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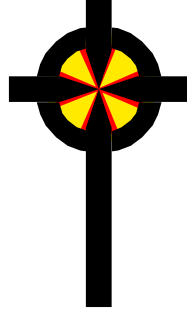
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Ascension School Handbook

2009

Love

Kindness

Respect

School and Parish Information

Ascension School

www.ascension-school.com

601 W. Van Buren
Oak Park, IL 60304
Office (708) 386-7282
Fax (708) 524-4796

Principal: Ms. Mary Jo Burns
Secretary: Mrs. Deb Morawski
Office Assistant: Mrs. Pat Atkins
Financial Secretary: Mrs. Mary Fitch
Director of Institutional Advancement: Mrs. Lynn Fredrick

Extended Day Director: Ms. Theresa Burns
Extended Day Office (708) 386-1173

Ascension Parish

www.ascensionchurch.com
808 S. East Ave.
Oak Park, IL 60304
(708) 848-2703

Pastor: Father Larry McNally
Youth Minister: Dan Lawler
Music Minister: David Anderson
Business Manager: Neil Heskin
Pastoral Associate: Vicky Tufano

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

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

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.

Catholic Identity

Ascension School is 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 helps each child grow in awareness of the child's individual talents and unique place within the family of God. Ascension strengthens its students' understanding and practice of their faith; allows them to grow in faith; and guides them to work towards creating, through their service, a compassionate and just community.

Ascension School Mission Statement

Ascension School, a vibrant ministry of Ascension Parish, proudly provides an excellent education that responds to the needs of its students. Ascension School incorporates Catholic faith beliefs and values through skillful teaching, prayer, worship and service to others. In this school, children and families experience community in an atmosphere of love, kindness and respect.

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.

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 the parent organization of Ascension School. It is 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 enrich the education of students, to have fun together and to 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.

School Directory

Home and School publishes a School Directory. It is a confidential document printed for use by school families only. It is not intended for any other use and should not be released to other parties under any circumstances.

ADMISSIONS

Admission Policy

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.

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:

1. Currently enrolled students in good standing whose tuition and fees are paid and up-to-date.
2. Siblings of the above.
3. Former students and siblings of alumni.
4. 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.
5. Other children.

Priorities within a Category: If all applicants within a given priority category cannot be accommodated, an Admissions Committee will determine which students to admit.

The Committee will consist of the Pastor, the Principal, member(s) of the Parish Staff, and representative(s) of the School Board.

The following criteria will be used by this Committee;

- Length of time the family has been at Ascension.
- History of legacy (parents, grandparents, extended family at Ascension).
- Level of participation by the family in the Parish and school through contributions of time, treasure and talent.
- Opportunities to increase the diversity in the school community.

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.

Child Custody

Guardianship of a Child

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must present a court order appointing the person as legal guardian of the child. If the person is unable to present such proof, the assistant superintendent should be contacted immediately to discuss the situation.

If the child is enrolling during the school year, the following documents must be presented at the time of enrollment:

- the child's original birth certificate;
- a transfer from the sending school;
- permanent records from the sending school;
- health and immunization records.

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.

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.

Dual Enrollment: If there are available spaces, a family may enroll a child in two different Early Childhood programs/classes. Full tuition will be charged for both sections. *October 2007*

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

Tuition and Fees

The School Board sets the tuition and fees in spring, and a link to the complete Tuition Page appears on the school website's [Forms page](#). The page includes the payment schedule, Delinquency Policy, Fundraising Commitment and early-payment discount.

Fundraising Commitment

Each Ascension School family is asked to make a commitment to support specific school fundraising programs. The family commitment is determined by the age of number of children at Ascension but is generally between \$200 and \$300 annually. If your oldest child is in PK3 or PK4, your fundraising commitment is \$100. If your oldest child is in kindergarten, your fundraising commitment is \$150. If your oldest child is in grade one through eight, your fundraising commitment is \$225. For each additional child, your commitment goes up \$25.

With each purchase you make from the commitment programs, the profit to Ascension is applied to the family commitment. Monthly reports included with your tuition bill help you keep track of your commitment status. If the family continues to participate in the fundraising program when the commitment is fulfilled, a portion of that discount can be applied to their tuition. Please refer to the [Fundraising Commitment Page](#) on the school website.

Tuition Refund

Families who leave Ascension School receive a tuition refund if they have paid in advance. The refund will be determined by dividing total tuition costs by 10 months of school. Families are responsible for tuition for the months that they are enrolled in school, and any overpayment will be refunded. Families who are not in attendance at the opening of school are entitled to a full refund of any tuition paid. Once a family has been accepted into the school, the registration fee will not be refunded. *October 2007*

Financial Aid

Ascension Parish accepts requests for financial aid from parents/guardians needing tuition assistance. If you would like information or a [Student Aid Application](#) please contact the office during school hours.

