-Age	AM	Tuesday through Friday	9:15 – 11:40 AM
K	AM	Monday through Friday	9:15 – 11:40 AM
	PM	Monday through Friday	12:35 – 3:00 PM

On scheduled half days, school ends at 11:45 AM

### **Arrival/Dismissal**

The children are asked to come to school no sooner than 5 minutes before the bell. Students should wait in the area designated for their class.

Students may only be in the building early if prior arrangements with the teacher have been made. Students who are in the building before regular arrival or after dismissal must be under a teacher's supervision.

Unless in the Extended Day Program, at a scheduled school activity or special circumstances arise, all students are expected to be off the school grounds by 3:15 PM. Students still at school at 3:15 will be taken to the office to await pick-up. Students will not be allowed to wait in the school lobby.

Students must be under adult supervision at all times when in the school building and gymnasium. Students attending extracurricular events should be in the care of their parent, guardian or a designated adult.

Students who are being dismissed at a time other than the regular school dismissal time must have a written request from the parent/guardian. No student will be permitted to leave school without a written request. Parents/guardians must come into the school office to meet the child and to sign the child out of the office. Upon return to school that same day, children must check in at the office. Students who arrive late to school due to a scheduled medical appointment must sign in at the school office.

### **Patrol System**

Parents/guardians are responsible for the safety of the child traveling to and from School. The purpose of the student safety patrol is to assist in the safe conduct of students to and from School. For the successful operation of Patrols, students/parents must be obedient, respectful and cooperative toward the Patrols. Failure to comply will be cause for disciplinary action. However, by providing this service, Ascension School and the Catholic Bishop of Chicago accept no liability for the safety of the child. There may be times, due to circumstances beyond the control of the School, when a student is not on duty at a crossing.

School Patrols are on duty from 7:50 – 8:05 AM and from 2:55 – 3:15 PM at Van Buren/Clarence and Van Buren/East, along with teacher supervision. No supervision is provided at lunch time.

The Village of Oak Park provides crossing guards from 7:40 am - 8:15 am, 11:15 am - 12:45 PM, and 2:50 PM - 3:30 PM. at the following intersections:

Oak Park and Van Buren  
Jackson and Clarence

East and Garfield  
Jackson and Kenilworth

### **Absence**

If your child will be absent from school, please call the school office at 386-7282 before 7:30 and leave a message. Parents/guardians requesting homework for the absent child must do so at this time. Requests cannot be accepted during the school day.

In the case of a contagious illness, the child should bring a doctor's note upon his/her return in order to satisfy the state mandated written excuse requirement.

### **Extended Absence**

If parents/guardians wish to take the children out of school for a period of time because of family plans, the parents/guardians, principal, and teacher shall discuss the possible effect of the absence on the student's schoolwork. The recommendations shall be documented. The final decision, however, shall be the responsibility of the parent/guardian.

### **Truancy**

If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal shall investigate the situation and apply appropriate remedies. If all efforts to persuade the child to return to school are fruitless, the case shall be referred to the appropriate official of the public school district.

### **Tardiness**

Punctuality is a habit all students should acquire, a responsibility shared by families. Parents will be contacted when students are chronically tardy. Students who are not in homeroom at 8:05 AM (12:45 PM) are tardy. Students who arrive after 8:10 AM (12:50 PM) should stop at the office. Junior high students who arrive tardy to classes may be given a consequence by the teacher which may include a short detention after school the same day.

### **Excessive Time Missed**

Excessive absences and chronic tardiness seriously disrupt the learning process. When our records indicate a pattern of poor attendance or tardiness, the parent(s) will be informed. If no improvement is made, the parent will be required to come to school for a conference to discuss the problem where solutions will be presented. Said solutions will not be limited to after school make-up and/or summer school.

### **Doctor/Dentist Appointments**

Please make doctor and dental appointments after school hours in order to prevent a disruption of the student's school day. If this is not possible, children must have a written request to be excused, and must be signed out by the parent/guardian.

Ascension School has an Extended Day Program for registered students. This program operates all day from 7 AM to 6 PM on all open school days. A nonrefundable registration fee is paid at the time of registration. Please see the Extended Day Handbook for further information.

### **Lunch Program**

Ascension School provides lunchroom facilities for its students. Students are expected to follow all lunchroom rules, which are posted and discussed on the first day of school. If a student forgets lunch, a sandwich will be provided. Lunches will not be accepted or held at the school office. "Fast food" will not be accepted at the office.

Ascension School allows students to be released from school for parents who want their children to come home during the lunch period. Ascension School assumes no liability

for these children during the lunch period. Ascension School strongly recommends that all students be supervised by an adult when they are off-campus for lunch.

At the beginning of each school year, parents shall indicate which day(s) their children will be staying for lunch and sign a form for the day(s) on which they want their children released. Any changes from this lunch period schedule must be received in writing each day that change is to be made. Board policy # 99-12-13

## **DISCIPLINE**

### **Discipline Philosophy**

Our philosophy is based on the gospel values of Jesus.

Ascension is a school community of individuals who have rights—to learn, to feel comfortable and safe, and to have opportunities to reach full potential. We recognize the dignity and equality of all persons. To function as a successful educational Christian Community, each child has the responsibility to respect the rights of others. Our goals, as educators and parents, must be to consider the common good and to ensure that our actions and treatment of others will help to create God's Kingdom on earth.

Consequences occur when actions take away another person's rights and opportunities. Teachers will articulate and display rules and expectations that are necessary for successful classroom management. Children will be aware of the consequences for their chosen actions.

It is important that parents, teachers and students have a common commitment to ensure a peaceful and productive environment. Teachers and parents must cooperate as partners in all aspects of school life. The climate of our school is important, so it is worthwhile to address behavioral concerns immediately.

Ascension School feels that children must learn that there are consequences for inappropriate behavior. Children learn through experiences, so corrections are important to the child's growth and development as a member of the school community and society at large. Corrective measures may be warnings, discussions of the problem with the child and/or the parent/guardian, restitution, or other penalties, some of which are listed. Whatever measures are used, the ultimate purpose is to impress upon the child the need to be responsible for the choices and actions they take, as well as to contribute to the educational and social needs of the school community. While there are some behaviors and possible courses of action listed, other reasonable actions for behaviors may be used by the teachers and staff.

