



Parent/Student Handbook
2025-2026

2001 Woodman Drive
Kettering, OH 45420
School Phone: (937) 254-5411
Website: www.ascensionkettering.com

The governing board of Ascension School located at 2001 Woodman Drive, Kettering, Ohio has adopted the following racial nondiscriminatory policies.” “The school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. “The school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.”

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**Ascension Catholic School
2025-2026**

Dear Parents and Students,

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

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

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

Yours in Christ,

*Susan DiGiorgio
Principal*



Ascension School Policies

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

Backgrounds and Traditions

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

School Colors: Red and Gray

School Mascot: Knight

School Motto: We are the Knights...

Our shield-Faith, Our Sword-Education.



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

School Prayer

Good and glorious God, we thank you for our many gifts.

We ask you to bless and protect our school and all who come to learn and teach here.

Help us to be like the Holy Family; Jesus, Mary, and Joseph, to be prayerful and to treat each other with respect, responsibility and reverence. May we learn from the past as you guide us to a bright future. Amen.

MISSION STATEMENT

Ascension Catholic School will provide a quality education in a Christ-centered environment.

BELIEF STATEMENTS: We Believe That....

- *each student is a unique child of God*
- *a healthy learning environment is everyone's responsibility*
- *Catholic education is an integral part of the church's mission to proclaim the gospel message of Jesus*
- *In building faith communities*
- *In celebrating through worship and to serve others without distinction*
- *Students learn in a variety of ways*
- *That each student is recognized and valued as a unique child of God in his/her social, emotional, and academic needs.*

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

Catholic Identity

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

Students attend and participate in weekly Mass while at school.

Students take graded Religion courses.

Students join in prayer.

Students show respect for the Catholic faith.

Accreditation

Ascension School is accredited by the Ohio Catholic School Accreditation Association (OSCAA).

Administration

Ascension School is a parish school which operates under the authority of the Pastor, Fr. Tom Nevels under the direction of the school principal, Mrs. Susan DiGiorgio.

Right to Amend

This handbook is not a binding contract on Ascension School, rather it is a unilateral set of policies which students and families are expected to, and must follow. The principal, or his/her appointee, with support of the pastor retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

ADMISSION AND REGISTRATION**Non- Discrimination Statement**

No student may be excluded from Ascension School solely because of race, color, national/ethnic origin, or ancestry.

Registration Requirements for all Students

Prospective students will need the following documents to register at Ascension School.

- *Registration Form
- *Birth Certificate
- *Baptismal Records if applicable
- *Immunization Forms up to date
- *Custody/Parenting Time Agreements
- *Registration Fee
- *Release of Records Form Completed

School Age

In accordance with Section 3321.01 of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are "of age" for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Educating Students With Special Needs

Ascension School will evaluate on a case-by case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

Admission Process

Acceptance of registration at Ascension School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received the State of Ohio scholarship, such as Ed Choice or Jon Peterson, all forms and documentation must be submitted prior to acceptance for admission. Registration fees are NOT refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees determined by the school and parish.

Admission to Ascension School is considered according to the following priorities:

- 1) Students currently enrolled at Ascension School, who re-enroll by the specified annual enrollment dates.
- 2) Siblings of students currently enrolled, who enroll by the specified annual enrollment dates.
- 3) Students who are current parishioners of Ascension Parish who apply for enrollment after the specified annual enrollment dates.
- 4) Students who are new parishioners of Ascension Parish who apply for enrollment after the specified annual enrollment dates.
- 5) Students who are not active parishioners who are applying for enrollment as private students.

New students who wish to be considered for enrollment may need to complete an assessment, academic screening, review of records, and interviews.

Accuracy of Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

Voluntary Withdrawal of Students

Any school property, including, but not limited to, library books, novels, non-consumable textbooks, school-owned Chromebooks, etc. must be returned. Additionally, any and all outstanding financial obligations including, but not limited to, lunch fees and tuition must be met. The custodial parent must complete a Release of Records form before student records will be transferred to the receiving school. Parents may not hand carry school records. Parents should write a note for their intent to withdraw a student.

FAITH FORMATION

Religious Education

Ascension School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accordance with this message. For this reason, students will attend Mass and Liturgies on assigned days and are encouraged to participate in liturgies and take advantage of service opportunities as permitted.

Sacramental Preparation

Sacramental preparation is a collaboration of the parish, school and parents beginning with children being baptized. At Ascension children in the second grade will begin preparing for their First Reconciliation and First Holy Communion under the guidance of our Director of Religious Education, Mrs. Tara Shumacher. As students enter the eighth grade they begin preparation for the Sacrament of Confirmation. Students and adults will be required to attend meetings, retreats, and students will be asked to earn service hours.