Student Records

A file of attendance, original birth certificate, transfer, achievement test scores, health and immunization records and report cards 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.

HEALTH & SAFETY

Health Requirements

Schools in the Archdiocese follow the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois.

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. **These records are to be presented to the school before the first day of school.** This information is to be published in the school handbook for implementation in the 2009 – 2010 school year.

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

Health Examinations and Proof of Immunization

All children in Illinois shall have a health examination as follows:

- immediately prior to or upon entrance into any *public, private or parochial pre-school or transferring from outside of the State of Illinois,*
- prior to entering *kindergarten or the first grade,*
- upon entering *sixth and ninth grades.*

Dental Examinations

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. Parents/Guardians seeking an exemption to this requirement must submit the **Dental Examination Waiver Form**, provided by the State of Illinois Department of Public Health, to the school administrator.

Vision Examinations

A new law effective January 1, 2008, requires that all children enrolling in public, private or parochial for the first time or entering kindergarten school shall have an eye exam. Parents/Guardians are to be notified of this requirement.

Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation.

This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

Medical Objections

- The **Physician Statement of Immunity** must be attached to the **Certificate of Child Health Examination** form.
- Questions regarding **medical exemptions** should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at **217-785-1455**.

Religious Objection to Immunization and Vision Examination

- Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination.
- It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection
- The written objection to immunization or the vision examination must be sent to the appropriate assistant superintendent so a determination can be made as to whether the objection is valid under Illinois law.

The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.

The parent or legal guardian must be informed by the local school authority of a measles outbreak control exclusion procedure with the Department's rules, Control of Communicable Diseases Code (77 III. Adm. Code 690) at the time such objection is presented.

State of Illinois Eye Examination, Dental Examinations and waiver forms are available online:

A copy of the State of Illinois Eye Examination Report can be accessed at:
http://www.isbe.net/pdf/eye_exam_form_IOA.pdf

A copy of the Eye Examination Waiver can be accessed at:
http://www.isbe.net/pdf/eye_exam_waiver.pdf

A copy of the Dental Examination Form can be accessed at:
<http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof.pdf>

A copy of the Dental Waiver Form can be accessed at:
<http://www.idph.state.il.us/forms/ohpm/Dental%20Exam%20Waiver.pdf>

Wellness Policy

Schools of the Archdiocese of Chicago are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The complete Wellness Policy, including Goals, guidelines and attachments, is available on the [Forms page](#) of the school website.

Communicable Diseases

When a school becomes aware of a student with a contagious/communicable disease, the school shall notify the appropriate parents/guardians in writing. Appropriate information on the disease may be attached to the school's notification, if the information is provided by a health care source such as a hospital or licensed health agency.

Health professionals determine the incubation period for contagious diseases/conditions. Students excluded from school due to a communicable disease must present a written and signed statement from a physician indicating that the student is non-contagious and may return to school.

Questions regarding communicable diseases should be directed to the local health department.

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 – Seven (7) 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 - until twenty-four (24) hours after treatment begins; fever must be absent
 - Pediculosis (Head Lice) – until the day after the first shampoo, lotion or cream pediculicide is properly applied.
 - Conjunctivitis (Pink Eye) – Until 24 hours after treatment begins or until seen by a physician and cleared to return to school.
 - Ring worms and pin worms - until 24 hours after treatment begins
 - Impetigo – until 24 hours after treatment begins
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.

Child Abuse

The Archdiocese of Chicago shall follow the Illinois Abused and Neglected Child Reporting Act and Archdiocesan procedures when allegations and/or suspicions of child abuse are made against Archdiocesan personnel.

Allegations/Suspicion of Child Abuse or Neglect by School Personnel

Archdiocese of Chicago documents related to Child Abuse Allegations by School Personnel are under revision. In the meantime, the principal must contact the Office of Catholic Schools immediately when an allegation is made about a school employee or volunteer. The principal will be directed regarding the steps that must be taken to report the allegation or suspicion of child abuse to the appropriate Archdiocesan agency and to civil authorities.

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel report alleged or suspected child abuse and/or neglect to the **Illinois Department of Children and Family Services (DCFS)** when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse make a call

to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Mandated Reporters

All school personnel including administration and both certified and non-certified staff must contact the Department of Children and Family Services (DCFS) when they have reasonable cause to believe that a child who is seventeen years of age or younger whom they know in their professional capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to protect the child from harm. This call must be made immediately and no one in the workplace is permitted to restrain the call. It is not sufficient to make the report only to the principal or school nurse. The mandated reporter must be certain that the call has been made.