## **Discipline With Purpose (DWP)**

Ascension School places a strong emphasis on student discipline. The school and the parents must share the responsibility for promoting positive student behavior. The shared goal is to create a safe and orderly school environment in which teaching and learning are the highest priorities.

Beginning with the 2000 – 2001 school year, Ascension School implemented Discipline With Purpose, a program for teaching self-discipline skills to children. The goal of the DWP curriculum is the formation of self-directed and self-disciplined young people. It consists of 15 skills that are at the heart of the DWP program:

- 1. Listening**
- 2. Following Instructions**
- 3. Questioning**
- 4. Sharing: Time, Space, People and Things**
- 5. Interacting socially**
- 6. Cooperating with others**
- 7. Understanding rules**
- 8. Figuring out how to accomplish tasks**
- 9. Exhibiting leadership**
- 10. Communicating effectively**
- 11. Organizing: Time, Space, People and Things**
- 12. Resolving mutual problems**
- 13. Taking the initiative in problem solving**
- 14. Distinguishing fact from feelings**
- 15. Sacrificing for/Serving others**

The skills and lessons that accompany them are intended to be taught at developmentally appropriate ages. All of the skills can be addressed in every grade; mastery is dependent upon the developmental level of the child as well as opportunities to use and practice the skills of self-discipline.

In addition, the skills are used as a framework for making decisions about an individual's growth in self-discipline based on an objective standard. Thus, when correcting inappropriate behaviors(s), adults can use skills language, allowing all parties to discuss behavior issues in neutral terms.

With DWP, it will be necessary for adults and children to begin to distinguish between skills and rules. While skills form the foundation of the School's discipline program, rules are also necessary to let students know the limits for their behavior. When a student chooses not to accept a skills reminder or correction, becomes disruptive to the learning environment and/or presents a danger to himself/herself or others, the Discipline Cycle begins.

## **Ascension All School Rules**

### 1. RESPECT YOURSELF, OTHERS AND THINGS

Looks/Sounds like

Does not look/sound like

- Being courteous and responsive to faculty, staff members, lunchroom supervisors, visitors and each other.
- Listening and follow directions of teachers, staff and supervisors.
- Keeping hands, feet and objects to yourself.
- Respecting school property, other's property and your own.
- Acting as representatives of the school.
- Doing your own work and respecting the work of others.
- Owning up to your mistakes.

- Rude or loud talking. Ignoring people.
- Bullying.
- Ignoring directions given.
- Using normal objects in harmful ways.
- Damaging or vandalizing objects or property.
- Talking negatively about the school.
- Copying other's work. Giving your work to another to copy.
- Blaming others.

### 2. CONTRIBUTE TO THE LEARNING ENVIRONMENT

Looks/Sounds like

Does not look/sound like

- Arriving promptly at designated areas.
- When dismissed, leaving in a quiet and orderly manner.
- Walking and speaking quietly in the halls.
- Coming to school prepared to learn.
- Displaying a positive attitude.
- Responding appropriately.

- Coming late.
- Disturbing others by making loud noises or being rowdy.
- Running or shouting in the halls.
- Forgetting supplies, books or work.
- Being negative, grumpy or moody.

### 3. FOLLOW ALL SCHOOL PROCEDURES

#### Looks/Sounds like

- Wearing the school uniform with pride.
- Taking care of your school uniform
- Eating food only in designated areas.
- Keeping outside and inside of lockers neat and free from tape or stickers.
- Having backpack or wheeled carrier that fit into locker.
- Carrying books and supplies to each class.

#### Does not look/sound like

- Being out of uniform.
- Looking messy, clothing needing repair.
- Bringing or eating food where it is not permitted; chewing gum.
- Having papers hanging out of locker, locker left open.
- Having a carrier too big to fit in locker.
- Book bags, backpacks or carriers used during the school day.

### **Introduction to the Discipline Cycle**

Opportunities to teach children the 15 self-discipline skills abound within any school day. Because teachers believe that confrontation (coming face to face) is part of their task as disciplinarians, they welcome opportunities to help children help themselves.

Incidents of inappropriate and/or disruptive behavior are dealt with in the classroom whenever possible.

Each classroom teacher has adopted the three rules on the previous pages. The teachers work with the children to make sure the rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures to help them follow the rules. Some items that might appear on the teacher's classroom cycle include these:

- Student must accept responsibility for the behavior.
- Student must resolve to avoid a recurrence of the chosen behavior.
- Student must repair what has occurred.
- Restitution required in some instances.
- Students may be sent away from class to a supervised area.
- A form letter will be given for the student to explain the matter.
- Time outs may be given.
- Behavior Notices to parents may be given.
- Students may be required to stay after school.

MAJOR INCIDENTS require immediate removal from the classroom. These include the BIG THREE:

1. PHYSICAL OR PSYCHOLOGICAL DANGER
2. ABUSIVE IN TONE, GESTURE OR WORD
3. OUT OF CONTROL OR UNWILLING TO GAIN SELF-CONTROL DESPITE REQUESTS TO DO SO. (No improvement is forthcoming.)

**Examples of the BIG THREE:**

DANGER	ABUSE	UNREASONABLE
<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Leaving school without permission</li> <li>• Possession, use, sale or distribution of dangerous, noxious or unlawful objects* including pornography.</li> <li>• Tampering with protective fire equipment, violating fire codes or emergency services systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Any form of obscene or vulgar language, including racial, sexual or ethnic slurs</li> <li>• Stealing</li> <li>• Deliberate damage to school or personal property</li> <li>• Wearing gang related clothing or colors, or using gang signs</li> <li>• Bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Truancy, cutting classes</li> <li>• Disrespect for teachers</li> <li>• Chronic classroom disruptions</li> <li>• Provoking behavior</li> <li>• Unwilling to take direction</li> <li>• Failure to follow the terms of the Internet Access Policy</li> </ul>

\*unlawful objects include, but are not limited to, cigarettes, liquor, drugs or related paraphernalia, matches, lighters, knives, weapons, Chinese stars, fireworks or related items, razor blades, etc.