ACADEMIC PROGRAM

Academic Expectation

Students at Ascension School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as foreign language classes (Grades 6-8), fine arts, intervention opportunities. Additional support services may be available for students as needed.

Homework

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is

spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

The following guidelines have been established for timing of daily homework:

Kindergarten 15 minutes
Grades 1 – 3 20 to 45 minutes
Grades 4 – 6 45 to 90 minutes
Grades 7 – 8 60 to 120 minutes

Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress.

Ascension School's Grading Scale Grades 3-8

A+ 98-100	B+ 90-92	C+ 82-84	D+ 75-76	F 60-69
A 95-97	B 87-89	C 79-81	D 72-74	
A- 93-94	B- 85-86	C- 77-78	D- 70-71	

Ascension School's Scale Grades K-2

4-Consistently demonstrates proficiency
3-Frequently Demonstrates proficiency
2-Progressing towards proficiency
1-Demonstrates limited progress towards proficiency
N/A Not assessed this quarter

Field Trips

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destination. A student may be excluded from the field trip at the discretion of the school administration. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian. There may be field trip fees depending on the venue and transportation.

Promotion and Retention

Promotion to the next grade is based upon a child's effort, cooperation, and ability. Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Students who fail one major subject (cumulative average for the year) may be required to attend summer school. Any student who fails two major subjects due to lack of effort will be required to attend summer school and may be retained in the same grade for the coming year. Parents will be informed of a child's progress or lack thereof and the school will keep documentation.

8th Graders will not be promoted to 9th grade with 2 final failing grades for the school year but may be placed in 9th grades. Area Catholic high Schools will not accept students who are not promoted.

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

Records Review

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Withdrawal/Disenrollment for Academic Reasons

A student may be asked to withdraw for academic reasons from Ascension School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. Ascension School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians

Ascension School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through the US mail to the superintendent.

Curriculum

Ascension School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

Standardized Testing

Ascension School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The Archdiocese of Cincinnati also requires students to take an Assessment of Religious Education. All students in required grade levels will take this assessment regardless of religious affiliation.

Reporting Student Progress

Ascension School issues report cards to the families on a quarterly basis. Additionally, interim reports may be issued throughout each grading period. Student grades can be accessed at any time via Option C the student management system.

Student Support Programs

Ascension School follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, the following student support services are offered via a multi-tiered support system (MTSS) or response to intervention (RTI) method:

RIMPS: Tier 2: Literacy Leader

Title 1: Reading Services Grades 1-4

Special Education Services: Intervention Specialist (Kettering City Schools)
Intervention Specialist (Jon Peterson)

Speech and Language Services:

School Counselor: A licensed clinical counselor is available full time.

Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by case- basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

ATTENDANCE

Daily Attendance

Regular attendance is an important factor in the establishment of a good scholastic record. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to be absent are personal illness, a family death, or a family emergency. Section 3301-69-02 of the Ohio Administrative Code states that an absence is considered **excused** for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

- * Illness or injury of the child
- * Illness in the family necessitating the presence of the child
- * Death of a relative
- * Medical or dental appointment
- * Quarantine of the home
- * Emergency or other set of circumstances
- * Observance of religious holidays

Excused absences are noted on the child's records and report cards. After the third day of absence due to illness a doctor's note is required to be considered an excused absence.

Children absent during the school day should not attend evening events such as sporting events, school dances, or programs.

Unexcused Absences

If a child is absent, and the absence is not from the excused category such as recitals, tournaments or family vacations, the absence is recorded as an “Unexcused Absence.”

Appointments, Scheduled Events, Vacations

When possible, medical and dental appointments should be scheduled outside of school hours. Vacation days are considered “unexcused”. Parents must complete a Notification of Travel: form (Appendix A) a week prior to the student’s absence. (Teachers **are not** responsible for giving school work prior to extended leaves.)

Make Up Work

For all absences, students are responsible for making up the work, including tests, that they have missed during their absences. We request 24 hours be given to teachers before homework is sent home. If a child returns the next day, he or she will bring home the missed work. They will have one day for every day absent to complete assignments upon their return to school. Arrangements to pick up the child’s work after 2:00 p.m. should be made before noon with the school office. Teachers will have work ready for students who have missed two consecutive days if requested by parents/guardians.

Excessive Absence and Tardiness

Students who are absent more than 10 days in a trimester, or who have a pattern of absences throughout the year, may be asked to produce a doctor’s excuse. Additionally, when a student arrives after the start of the school day, leaves before dismissal, or is out of school for any reason during the school day, his or her attendance will be considered “incomplete” for that day and will be designated as a tardy on their attendance record. Excessive unexcused absence or tardiness may result in a failure to pass the current grade. The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.