- All Mandated Reporters are required to complete the **CANTS 22** form acknowledging an understanding of the reporting requirements.
- All Mandated Reporters are required to complete the **CANTS 5** form **Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters** when reporting an allegation or suspicion of child abuse or neglect.

Child Abuse and Neglect Tracking System (CANTS) forms are available on the Department of Children and Family Services Web site under [“Forms.”](#)

Accidents and Illness

When a student becomes ill or is injured at school, the principal shall take appropriate, immediate action including contact with the parents/guardian. If the illness or injury occurs off school grounds, the school administrator must also be notified immediately.

- **Medical and Emergency Notification Information and Authorization for Medical Treatment** form shall be on file for each student. The record should include name, address, and phone number of the family physician, and authorization for the school administration to request transportation to a hospital for an injured or seriously ill student.
- If the parent/guardian or emergency contact person cannot be reached, the administrator calls the police or paramedics and places the matter in their hands. A school representative should accompany the student to the hospital.

School Medication Procedures

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. Teachers, administrator and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.

Procedures

1. Administration. No school personnel shall administer any prescription or non-prescription medicine unless the School has the student’s current and complete **Medication Authorization Form** approved and signed by the School Principal.

A **Medication Authorization Form** is distributed for each student at the beginning of each school year or enrollment of a new student during the year. A copy of the **Medication Authorization Form** is attached. **Medication Authorization Forms** are available in the school office.

The School retains the right to deny requests to administer medication to the students provided that such denial is indicated on the **Medication Authorization Form**. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

2. Self-Administration. A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed **Medication Authorization Form**. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School.

3. Appropriate Containers. It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:

- a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
- b. Manufacturer-labeled for non-prescription over-the-counter medication.

4. Storage of Medication. Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items. At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

Student Accident Insurance

The school does not provide automatic student accident insurance. Therefore, the school shall attempt to provide parent/guardian with the opportunity to participate in a student accident insurance program if the need arises. Students who participate in school sponsored sports and activities are required to demonstrate proof of accident insurance.

Alcoholic Beverages

Ascension School prohibits adult consumption of alcoholic beverages during working hours and at all school sponsored events/activities on and off campus where children are present.

Substance Abuse

The principal, with appropriate consultation, shall develop local policies and procedures regarding student substance abuse, use of alcohol, and possession of weapons.

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

School Procedures for Handling Violations:

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the police as directed by law.

- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

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.

Crossing Guards

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
- East and Garfield
- Jackson and Clarence
- Jackson and Kenilworth
- Jackson and East

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:

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.

DO NOT stop in crosswalks.

NO TURNS are permitted onto Van Buren between East and Clarence when the barricades are in place.

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.

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.

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. Information is also available at www.ascension-school.com; click on "Emergency Closing Information." 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

Visitors / Security of the Building

All parents, visitors or volunteers must report to the office and sign in 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.

Please be sure that the doors close tightly behind you when entering or exiting the school building. 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.

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.

Volunteers: Safe Environments Requirements

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.

Protection of Children and Youth

The mission of the Office for the Protection of Children and Youth is to promote the dignity of children and assist those who have been affected by abuse and trauma. Compliance requirements are as follows:

Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703) is to be completed by all prospective employees at the time of their interview. References are called and documented (local principal's initials, dated) on the **7703 form** of the person being considered for employment. The school retains all application forms for 3 years following the interview.

Criminal Background Screening

- All employees and all volunteers who work with children must complete an online background check.
- **No one may begin to work or volunteer unless the criminal background check has been completed and approved.**
- All school employees and volunteers are **required** to complete the **eAppsDB** form, online. For assistance, call the Office for the Protection of Children and Youth at **312-751- 5238**.
- School employees hired after July 1, 2007 must be screened through digital fingerprinting procedures. Dates and sites are posted on the Archdiocese of Chicago website.

Safe Environment Training

- All employees and all volunteers who work with children must attend the **Virtus/Protecting God's Children** training program within three months of beginning employment, ministry or service.
- Verification of completing Virtus Training is filed in the personnel or volunteer file at the place of employment/ministry.
- Dates and sites for the Safe Environment Training (Virtus/Protecting God's Children) are posted on the Archdiocese of Chicago website. (Register online, after being hired or accepted as a volunteer.)
- If the new employee or volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate received at the time of training.

Code of Conduct

- All employees and all volunteers who work with children must read, sign and date the **Code of Conduct Personnel Acknowledgement Form**.
- The signed Code of Conduct form is to be kept in the personnel file or volunteer file at the place of employment/ministry.