**In addition to the above, a Major Incident may be anything that, in the opinion of the principal or assistant principal, constitutes a serious and significant disruption of learning, endangers the safety of students or staff or undermines the school’s philosophy and goals.**

The Discipline Cycle used by the Principal is outlined below:

**STEP ONE:** The student is sent to the school office with a referral form. The top part of the referral is filled out by the adult who sent the child to the office.

1. The student will meet with the principal or assistant principal.
2. The student will complete the bottom part of the referral, with assistance if necessary.
3. The student will inform a parent or guardian of the incident by phone or by getting a signature on the form.
4. The student will be held accountable for the plan developed on the referral form.
5. The principal and the student will speak with the referring staff member to resolve the situation and get the child back in the classroom.

**STEP TWO:** If a student is sent to the school office a second time within a one month period.

1. The student will repeat 1, 2 and 3 from STEP ONE.
2. A conference with the teacher, parent or guardian, student and principal or assistant principal will be scheduled.
3. A contract will be drawn up listing actions that will be taken by each participant in the conference.
4. A date to review the contract will be determined.
5. The Discipline Cycle will be reviewed with the parent or guardian.

**STEP THREE:** If a student is sent to the office a third time in a one month period, or in extreme cases when the principal or assistant principal determines the seriousness of the action warrants starting at Step Three.

1. The student will repeat step 1 and 2 from Step One.
2. The student meets with the principal or assistant principal.
3. The student notifies the parent or guardian that a suspension of up to three days has been earned. The exact length and type (in-school or out-of-school) will be determined by the principal or assistant principal.
4. A conference will be held with a parent or guardian, teacher(s), student and principal or assistant principal to write a plan with measurements for progress to assist the student in developing self-control.
5. A recommendation may be made to have the family visit with a counselor or other specialist.
6. All schoolwork missed during the period of suspension must be completed before the student rejoins the class.
7. A probationary time period to monitor and review progress will be set once the student is ready to return to class.

**Note: Step three may be repeated as long as a student is able to demonstrate that progress is being made, and is willing to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the cycle.**

**STEP FOUR:** The principal will recommend alternative schooling.

1. The decision to terminate a student rests with the principal and pastor.
2. If termination is decided upon, the student's parents/guardians will be notified in writing, the reasons for dismissal will be given, and the right to request a hearing will be explained.
3. The termination may be reconsidered by the principal when a written request for a special hearing is made by the parents.

**Steps on the Discipline Cycle can be skipped in the following cases:**

- A. Whenever a BIG THREE action is done.
- B. When repeated correction, coaching and/or prompting does not help a child change his/her behavior.
- C. When all possible means of interaction has been tried and no improvement is evident. All documentation is turned over to the principal.

**Expectations for Behavior and Confidentiality**

As partners in promoting the moral growth and development of students, all school personnel, parents and students should be familiar with expectations for how we conduct ourselves in the school community setting.

Behavior standards and policies are for the common good of all students and educators, and depend on mutual respect. At the principal's discretion, these guidelines may be set aside for alternative strategies or more appropriate resolutions. In all cases, a spirit of Christianity and confidentiality is of utmost importance.

**INTERNET ACCESS**

**Introduction**

The Ascension School computer system is solely owned and operated by Ascension School in order to encourage an appropriate learning environment in the Catholic educational tradition.

The Internet is a network of computers that links together millions of users. The Internet enables a user to connect to libraries, museums, databases, and other information sources throughout the world. Internet access is available to Ascension students through the school's computer system. Any use of the Internet through the Ascension computer system shall be consistent with the school's goal of promoting both academic excellence and social responsibility.

The operation of the Ascension computer system relies upon the proper conduct of all users. As a result, users must adhere to guidelines consistent with the Ascension School Handbook. **We cannot attempt** to state all prohibited user behavior. Some specific examples are provided.

**The failure of any user to follow the terms of the Internet Access Policy may result in a loss of privileges and/or other appropriate disciplinary action.**

## **Terms and Conditions**

**Acceptable use:** Access to Ascension School's Internet and use of the computer system must only be for the purpose of education or research and must be consistent with the educational objectives of Ascension School.

**Privilege:** The use of Ascension School's computer system is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The Principal, in consultation with the appropriate staff members, will make all decisions regarding whether or not a user has violated these terms and may, in the Principal's discretion, deny, revoke, or suspend computer use and/or Internet access at any time. The Principal's decision is final.

**Inappropriate Use:** Students are responsible for their own actions and activities involving the school computer system and the Internet, and may not engage in any inappropriate use. Some examples of inappropriate use are:

- a. Using the network for any unlawful or illegal activity;
- b. Transmitting or receiving any material in violation of international, federal or state law, or any objectionable or inappropriate material for a school environment. This would include but not be limited to: copyrighted material, and/or threatening, profane, abusive, inaccurate, racially offensive, discriminatory, harassing, or obscene material;
- c. Loading or downloading any software or information without the approval of a teacher;
- d. Using the computer system for private business, financial, commercial purposes, or political lobbying;
- e. Using the computer system to purchase, or attempt to purchase, any goods, products or services over the Internet;
- f. Unreasonably wasting computer resources such as file space or discs;
- g. Gaining unauthorized access to resources or entities, sometimes referred to as hacking;
- h. The user may only use his/her given password and may never access the computer system or Internet by using another user's password;
- i. Sending or transmitting junk mail or chain letters;
- j. Forging e-mail messages or posting anonymous messages;
- k. Using the computer system when access privileges are suspended or have been revoked.

**Network Etiquette:** Students are expected to abide by generally accepted rules of computer and Internet etiquette. These include, but are not limited to, the following:

- a. Users must always be polite and may not become abusive in messages or e-mail to others;
- b. The use of vulgar, obscene, offensive, inflammatory or inappropriate language is forbidden;

- c. Users may not reveal the personal addresses or telephone numbers of students, friends, or others;
- d. Users may only use their real names in communication, as directed by faculty. Impersonation or anonymity is not permitted.

**Vandalism and Mischief:** Vandalism and mischief are prohibited. Vandalism is defined as any intentional attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the deliberate creation or spread of any computer virus. Any attempt to interfere with the computer system or the works of other users, with or without malicious intent, is considered mischief.