Excessive Absences is defined as being absent 38 hours in a month, excused or unexcused, unless the absences are medically excused by a health professional.

Habitual Truancy is defined as being absent 30 consecutive hours without a legitimate excuse for the consecutive absences; or 42 hours in a month, or 72 hours within an academic year.

Reporting an Absence

- ✓ **All absences and tardies must be reported to the school office by 7:30 AM on the day of the absence.**
- ✓ When calling the school office, please give your name, the name of the student, his/her homeroom, and the reason for the absence.
- ✓ Unreported absentees will be checked by a phone call to home or work place.
- ✓ Upon returning to school, all children must bring a **written note signed by a parent or guardian** stating the reason for the absence and the date(s) upon which the
- ✓ absences occurred. The note is to be given to the homeroom teacher and all notes will be kept in the school office for the duration of the school year.

High School Shadowing

High School Shadowing forms available in the school office must be completed and submitted to the school office two days prior to the high school visit for the principal's signature. The form should be signed by the principal of the school being visited and returned to the school office in order for the absence to be excused.

PERFECT ATTENDANCE

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

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

Ascension School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by Ascension School when determining whether to admit or retain a student.

Student Pregnancy

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

Gender Identity

GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

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

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

HEALTH AND SAFETY

Medical Information

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

Administration of Medication

Ascension School follows the following Archdiocese of Cincinnati mandate and Section 3313.713 of the Ohio Revised Code regarding administering medication to students.

Administering Medications to Students (O.R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

- 1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
- 2) The school receives a statement, signed by the prescriber, that includes the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin and end;
 - f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
 - g) Special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
- 4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
- 5) The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
- 6) Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;
- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- (9) At least one emergency telephone number for contacting the prescriber in an emergency;
- (10) At least one emergency telephone number for contacting the parent/guardian; and
- (11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

Medication Administered at School

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label

indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

DIABETIC CARE POLICY

Ascension School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.

Ascension School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

- 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.

2) The school receives a statement, signed by the prescriber, that includes all of the following information:

- a) The name and address of the student;
- b) The school and class in which the student is enrolled;
- c) The name of the drug and the dosage to be administered;
- d) The times or intervals at which each dosage of the drug is to be administered;
- e) The date the administration of the drug is to begin;
- f) The date the administration of the drug is to cease;
- g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
- h) Any special instructions for administration of the drug, including sterile conditions and storage.

3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.

4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.

5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.

6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all

necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

Non-Restriction Disclaimer

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

Policy On Student Use of Marijuana

Ascension School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

Ascension School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

Child Protection

Ascension School follows all Archdiocese of Cincinnati mandates and Section 2151.421 of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

Immunizations

Ascension School complies with the minimum immunization requirements set forth by Sections 3313.67 and 3313.671 of the Ohio Revised Code. Although Ascension School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

Health Screenings

Vision and hearing screenings shall be provided regularly. Vision and Hearing screenings take place in Kindergarten, 1st, 3rd, 5th, and 7th grades.

Safety Plan

Ascension School files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. Ascension School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

STUDENT CODE OF CONDUCT

Ascension School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

Ascension School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for Ascension School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, Ascension School reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

Conduct In or Out of School

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

Ascension School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

Illegal Substances

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

Harassment, Intimidation, and Bullying Policy

It is the policy of Ascension School (the "School") that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

Definition of Terms

"Electronic act" means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- * Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- * Causes mental or physical harm to the other student; and

- * Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

- * Violence within a dating relationship.

- * "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:

- * Causes mental or physical harm to the other student; and

- * Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student.

Examples of conduct that could constitute prohibited behaviors include:

- * Engaging in unsolicited and offensive or insulting behavior;
- * Physical violence and/or attacks;
- * Threats, taunts, and intimidation through words and/or gestures;
- * Extortion, damage, or stealing of money and/or possessions;
- * Exclusion from the peer group or spreading rumors; and
- * Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 - * Posting slurs on the Internet, websites, blogs, or social media/networks
 - * Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - * Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 - * Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

Formal Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

Informal Complaints

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

Criminal Misconduct

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Conduct Disclaimer

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

General Behavior Expectations

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to fellow students, staff, parents/guardians, workers, volunteers, and visitors.
3. Improper language gestures, deliberate injury or threatening statements or conduct are unacceptable and will not be tolerated.
4. Stealing, cheating, plagiarism or forgery, including parent(s) Guardian(s) signatures will not be tolerated.
5. Willful destruction of property or vandalism will not be tolerated and parents. Guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement or replacement costs.
6. Students are expected to come to school prepared for class and other activities.
7. Each student is responsible for his or her own belongings. Personal items should be marked with the student's names.
8. Weapons or any item that could be used as a weapon or that the principal might consider to be a weapon are not permitted at school.
9. Students are not permitted to leave school premises during the day without the written, signed permission of their parents/guardians.
10. Students are to be orderly in the halls and classrooms so that a positive learning environment is maintained. Students must walk in the halls and speak quietly.