Child Abuse and Neglect Tracking System (CANTS)

- All employees and all volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System **CANTS 689** form. The form is to be given to the local administrator.
- One copy is mailed, by the local school administrator, to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the personnel or volunteer file at the place of employment/ministry.

Mandated Reporters

- All school employees must complete **CANTS 22** form acknowledging an understanding of the reporting requirements. They must attend a training workshop for Mandated Reporters.

Note: All of the above forms are available online at www.archchicago.org under the Protecting God's Children link. All forms, except the CANTS form, are available in English, Spanish and Polish. it is current. Please do not call the rectory for information. Board policy # 99-03-08

THE SCHOOL PROGRAM

Calendar

A tentative calendar for the school year is posted on the school's website www.ascension-school.com. Monthly calendars are sent home with students in the Weekly Mailing and are also posted on the website.

Schedule

School is in session from 8:00 AM to 3:00 p.m. for grades 1-8. On scheduled half days, school ends at 11:45 AM

8:00 AM		First AM Bell
8:05 AM		AM Tardy Bell
11:05 AM	Lunch Period 5	
11:55 AM	Lunch Period 6	
12:40 PM		First PM Bell
12:45 PM		PM Tardy Bell
3:00 PM		Dismissal

Preschool Schedule

Preschool classes meet on specific days of the week depending on the session.

School is in session from 9:00 AM to 11:40 AM for AM PK-3, PK-4, and Kindergarten and Multi-Age Preschool.

School is in session from 12:20 PM to 3:00 PM for PM PK-3, PK-4, and Kindergarten.

Attendance

School attendance is compulsory in the State of Illinois. The responsibility for compliance with the law belongs to the parents/guardians for children 6 through 16 years of age.

The school is responsible for keeping an accurate record of the each student's daily attendance.

The Archdiocese of Chicago attendance record is placed in the student's permanent file each school year.

Arrival/Dismissal Procedures

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 line up single file by Homeroom.

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.

Absence

If your child will be absent from school, please call the school office at 708-386-7282 before 7:30 and leave a message including the reason for the absence. 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.

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 8:10 AM (11:55 AM or 12:40 PM) are tardy. Students who arrive after 8:10 AM (11:55 AM or 12:40 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.

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.

Release of Student from School / Doctor/Dentist Appointments

Children must have a written request to be excused during the school day, and must be signed out by the parent/guardian. Please make doctor and dental appointments after school hours if at all possible in order to prevent a disruption of the student's school day.

Release of a Child to Non-Custodial Parent

A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights.

If it is determined by the school that the custodial parent may not be expecting release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the non-custodial parent is requesting release of the child.

The school should never release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement should be contacted.

Library

Students in Grades 1 – 6 have weekly access to Ascension's Library. Students may check out books for one week. Materials should be returned on the due date; lost materials are subject to fines or replacement fees.

Lunch Program

Ascension School provides lunchroom facilities for its students. Students must wear gym shoes to lunch. 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. Parents who drop off a lunch should leave it at the school office. “Fast food” is strongly discouraged. Please refer to our Wellness Policy.

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. No supervision is provided for students returning at 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

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.

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

- 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.

Does not look/sound like

- Rude or loud talking. Ignoring people.
- Bullying. [Anti-Bullying Policy, below]
- 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

- 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.

Does not look/sound like

- 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.
- Talking disrespectfully.

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. BEING 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
Fighting Leaving school without permission Possession, use, sale or distribution of dangerous, noxious or unlawful objects* including pornography. Tampering with protective fire equipment, violating fire codes or emergency services systems.	Any form of obscene or vulgar language, including racial, sexual or ethnic slurs Stealing Deliberate damage to school or personal property Wearing gang related clothing or colors, or using gang signs Bullying	Truancy, cutting classes Disrespect for teachers Chronic classroom disruptions Provoking behavior Unwilling to take direction Failure to follow the terms of the Internet Access Policy

*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.

Gang Activity

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- intimidation and threat of physical harm of others
- symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- conduct on or off premises that may be gang-related

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

Public Scandal Involving Student

Students will be subject to disciplinary action for:

- actions gravely detrimental to the moral, spiritual and physical welfare of other students;
- actions which are detrimental to the school's reputation;
- grave offenses which may include a violation of criminal law;
- actions so outrageous as to shock the conscience or behavior of the community.