**Security:** All information maintained in the computer system is the property of Ascension School. This information includes, but is not limited to: files; software; documents; e-mail; and discs. This information, even when deleted, may be accessed at any time by an authorized staff member of Ascension School. Computer security is a high priority. If any user identifies a security problem on the Internet, that user must immediately notify a teacher or the Principal. Users may not demonstrate any problem to any other users. Account and password information is to be kept confidential. Any attempt to log-on to the Internet as a system administrator will result in cancellation of user privileges.

### **Disclaimer**

Although Ascension School has taken precautions to eliminate controversial material, it is impossible to control all materials on the Internet. Internet sites may contain material that is illegal, defamatory, obscene, inaccurate, or controversial. With global access to computers and people, there is a risk that students may ACCESS materials that may not be considered to have any educational value in the context of a grammar school setting. Use of any information obtained via the Internet is at the user's own risk. Ascension School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

### **Indemnification**

The user agrees to indemnify Ascension School for any and all losses, costs, or damages, including reasonable attorney fees, incurred by Ascension School relating to, or arising out of, the user's breach of this Authorization.

Board policy # 99-06-14

### **Internet Posting**

Group photos of students and photos of student work may occasionally be posted on the school's web site. Individual students will not be identified by last name.

## **Resolving Questions and Disagreements**

Issues between individuals should, first of all, be discussed respectfully. Whether between students, or parents and teacher, the classroom teaching routine should not be disrupted. All encounters and discussions should maintain the respect of all, with a spirit of openness to God's grace and the healing power of the Holy Spirit.

Arguing and emotional outbursts are non-productive when inappropriate behavior occurs. Matters should be discussed calmly, away from others. Students or parents who wish to discuss an issue with a teacher should request a mutually agreeable appointment time. The principal and assistant principal should not be approached until the matter has been discussed with the teacher or staff member.

The appropriate sequence for questions of Responsibility or fairness should be:

1. Private, scheduled discussion among the people directly involved.
2. Principal or assistant principal requested to review the situation, if needed.

Follow up meetings are available to resolve any outstanding issues.

## **Search and Seizure**

The school retains the right to search and seize drugs, weapons, and other contraband when there is belief such contraband is in the possession of a student. Such possession is in violation of the rules of Ascension School. The school will assist local government authorities by reporting such possessions, and when requested by the authorities, the school will cooperate fully with the police and other government authorities. Desks and lockers are school property, which the school expressly retains the right to search at any time.

## **Sexual Harassment**

The Archdiocese of Chicago and Ascension School are committed to maintaining a school environment free of sexual harassment. Physical contact of a sexual nature, lewd or suggestive remarks and such conduct that serves to create an intimidating, hostile or offensive learning environment may be considered sexual harassment on the part of adults or children. If any individual believes that he or she has been subjected to conduct which may constitute sexual harassment, that individual is to immediately report the offensive conduct to the pastor or principal.

## **PARENT / SCHOOL COMMUNICATION**

### **Communications to Parents**

The school's regular communication is the weekly Mailing. Consisting of a packet in a large envelope, the mailing is sent home with the oldest or only child, or the child designated by the parent. The mailing includes timely news, calendars and other information. Parents should expect the mailing each week and return the family envelope to school on the next day.

The school website is [www.ascension-school.com](http://www.ascension-school.com). News and information about the school, classroom activities, event and achievements are posted regularly. The school staff is listed along with e-mail addresses for administration, office staff and teachers. E-mail guidelines are posted on the Staff page.

### **Emergency Closing**

Closing due to bad weather is rare. In the event that a weather condition occurs that will make attendance difficult or impossible, parents/guardians should expect to hear an announcement on WBBM, WGN, WLS, or WMAQ Radio. Ascension School will close for weather when District #97 closes. The Principal may make the decision to close if the Schools of the Archdiocese of Chicago, within the city of Chicago close. In order to be sure all families are notified of closings, a "Calling Tree" exists through school room parents. Room parents have only the home phone number, so please be sure it is current. Please do not call the rectory for information.

Board policy # 99-03-08

### **Change of Address / Phone / Work Phone / Emergency Information**

Please inform the school of names, address or phone changes as soon as possible, including day care providers and emergency contacts.

### **Telephones**

Students may use the school phone for emergencies only. They will not be permitted to call home for forgotten books, homework, PE equipment, lunches, field trip forms, etc. No calls may be placed from 8:00 – 8:30 or from 2:30 – 3:30.

### **Forgotten Articles and Messages**

Forgotten articles such as homework, gym clothes, lunches, or projects will become the responsibility of the student, and Ascension School asks that parents/guardians do not deliver them to the school after drop-off in the morning. Remember, the lunchroom personnel will provide peanut butter sandwiches to those students who have forgotten a lunch.

Parents/guardians are also asked not to call the school office with messages except in extreme emergencies. Information regarding who will pick up the student, where to go after school, etc. should be arranged before the child comes to school. The school assumes no responsibility for passing messages to the student during the school day.

### **Lost and Found**

Students should check the lost and found as soon as an item is noticed missing. All belongings brought to school should be clearly marked with the student's name. Unclaimed articles will be donated to charity after a sufficient time. The Lost and Found is located in the outside vestibule or in the school office.

### **Student Records**

A file of attendance, achievement test scores, health records, report cards, and special services is kept in the school office. Parents/guardians are welcome to review this information. Requests to examine a file should be made to the principal.

The Office of Catholic Schools has established guidelines for school records of your child, which are maintained by Ascension School.

1. Right to inspect: In accordance with local school procedures, parents/guardians have the right to look at the child's records maintained in the child's permanent record. A prior appointment must be made with the principal.
2. Right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless
  - (1) you consent in writing prior to the disclosure, or
  - (2) the information is directory information which you have not requested be kept confidential, or
  - (3) request for information is from a school to which your child is transferring and the school has received a written request for release, or
  - (4) the request for the information meets one of the limited circumstances described in the Guidelines for School Records.
3. Right to request correction: Parents/guardians have the right to present evidence that the school should amend any part of the child's record which you believe

to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation in the record.

Ascension School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. 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.

### **Students with Special Needs**

Ascension school provides a limited amount of assistance for children with minimal special needs. Those children who require, or who are suspected of requiring, additional services can be tested through Oak Park District 97 or their public school district. These school districts can provide services under PL 94-142, if the student qualifies.