Weapons

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

Anti-Bullying Policy

Definition of Bullying:

Bullying is repeated verbal, physical or psychological attacks intended to hurt a person, cause stress or lower self-esteem. In a school, bullying can prevent students from learning, being comfortable and feeling safe in the environment where they spend their day. Bullying includes, but is not limited to, intimidation, cyber bullying (using electronics to bully) harassment, social isolation, threats, inappropriate physical contact, lack of respect for property of others, teasing, spreading rumors or gossip and in some cases, violence.

The Ascension School community recognizes that bullying is a serious form of violence that can negatively affect a student for life. Bullying creates an environment of harassment, intimidation and abuse.

Efforts to stop bullying at Ascension, (including all school-sponsored activities), must involve the entire school community. The following statements define Ascension School’s Policy:

1. Bullying is not acceptable and will not be tolerated by anyone regardless of age, gender or position.
2. Teachers will incorporate anti-bullying instruction in the existing curriculum.
3. Acts of bullying will not be ignored. Adults will take the lead in confronting bullying behavior and will speak up when they see bullying occur. Parents will speak to their children about the anti-bullying policy.
4. Because children cannot handle acts of bullying on their own, they need the support of adults, and practices in place for responding to bullying in a consistent manner.
 - a. Students should tell an adult (school staff, the pastor, parish staff or parents) if they experience bullying.
 - b. The child being bullied will have a say in how he/she would like the situation handled. Examples include speaking to the person alone or in the presence of an adult. The student could work with administration or the classroom teacher and parents to resolve the situation. In severe instances police could be called.
 - c. Ascension school will follow the school discipline code for consequences in cases of bullying.
5. The child who is bullying will identify his/her plan to rectify his/her behavior, and comply with any consequences.
6. By standers are encouraged to report any incidents of bullying they witness.
7. Bullying reports are serious. There will be consequences for making false reports.

Steps in the Discipline Cycle

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.

The student will meet with the principal or assistant principal.

The student will complete the bottom part of the referral, with assistance if necessary.

The student will inform a parent or guardian of the incident by phone or by getting a signature on the form.

The student will be held accountable for the plan developed on the referral form.

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.

The student will repeat 1, 2 and 3 from **STEP ONE**.

A conference with the teacher, parent or guardian, student and principal or assistant principal will be scheduled.

A contract will be drawn up listing actions that will be taken by each participant in the conference.

A date to review the contract will be determined.

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.

The student will repeat step 1 and 2 from Step One.

The student meets with the principal or assistant principal.

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.

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.

A recommendation may be made to have the family visit with a counselor or other specialist.

All schoolwork missed during the period of suspension must be completed before the student rejoins the class.

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.

The decision to terminate a student rests with the principal and pastor.

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.

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:

- Whenever a **BIG THREE** action is done.
- When repeated correction, coaching and/or prompting does not help a child change his/her behavior.
- 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.

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

Follow up meetings are available to resolve any outstanding issues.

Searches of School Property

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

Harassment

The Pastor, administration, and staff of Ascension School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination. Examples of harassment include the

Following:

- verbal or written taunting
- bullying
- offensive, intimidating, hostile or offensive conduct
- ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
- jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group.

Sexual Harassment

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct.

Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.

Procedures

- a) Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the principal.
- b) The principal shall answer questions about this policy, engage in fact finding to determine the details regarding the complaints of sexual harassment, and take appropriate corrective action.
- c) If the complainant is uncomfortable for any reason with discussing such matters with the principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Office of Catholic Schools.
- d) The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

TECHNOLOGY

Internet Policy

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.

Use of the technology resources that are prohibited include, but are not limited to:

- violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- attempting any unauthorized access, including hacking of any computer system;
- downloading unacceptable materials; this would include but not be limited to: copyrighted material, and/or threatening, profane, abusive, inaccurate, racially offensive, discriminatory, harassing, or obscene material;
- unreasonably wasting computer resources such as file space or discs;
- re-posting personal communication without the author's prior consent;
- violating copyright law;
- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or system;
- using a school computer without knowledge/approval of school personnel responsible for the computer;
- using inappropriate language, pictures, and gestures in any form on the Internet;
- using the Internet for entertainment or limited self-discovery function;
- using the Internet for unauthorized purchases, or to attempt to purchase, any goods, products or services over the Internet;
- Attempting to access the computer system or Internet by using another user's password;
- Transmitting or receiving any material in violation of international, federal or state law
- Sending or transmitting junk mail or chain letters;
- Forging e-mail messages or posting anonymous messages;

- Cyber-bullying
- 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:

- Users must always be polite and may not become abusive in messages or e-mail to others;
- The use of vulgar, obscene, offensive, inflammatory or inappropriate language is forbidden;
- Users may not reveal the personal addresses or telephone numbers of students, friends, or others;
- 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 student work may occasionally be posted on the school's web site. Ascension School follows the Archdiocese of Chicago's policies for identification of students. Parents have the right to specify that their child(ren)'s photo or work may not be published.

Grades Pre-K – 6	Grades 7 – 12
Student Work	Student Work
First name only will be used with no photograph.	First and last names are permitted with no indication of grade level and no individual photograph with the name.
Student Photographs	Student Photographs
Small or large group photographs of students are permitted but may not have any identifying names. Individual student photographs are not permitted.	Individual, small or large group photographs of students are permitted but may not have any identifying names.

Use of Technology Outside of School

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

Electronic Communication Devices / Electronic Toys

Students should not bring personal items (toys, electronic devices, etc.) to school. This includes but is not limited to cell phones, portable media players, wireless handheld devices, pagers, computers, digital cameras, and other communication devices. The school is not responsible for the loss of personal items. Students who bring communication devices must keep them turned off during school hours. Students may not use such items during the school day. Cellular calls should be made outside of the building after school hours. Teachers will hold any items being used until the end of the day. Parents/Guardians of students who violate these rules will be contacted.

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.

Website

The school website is 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.

Non-Custodial Parent-Teacher Conferences/Communication

In the absence of a court order, a school should provide the non-custodial parent the opportunity (upon request) for a parent teacher conference. The conference should be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. 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.

Change of Address / Phone / Work Phone / Emergency Information

Parents are responsible for informing the school of names, address or phone changes as soon as possible, including day care providers and emergency contacts.

Telephones

Students are discouraged from using school telephones. Students should not make calls for forgotten books, homework, PE equipment, lunches, field trip forms, or other items. Students may call home in cases of emergency.

Forgotten Articles

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.

Messages During the School Day

Parents/guardians should not 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 LIFE

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. 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.

Liturgy and Prayer

Ascension students attend school liturgies regularly, and additional prayer services are scheduled each month. Grade level and Sacramental Prayer Services occur several times a year. Ascension teachers lead the students in daily prayer within the classroom.

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.

Junior High Homework Policy

Assignments are due on the due date when collected by the teacher.

- Work handed in later in the period or later in the day is considered late
- Work that is 1 day late will have a 10% reduction in the grade
- Work that is 2 days late will have a 20% reduction in the grade
- Work that is 3 or more days late will have a 50% reduction in the grade
- Students are expected to complete all assignments in a timely manner, and if necessary, may be required to complete the work at lunch or after school
- Excessive late assignments could result in additional consequences.
- Students who need to print out assignments should arrive at school between 7:30 and 7:55 to complete all printing by 8:00.
- Students who e-mail assignments must use an attachment for the file.
- Students must have their own flash drive at all times.

Work Missed Due to Absence

1. It is the student's, parent's or guardian's responsibility to obtain assignments in case of absence.
2. For extended absence, the same number of days as the absence will be given to complete the work. (Two days absent, two days to get assignments in.) It will be considered late after that.
3. Students absent in the morning, but present in the afternoon, are responsible for the entire day's assignments, both collected and assigned.
4. Absent work due to a Specials teacher should be turned in to that teacher upon return, even if the student does not have that class the day they return.
5. Upon return from a one-day absence, students are required to take any test that was given during the absence.
6. Special testing arrangements will be made for long-term absences.

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.

In cases of an extended absence, the student is given a period of time to complete the homework equal to the number of days missed.

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 Scales

Grades 1-3

G	Good
S	Satisfactory
N	Needs Improvement

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, 5 and 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.

Posting Student Grades

Teachers at some grade levels will post student assignment scores, homework scores and test grades on-line. Teachers will post grades in a timely manner. Parents will have access to their own children's grades.

Progress Reports

Students in grades 4 – 8 receive Progress Reports, which are sent home with the students 4 weeks into each quarter. These Reports 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.

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.

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 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.

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.

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.

Money

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.

Field Trips

Field trips enhance classroom learning and open new ideas of interest for the students. School personnel are encouraged to use the extensive resources available for one-day educational trips for students. The purpose and goal of the trip should correlate with the instructional level of the students and the curriculum. Details concerning the field trip should be sent to parents/guardians well in advance and should include the nature of the trip, its educational value, transportation arrangements, supervision and the cost per student.

The principal reserves the right to exclude a student from participating in a field trip. If the principal or the parent/guardian chooses not to allow the student to participate in the field trip, alternate plans for the day will be approved by the principal. Only those students enrolled in the school for which the field trip is planned are eligible to participate in school-sponsored field trips.

Adequate supervision must be provided for all field trips. Chaperones must be 21 years of age. All chaperones (volunteers) must be in compliance with the Protecting God's Children and Youth regulations.