## **STUDENT LIFE**

### **Homework Policy**

Teachers often give homework to help reinforce what has been presented during the school day. This work can give the parents/guardians an opportunity to follow the child's progression in school. Written work is not the only type of homework; study assignments, unfinished class work, projects and book reports are also given. Whatever work is assigned, emphasis should be placed on completeness, accuracy, and neatness. If for a particular reason a child cannot complete homework, a note signed by a parent/guardian should be presented to the teacher the next morning. The student will then be permitted to make up the work.

Please note: Homework will vary at each grade level and with each teacher. Please check with your child's teachers for the classroom homework policy.

### **Homework Guidelines**

Homework assignments aid students in the ability to work independently. Homework experiences will enable students to practice basic skills initiated in the classroom and may provide challenging enrichment activities. Whenever homework is given, it should supplement, complement, and reinforce classroom teaching and learning.

The following is the suggested daily length time for homework:

Primary grades	15 to 30 minutes
Intermediate grades	30 to 60 minutes
Upper grades	60 to 90 minutes

**Grading Scale, Grades 1-3**

G	Good
S	Satisfactory
N	Needs Improvement

**Grading Scale, Grades 4-8**

A+	100%	B+	92-91	C+	84-83	D+	76-75
A	99-96	B	90-88	C	82-79	D	74-72
A-	95-93	B-	87-85	C-	78-77	D-	71-70
						F	69-0

**Honor Roll Guidelines - Grades 6-8**

There will be an Honor Roll/Effort Award for each quarter of the school year. The criteria for the Honor Roll will be received during the first quarter of the school year.

Honor Roll is determined by the following point system:

A+	12	B+	9	C+	6	D+	3
A	11	B	8	C	5	D	2
A-	10	B-	7	C-	4	D-	1
						F	0

Classes included for Honor Roll are: Religion, Math, Language Arts, Science, Social Studies, Spanish, Art, Computer, P.E. and Music. A formula is used to give fractional credit for special subjects.

**For High Honors, the student's average must be 10.0 or over.**

**For Honors, the student's average must be 8.5 to 9.9.**

**Honor Roll students may not have an "F" in any subject.**

**Academic Eligibility for Extracurricular Activities**

The student's academic success has priority at Ascension School. Extracurricular Activities enhance the educational experience and give children opportunities to develop skills and experience achievement. Extracurricular programs should not interfere with the student's academic work or inhibit his/her ability to achieve success in

the classroom. Therefore, there are guidelines for extracurricular activity. Each activity has specific guidelines for participation. Students must be passing in all classes to participate. When a student is struggling academically, teachers will alert parents.

Please refer to the Ascension Athletic Handbook for guidelines for eligibility regarding Sports and Extracurricular Activities.

### **Testing**

Currently, students of Ascension School in grades 3 - 7 take the standardized Terra Nova Test each spring, as directed by the Office of Catholic Schools. These test scores, in conjunction with a variety of assessment techniques, are used to evaluate the progress of the students. Results are mailed to the parent/guardian.

### **Progress Reports**

Progress reports are sent home with the students 4 weeks into each quarter. They indicate how the students have performed so far and what final grade they can expect if they continue in the same level of performance. Accordingly, a failure at this time is not a final matter. There is time to improve before the end of the quarter. Progress reports do not become part of the child's permanent record.

### **Report Cards**

Report cards are issued following the completion of the grading period. Please review your child's progress and contact the student's teacher if you have questions regarding grades.

### **Academic Policy Grades 5-8**

Teachers, parents and students, working in partnership throughout the course of the school year, will assist the students in achieving academic success in the major subject areas, defined as Religion, Reading, Mathematics, Social Studies, English and Science.

A student who fails two (2) consecutive quarters of a major academic area must satisfactorily repeat the content of said quarters in an approved summer program. Remediation of said content will be, but is not limited to: before or after school assistance, extra credit assignments, assignment contracts, modified course work, outside tutoring, summer school, Sylvan Learning Center. Both the program and program criteria must be discussed with the content area teacher and the principal prior to beginning remediation. Promotion to the next grade level will be contingent upon reassessment of the student in August.

## **Fines**

Students who have failed to return school materials, books, or sports uniforms will be charged for their replacement. All outstanding fines for the replacements or fines for damage to school materials and overdue library books must be paid before the final report cards are issued.

## **Parent-Teacher Conferences**

Parent-Teacher Conferences are held at the end of the first quarter. All parents/guardians are required to meet with the teacher. At other times of the academic year, parents/guardians and teachers can request additional conferences. All appointments must be scheduled with the teacher prior to conferences.

## **Promotion / Retention**

While the decision to promote or retain a student generally shall be a cooperative one made by parents/guardians, teachers, and administrator, nonetheless, the principal has the ultimate authority to make such a decision. Ordinarily, parents/guardians shall be notified of the possibility of retention in writing. The first written notice will be given before December 1, the second early in February, and the final notice on May 1. Ascension School will follow the Guidelines for Retention established and approved by the Office of Catholic Schools.

## **Graduation Requirements**

As a requirement for elementary school graduation, each student shall receive a passing grade on an examination covering the Constitutions of the United States and the State of Illinois. This examination may be a standardized form or one that is designed locally. The fulfillment of this requirement shall be documented on the student's permanent record.

## **Initiation Policy**

In accordance with Archdiocesan policy for schools and religious education programs, parents are required to present a Baptismal Certificate at the time of registration.

Children not baptized in the Catholic faith do not participate in sacramental preparation for Eucharist, Reconciliation and Confirmation. All sacramental preparation is conducted through meetings scheduled outside regular class times. It is the responsibility of the parent(s) to inform the child of this policy at the earliest opportunity. The school/religious education staff will support the family with any resources that may be helpful in understanding this policy.

Those children who have not been baptized or have been baptized in another faith tradition who themselves, or in agreement with their families, choose to explore the Catholic faith have an opportunity to join an Inquirers Group. No one's journey can be compared to another's; recognizing that God's call to each is most individual. Each person's journey is unique. Therefore, the period of Inquiry is the first step in an open-ended process that **may** lead to Baptism in the Catholic faith if the individual chooses to pursue it.

Those younger than seven years of age are to be baptized according to the Rite of Infant Baptism. Those seven years of age or older are to be initiated through the Rite of Christian Initiation of Adults in accordance with the Church's Code of Canon Law.