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. Students and parents bringing foods and beverages to school for celebrations are encouraged to provide healthful options. Refer to the Wellness Policy on the school web site's Forms Page. The snack should be individually portioned so that it 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.

Bicycles/ Roller Blades/ Scooters/ Skateboards

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 to a bicycle rack. 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.

Students may not ride bicycles on school property. Students may not have wheeled shoes ("heelys") roller blades, scooters or skateboards on school property.

Ascension School property includes all alleys and the Courtyard.

East Avenue: from the church corner south to past the Parish parking lot,
Van Buren: from East Avenue west to Clarence Avenue,
Clarence Avenue: from Van Buren, south to past the gym building.

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.

Shadow Days

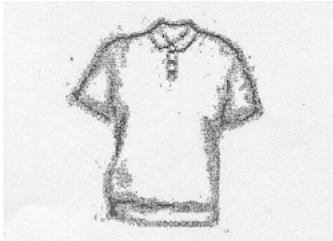
A limited number of Shadow Days are available to 8th grade students to visit prospective high schools. It is recommended that visits occur in the first semester. Parental approval by written note is required. Students should check with teachers, and homework must be completed for the day that is missed.

UNIFORM / DRESS CODE

Uniform Policy

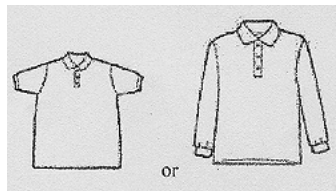
School uniforms help to maintain a safe environment, eliminate distractions and promote fairness. The School's goals in having uniforms and a uniform dress policy are to develop the habits of modesty, personal cleanliness and neatness, and to set a respectful tone throughout the school and in each classroom. Behavior and achievement are positively influenced by standards of dress. Neatness and pride of appearance are the responsibility of the student, with guidance and encouragement from parents and teachers. Every effort will be made to help students or families who are having difficulty meeting the requirements of Ascension's Uniform Code.

Girls' Uniform



- Kindergarten students have the option of wearing the Ascension School uniform or the Ascension Gym uniform. On gym days Kindergarten students must wear the gym uniform. Kindergarten girls are required to wear shorts under the uniform skirt.
- Primary students wear gym clothing to school on gym days. Ascension sweat pants must be worn over gym shorts between October 15 and April 15.
- K-4 girls wear a navy blue plaid, uniform jumper and 5-8 girls wear a uniform skirt from an Ascension School approved Uniform Company.
- **The skirt should not be shorter than 3" above the knee.**
- All girls wear a plain white blouse, shirt, or knit "polo" shirt with the uniform. 5-8 girls wear white banded polo shirts bloused at the waist. The uniform logo is optional.
- All girls may wear tailored, navy blue twill or corduroy dress slacks.
- Shorts may be worn under the school uniform, but must not be seen extending past the jumper or skirt.
- Undershirts or any additional garments worn beneath the uniform blouse must be white and may not be visible.
- Socks or tights (solid plain white or navy blue) must be worn.

Boys' Uniform



- Kindergarten students have the option of wearing the Ascension School uniform or the Ascension Gym uniform. On gym days Kindergarten students must wear the gym uniform.
- Primary students wear gym clothing to school on gym days. Ascension sweat pants must be worn over gym shorts between October 15 and April 15.
- Ascension School's Uniform for boys is navy blue twill or corduroy dress slacks.
- Belt, if worn, must be a plain, solid black, navy, or dark brown dress belt.
- All boys wear a solid, light blue knit shirt with collar. The uniform logo is optional.
- Undershirts, if worn, must be white and may not be visible at the sleeve or the waist.
- Socks (solid navy, black or white) must be worn.

Additional Clothing / Shoes/ Sweaters

- Tailored, navy blue uniform shorts are allowed until October 15 and after April 15.
- In cold weather, girls may wear non-uniform slacks or leggings to and from school. No slacks or leggings may be worn during the school day beneath the uniform skirt.
- Ascension students wear black, dark blue or dark brown closed-toe, closed-heel 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 solid navy blue, long sleeved knit cardigan or pullover.
- Ascension School sweatshirts are allowed in class. No other sweatshirts may be worn in class.
- Additional items not listed as part of the uniform may not be worn.

Gym Clothing

- Solid white T-shirt, white Ascension-logo shirt or white Ascension Run-a-thon shirt for gym only.
- Dark gym shorts or Ascension sweat pants.
- Socks and gym shoes.

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.

Out of Uniform Consequences

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

Consequences regarding a missing or unacceptable required uniform item:

Students will be verbally reminded that they are out of uniform; student must be in compliance the next school day.

Students who choose not to follow school appearance guidelines may be given a Reminder Assignment to be completed and returned with a parent signature.

Chronic uniform concern may require a conference with parents.

Consequences for students who are wearing additional non-uniform items:

1a Items worn over the uniform must be removed immediately.

1b Items worn beneath the uniform such as colored T-shirts or T-shirts with any design or slogan, or which are oversized and extend past the shirt or blouse, or any other non-white visible garment: student will be sent to the School Office. Consequences will follow.

Chronic uniform concern may require a conference with parents.

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.

Daily School Appearance

Looks like

- 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
- 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
- Small earrings for girls only
- A small religious pin on the shirt, jumper top or collar.
- Approved ribbons or pins.

Does not look like

- 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
- Make-up, glitter, stickers, mascara, eye shadow, lipstick, tinted lip-gloss
- Tattoos, drawing on hands or arms
- 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, any non-religious necklaces
- Bracelets, armbands, ankle bracelets
- Multiple rings
- Large dangling earrings, earrings on boys, facial piercings, ear clips
- Non-Ascension stickers, pins, buttons.

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.

Uniform Ordering

Ascension skirts and jumpers must be purchased through:
School Belles Uniforms

www.schoolbelles.com The school code for Ascension is #735
400 Lakeside Ave. Nw 1-800-548-3883
Cleveland, Oh 44113

7647 West Touhy Ave. 1-773-763-8008
Chicago, IL 60631

Harvey Uniforms
www.harveyuniforms.com
1950 Fall River Avenue 1-800-462-8192
Seekonk, MA 02771

Out of Uniform Days, Out of Uniform Field Trips and School Dances

A notice will be sent from the office regarding specific clothing for out of uniform days, out of uniform field trips and school dances. All students will wear appropriate, modest, clean clothing.



Shirts/blouses should have 'crew' style necklines. Sleeveless shirts must have wide straps.

Hats, scarves and other outerwear are appropriate for outdoor field trips. The administrative team makes decisions on acceptable appearance.



Looks like

- Shirts/blouses have 'crew' style necklines.
- Sleeveless shirts have wide straps.
- Shirts and tops are loose-fitting
- Shirts with appropriate designs and slogans
- Slacks, trousers, knee-length shorts, skirts worn at the waist, knee-length skirts
- All clothing neat, clean and in good repair and appropriately sized.
- Closed-toe, closed heel shoes, fastened, with socks.

- Clean faces
- Clear lip balm (optional)
- Un-marked face, arms, legs
- Clean-shaven faces for boys
- Neatly combed hair

- Appropriate jewelry and small earrings for girls only (optional)
- Bare heads

Does not look like

- Halter tops, bare midriffs, or low-cut and revealing shirts
- Spaghetti straps, strapless tops
- Shirts that are excessively tight-fitting
- Shirts with inappropriate designs or slogans
- Skirts rolled up; pants too high or too low; shorts that are too short, skirts that are shorter than 3" above the knee, pajama bottoms
- Torn, soiled, ripped, cut, outgrown or oversized clothing
- Sandals, flip-flops, slides, backless clogs, back of shoe turned under, shoes not fastened, shoes worn without socks.
- Make-up, glitter, stickers, mascara, eye shadow, lipstick, tinted lip-gloss
- Tattoos, drawing on hands or arms
- Mustaches, beards, long sideburns
- Extreme hairstyles, hair falling into eyes, hair touching shirt collar on boys, partially shaved heads
- Excessive or inappropriate jewelry

- Hats or bandanas inside the building

Athletics Program

Athletics at Ascension are extracurricular activities. The Ascension Athletic Program consists of four sports (Soccer, Basketball, Volleyball and Cross Country) played interscholastically with other Catholic grade schools. Information concerning the Ascension sports program is available on the Athletics Pages of the school website www.ascension-school.com and the policies and procedures are contained in the Athletic program handbook. The Athletic Handbook is available on the school website.

Extended Day Program

Ascension School's Extended Day Program is a before- and after-school option for Ascension students. The Program is run in a large space within our school building. The Extended Day Program is available to any student who is currently enrolled in Ascension School. Extended Day-enrolled children can be dropped off as early as 7:00 AM and to stay as late as 6:00 PM. The Extended Day program has a separate registration fee and tuition scale. Information concerning the Ascension Extended Day Program is contained in the Extended Day Handbook, available from the Director of the Program.

AMENDING HANDBOOKS

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

Receipt of Handbook

Ascension School's Handbook is published in electronic form on the school's website www.ascension-school.com. Printed copies of the Handbook are available for perusal in the school office.