Parents interested in information regarding this process may contact the principal, Director of Religious Education or the Pastoral Associate of the Parish.

### **Field Trips**

Teachers will take students on educational field trips during the school year. These field trips are educational privileges, whereby students can be denied participation if students fail to meet behavioral expectations. Written permission on the school issued permission slip is required for a child to participate. Permission slips for field trips must be received on or before the due date. No handwritten notes or verbal permission will be accepted. There may also be whole school field trips sponsored by various groups.

### **School Supplies**

School supplies are not sold in the school. Lists of necessary supplies are provided in the summer mailing. Students are expected to come to school with the necessary supplies. If a child is asked to bring a special item to school, it should be labeled. All school bags and lunch boxes should have the child's name in a prominent place. School supplies should be checked and replaced periodically during the school year. Book bags, backpacks and carriers may be used to bring supplies between home and school. Students may not use backpacks or carriers during the day.

### **Shadow Days**

A limited number of Shadow Days are available to 8<sup>th</sup> grade students to visit prospective high schools. It is recommended that visits occur in the first semester. Parental approval by written note is required. Students should check with teachers, and homework must be completed for the day that is missed.

### **Bringing Money to School**

Students should not carry large sums of money to school. Money for such things as tuition, books, uniforms, fees, etc., should be handed in during the homeroom period, first thing in the morning. Money that a student must carry should be kept with the child or in the locker. The school is not responsible for lost money.

## **Birthdays/Parties**

Ascension school and faculty enjoy helping your child celebrate his or her special day. However, the regular classroom routine should not be interrupted. Parents should be aware that some children in the class might have food allergies. Birthday treats are limited to cupcakes, cookies, or brownies that can quickly and easily be distributed to the entire class. It is not the teacher's responsibility to cut and serve treats or provide napkins and plates. Invitations to private celebrations are to be extended to the entire class, or invitations should be distributed away from the school. It is not our practice to allow students to decorate lockers. Students should not bring birthday gifts to school.

## **HEALTH & SAFETY**

### **Communicable Diseases**

In accordance with the Rules and Regulations for the Control of Communicable Diseases as issued by the Illinois Department of Public Health, the following procedures have been established.

1. Notify the school office immediately when your child has a communicable disease. This information will be reported to the school nurse. A note from your physician is mandatory.
2. The following communicable diseases require exclusion from school:

Chicken Pox - not less than six (6) days after eruption.

German Measles - Five (5) days after appearance of rash. In the case of girls having a rash, it is strongly urged that a physician be consulted in order that a positive diagnosis be made.

Mumps - Nine (9) days and until all swelling has disappeared.

Strep Throat - for at least twenty-four (24) hours after antibiotic treatment has been started.

Pediculosis (Head Lice) - until proper treatment has been ordered by the physician and instituted.

Conjunctivitis (Pink Eye) - Until seen by a physician and cleared to return to school.

Ring worms and pin worms - until seen by a physician and cleared to return to school.

3. All communicable diseases and any diagnosed skin rash require that a child have a written release from the physician before returning to school.

4. If your child has a sore throat, earache, discharge from the nose, skin rash eruptions, eye infections, or elevated temperature, **HE/SHE SHOULD BE AT HOME.**

### **Illness/ Injury during the School Day**

When a student becomes ill or is injured at school the principal or office staff shall immediately contact the parent or guardian.

If the parent or guardian cannot be reached, the school will call the emergency contact person named in the child's records. It is imperative that parents/guardians keep the child's emergency records up to date.

If the emergency contact person cannot be reached and the situation warrants, the principal shall call the police or paramedics. Written documentation of these incidents shall be kept.

Students who are being dismissed at a time other than the regular school dismissal time must have a written request from the parent/guardian. No student will be permitted to leave school without a written request. Parents/guardians must come into the school office to meet the child and to sign the child out of the office. Upon return to school that same day, parents/guardians must come into the office to sign the child back in.

### **Hearing and Vision Screening**

This testing is done in specific grades and will be coordinated by the school nurse. Parents/guardians will be contacted ONLY if testing indicates need for professional ear or eye examinations.

### **Medication**

Ordinarily, school personnel shall not dispense medication to students, including aspirin. Exceptions to this rule are extremely rare. The following circumstances might merit the school personnel assuming the risk of dispensing prescription medication:

- The student has a chronic illness that would preclude his/her attendance at school if the medication was not given and:
- The option of taking medication before and/or after school has been ruled out.
- The student's doctor agrees and puts in writing the need for the student to receive medication during school time and all school required forms are completed by the physician.
- The parent/guardian has given written permission and has completed all school required forms.
- Single dose servings can be stored in a secure place in the school.

Over-the-counter medicine, such as Tylenol, tablets and liquid medications should not be brought to school. Teachers will not dispense any medications without a doctor's written note. Cough drops intended for one day's use must be accompanied by a signed, dated note from a parent. Students who have a fever or a nagging cough should be at home.

### **Medical/Accident Insurance**

The school does not provide automatic medical insurance. Students participating in the school sports program must provide proof of insurance.

## **Fire and Tornado Drills**

Fire drills are conducted on a regular basis and tornado drills are conducted once a year. Detailed escape plans are posted inside the door of each classroom. During tornado drills each classroom goes to a designated area within the building. For fire drills each class has an escape route to an outside area a safe distance from the building. Children are moved to these designated areas in a safe, quiet and orderly manner.

## **Tornado Warnings**

If a tornado warning is in effect in the locality of Ascension school, students shall be taken to the designated safety area. Children shall not be released from the school building during a tornado warning. Parents/guardians waiting to pick up children during such a warning are encouraged to enter the school building and take cover with the students and staff.

## **Federal Asbestos Program**

In accordance with the US EPA Asbestos Hazard Emergency Response Act (AHERA) and the Illinois Asbestos Abatement Act & Rules and Regulations, inspections and management plans have been made for Ascension school concerning materials containing asbestos. A copy of these documents may be examined in the office during school hours.

## **Traffic Rules**

When dropping off and picking up your child(ren), please be aware of the safety of all our students. All parents who drive children to and from School must observe the following Village Parking Ordinances:

1. DO NOT park in the loading zone between 7:30 AM and 4:00 PM. DO NOT park on the west side of Clarence Ave. between 7:00 and 9:00 AM.
2. DO NOT stop in crosswalks.
3. NO TURNS are permitted onto Van Buren between East and Clarence when the barricades are in place.
4. DO NOT DOUBLE PARK. Pick up and drop off children only at the curb. Double parking creates a danger to children who are moving between cars and walking in the street.
5. DO NOT CALL children to cross in the middle of the street to reach your car. All pedestrians must cross at the crosswalks.

All crossing guards have been trained to ensure the safety of your child. If you do not agree with them, please do not direct comments to them; speak to the Principal.

## **Driving Routes**

- As designated by the Village, all vehicular traffic approaching Ascension School for drop-off and pick-up should approach the School from south or north on East Avenue, west on Harrison, and north on Clarence to the drop-off/pick-up zone.

## **Walking Routes**

- THERE IS NO CROSSWALK ON THE WEST SIDE OF VAN BUREN. NO CHILDREN SHOULD CROSS THERE.
- All students walking from the south and west on Van Buren (whether walking on the north or south sidewalk) should cross at the marked crosswalks on Clarence. Those walking on the north sidewalk must cross Clarence first, and then proceed in front of the barricades on the east side of Van Buren (another marked crosswalk).
- All students walking from the north on Clarence on the east sidewalk should cross at the marked crosswalk in front of the barricades on Van Buren. Those walking on the west sidewalk should cross Clarence first, and then proceed to the marked crosswalk in front of the barricades on Van Buren.
- All students walking from the south and east should use the marked crosswalks at East Avenue to approach the School on the south sidewalk of Van Buren.

## **Bicycles/ Roller Blades/ Scooters/ Skateboards / Electronic Devices / Toys**

The school policy for bicycles, roller blades, scooters and skateboards is:

1. Students may not ride a bicycle on school property.

**Ascension School property** includes all alleys and the Courtyard.  
East Avenue: from the church corner south to past the Rectory garden,  
Van Buren: from East Avenue west to Clarence Avenue,  
Clarence Avenue: from Van Buren, south to past the gym building.

Students in grades 1-8 may ride a bicycle to school. Bicycles must be walked when in the courtyard or on the sidewalks bordering the school. Students must lock their bicycles in the bicycle rack, as the school accepts no responsibility for the safety of bicycles. Students are encouraged to wear protective gear, as the school accepts no responsibility for injury to students who ride bicycles.

2. Students may not have roller blades, scooters or skateboards on school property.

3. Students should not bring personal items (toys, electronic devices, etc.) to school. Students may not use such items during the school day. Teachers will hold any items being used until the end of the day. The school is not responsible for the loss of

personal items. Students who have cell phones must keep them turned off during school hours. Cellular calls should be made outside of the building after school hours.

Parents/Guardians of students who violate these rules will be contacted.

### **Snow**

Students have the responsibility of respecting the rights of individuals and property. Picking up or throwing snow on school property is forbidden. Students in violation will be referred to the principal for disciplinary action.

### **Security of the Building**

The parents/guardians and students of Ascension are asked to help the teachers and staff provide a safe school. Parents/guardians and students are asked to be aware of strangers in or near the school, acts of vandalism, or any situation that may pose a danger to the students, faculty and staff, or visitors to Ascension. Please report any irregularity to the school office.

When entering or exiting the school building, please be sure that the doors close tightly behind you. Also, do not open the doors for anyone or admit anyone into the school building. In order to ensure the safety of your children, the office must be aware of all visitors to the building. Please remember to sign in at the school office in order to help us meet this goal.

### **Reporting Child Abuse**

Ascension school follows the State of Illinois law requiring that school personnel inform the Illinois Department of Children and Family Services of any allegation or suspicion of child abuse or neglect.

### **Visitors**

All parents, visitors or volunteers must report to the office before going to their destination. All visitors must then sign out at the school office upon leaving. Parents should not bring forgotten items directly to the classroom.

### **Volunteers**

Ascension School recognizes the ministerial efforts of volunteers as an extension of the work of Christ. Volunteers receive their direction from the School Mission Statement, under the guidance of the School Staff. Volunteers are needed within some classrooms to assist the classroom teacher, upon the teacher's request. Volunteers are responsible to the people of Ascension and the School Staff, and are accountable to the people whom they serve. Specific expectations of volunteers and length of service may vary according to the nature of the service.

When working as a volunteer, please remember that the school is counting on your service. If you cannot come at your appointed time, please call the school office. Also, when working as a volunteer your main focus needs to be your assignment. Please make arrangements to leave small children with another adult, so as not to distract the activity that is taking place.

The State of Illinois and the Archdiocese of Chicago require that all volunteers fill out a form giving their consent to a background check. The form can be obtained from the school office and must be completed before any volunteer assistance can begin. This form is then placed on file in the principal's office.

## **UNIFORM / DRESS CODE**

### **Uniform Policy**

School uniforms help to maintain a safe environment, eliminate distractions and promote fairness. The School's goals in having uniforms and a uniform dress policy are to develop the habits of modesty, personal cleanliness and neatness, and to set a respectful tone throughout the school and in each classroom. Behavior and achievement are positively influenced by standards of dress.

### **Girls' Uniform**

- Ascension School's Uniform for girls is a navy blue plaid, pleated garment from an Ascension School approved Uniform Company.
- K – 4 girls wear the uniform jumper; 5 – 8 girls wear the uniform skirt.
- Tailored, navy blue uniform shorts are allowed until October 15 and after April 15.
- Kindergarten girls are required to wear shorts that do not extend past their jumper.
- All girls may wear tailored, navy blue twill or corduroy dress slacks. K-4 girls wear a plain white blouse, shirt, or knit "polo" shirt with the uniform. Girls in grades 5 - 8 wear white banded polo shirts bloused at the waist. The uniform logo is optional.
- Undershirts, if worn, must be white.
- Socks or tights must be solid plain white or navy blue.

### **Boys' Uniform**

- Ascension School's Uniform for boys is navy blue twill or corduroy dress slacks.
- Tailored, navy blue uniform shorts are allowed until October 15 and after April 15.
- Belt, if worn, must be a solid black, navy, or dark brown dress belt.
- K – 5 boys wear a solid, light blue knit shirt with collar.
- 5– 8 boys wear a light blue knit, tailored or oxford style shirt.
- Undershirts, if worn, must be white.
- Socks must be solid navy, black or white.

### **Shoes/Sweaters/Sweatshirts**

Ascension students wear black, dark blue or dark brown dress shoes, or predominantly neutral color (white, black, navy, brown, gray, or beige) athletic shoes.

Gym shoes must be worn for gym class and in the lunchroom.

Sweaters are optional. If worn, they must be navy blue, long sleeved knit cardigan or pullover.

Ascension School "crested" and embroidered navy sweatshirts are allowed in class. No other sweatshirts may be worn in class.

#### **Please Note:**

- Long sleeved School sweaters/sweatshirts should be kept at school for cold days.
- Additional items not listed as part of the uniform should not be worn.
- Students with colored T-shirts or T-shirts with any design or slogan, or which are oversized and extend past the shirt or blouse will be sent to a washroom to remove the T-shirt.
- In cold weather, girls may wear non-uniform slacks or leggings to and from school.
- Other than uniform slacks, no slacks or leggings may be worn during the school day.
- Shorts worn under the school uniform must not be seen extending past the jumper or skirt.
- Kindergarten girls are required to wear shorts that do not extend past their jumper.

Every effort will be made to help students or families who are having difficulty meeting the requirements of Ascension's Uniform Code.

## **School Appearance**

### Looks like

Clean faces  
Clear lip balm, optional

Clean, polish-free nails  
Clean-shaven faces for boys  
Neatly combed hair

Jewelry: (optional)  
One crucifix or religious medal on a small chain  
A wrist watch  
One ring  
One pair of small earrings for girls only  
A small religious pin on the jumper top or collar of blouse  
Approved ribbons or pins.

### Does not look like

Make-up, glitter, stickers, mascara, eye shadow, lipstick, tinted lip-gloss

Any nail polish, glittery polish, peel-off polish  
Mustaches, beards, long sideburns  
Extreme hairstyles, hair falling into eyes, hair touching shirt collar on boys, partially shaved heads

Jewelry:  
More than one necklace, non-religious necklaces

Bracelets, armbands, ankle bracelets  
Tattoos, drawing on hands or arms  
Multiple rings  
Multiple earrings, earrings on boys, facial piercings, ear clips, dangling earrings  
Non-Ascension stickers, pins, buttons.

## **School Uniform**

### Looks like

Shirt or blouse tucked in, and all buttons must be buttoned with the exception of the top collar button. Long sleeves may be rolled up between April 15 and October 15.  
Slacks, trousers, shorts, skirts worn at the waist

All clothing neat, clean and in good repair and appropriately sized

Closed-toe, closed heel shoes, fastened, with socks

All clothing under the uniform shirt is white

### Does not look like

Shirt or blouse partially or fully hanging out, or flipped under, shirt unbuttoned  
Shirt cuffs unbuttoned.  
Skirts rolled up; pants too high or too low; shorts showing below skirts, short skirts

Torn, soiled, outgrown or oversized clothing

Sandals, clogs, boots, back of shoe turned under, shoes not fastened, not wearing socks.  
Defaced or painted shoes.

Any colored clothing, shirts with slogans that show through the shirt or blouse

## **Gym Clothing**

### Looks like

Solid white T-shirt, white Ascension-logo shirt or white Ascension Run-a-thon shirt for gym only.

Dark shorts or Ascension sweat pants.  
In primary grades, Ascension sweat pants must be worn over gym shorts between October 15 and April 15.

Socks and gym shoes.

### Does not look like

Colored T-shirts

Uniform shorts, light colored shorts, cut-offs, spandex or tight or too short shorts.  
Non-Ascension sweat pants.

Hard-soled shoes, shoes without socks

- Students must wear the above gym clothing in order to participate in gym class.
- Please mark all items with the student's name.
- For reasons of hygiene, students may not share gym clothing.
- Primary students wear gym clothing to school on gym days.
- Uniform shorts and uniform shirts and blouses should not be worn for gym class.

## **Out of Uniform Consequences**

Homeroom teacher will ensure that their students are in uniform each day. Students will be verbally reminded if they are out of uniform. Out of Uniform Notices may be issued by faculty, staff and supervisors for students in any grade.

Students who are not wearing part of the required uniform are "Out of Uniform." An Out of Uniform Notice will be issued to the student; this notice must be returned to school signed by a parent.

If a student will be out of uniform for a week or more, a parent must send a written note to the principal stating the reason and requesting approval. A temporarily lost uniform item is an *unexcused* Out of Uniform. Please do not request that your child be excused unless there is a serious or medical reason.

Neatness and pride of appearance are the responsibility of the student, with guidance and encouragement from parents and teachers.

Behavior consequences noted in this handbook will be applied for Uniform violations. See **Classroom Rules and Consequences**.

## **Out of Uniform Days**

A notice will be sent from the office regarding out of uniform days. The students will have appropriate, modest, clean clothing. Unacceptable clothing includes, but is not limited to, bare midriffs, spaghetti straps, low-cut, excessively tight and excessively short apparel. Hats, scarves, bandanas, pajama bottoms and ripped clothing are unacceptable. The principal makes decisions on acceptable appearance.

## **Uniform Ordering**

Ascension skirts and jumpers must be purchased through:

### **School Belles Uniforms**

[www.schoolbelles.com](http://www.schoolbelles.com)

400 Lakeside Ave. Nw

Cleveland, Oh 44113

The school code for Ascension is #735

1-800-548-3883

7647 West Touhy Ave.

Chicago, IL 60631

1-773-763-8008

### **Harvey Uniforms**

[www.harveyuniforms.com](http://www.harveyuniforms.com)

1950 Fall River Avenue

Seekonk, MA 02771

1-800-462-8192

For uniformity of style and color, additional items such as pants, shirts, sweaters, and shorts must be purchased through School Belles, Harvey, or the J. C. Penney Uniform Catalog.

## **SPORTS PROGRAM**

Information concerning the Ascension sports program is contained in the sports program handbook.

## **EXTENDED DAY PROGRAM**

Information concerning the Ascension Extended Day Program is contained in the Extended Day Handbook

## **AMENDING HANDBOOKS**

Statements in this handbook are subject to amendment without notice. The school will attempt to keep you informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.