Behavior Violations and Appropriate Disciplinary Procedures

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

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

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

All school sponsored extra-curricular activities will abide by Ascension's rules.

A student's participation in extra-curricular activities sponsored by the parish or the school is regarded as a privilege and is primarily dependent upon a student's behavior and scholastic performance. School officials can remove a child from participation in extra-curricular activities.

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

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

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

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

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

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

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

Students in grades 6-8 have utilized a Student Accountability Card system that focus on three traits; Respect, Reverence, and Responsibility. Students have an Accountability Card with them daily and if teachers note that infractions have been made, a check is placed on the card. This card is to be a form of communication between the teacher, student, family, and the school principal. The Accountability Cards should be kept in the student's daily planner. The junior high has specific consequences for behaviors noted on the blue card.

Bus Conduct

Ascension School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

Schools may participate in various system-wide behavior programs that would result in more serious consequences: detention, suspensions, and expulsions.

Procedures to be Followed in Cases of Suspension and Expulsion

In cases where a student is suspended, the following procedures will be followed:

1. Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
3. When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

1. At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
2. Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
6A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
3. A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.

4. A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Search And Seizure

Ascension School reserves the right to search and inspect school property used by students at any time. Ascension School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

Cheating and Plagiarism

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards.

Finality of Decisions

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

SCHOOL UNIFORM

Parent/guardian cooperation to enforce the dress code is essential. Parents/guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits

For out of uniform days, all uniform rules about modesty and fit still apply. No midriff, sleeveless, or revealing clothing, etc. Clothing that promotes alcohol, drugs, violence, or political position is not permitted.

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

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

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

SWEATSHIRTS	School sweatshirts with the letter “A” logo from the uniform company may be worn in grades K-8. <i>ONLY <u>Ascension Hoodies</u> may be worn by grades 6-8 during the school day and they may not have any rips or tears in them. The head must be uncovered at all times during the school day. Collared uniform shirts must be worn underneath.</i>
SOCKS/TIGHTS	Quarter, crew, tube or knee high socks in red, white, navy, black, or gray may be worn. <i>While we recommend that socks have no logos, socks with small logos less than 2” in length will be allowed.</i> Socks must be visible above the shoe top regardless of the style of shoe worn. No ankle, ped socks or hosiery may be worn. Solid colored tights in red, navy, white, or gray may be worn under the uniform jumper, school, or short. No leggings may be worn.
SHOES	Rubber, non-marking soled tennis or gym type shoes with ties and/or Velcro closings may be worn. Sandals, clogs, flip-flops, shoes with wheels are not permitted. <i>Only shoes with non-marking soles are permitted in the PAC to avoid damage to the gym floor. (Leather soled shoes are never permitted on the gym floor.)</i> <u>Boots are not permitted during the school day. They may be worn outside during recess but need to be removed and replaced once in the classroom. Fashion boots are not permitted.</u> No open toed, open heeled or high heeled shoes are to be worn. Shoes must be tied.
JEWELRY	Necklaces, pins, rings and bracelets are not permitted, including the rubber bracelets for causes. Christian religious jewelry may be worn. <i>For safety reasons, only post earrings may be worn. Cords or rope necklaces may not be worn around the neck as they can be hazardous on the playground and during P.E. classes.</i> One earring may be worn per ear to school. No other piercings. Smartwatches/Fitbits are not permitted.
COSMETICS	<u>Fingernail polish may not be worn. Fake nails are not permitted.</u> No makeup may be worn in grades kindergarten through 6. Girls in grades 7 & 8 may wear <u>light</u> facial makeup and Blush/.Neutral nail polish. No fake eyelashes. Facial glitter is <u>not</u> permitted.
HAIR	No extreme hair styles or cuts. No hair coloring. For boys, hair needs to be above the collar. (Administrator’s discretion)
GUM	Gum chewing is not allowed on school property.

P.E. CLASS	All students in grades 4-8 are required to wear the approved P.E. uniform from Greenleaf Printing beginning. Girls wearing jumpers must have shorts under the skirt on P.E. days. Ascension PE Sweatpants for 2 nd and 3 rd quarter for 4-8. T-shirts and undershirts worn under P.E. shirts must be white without lettering. P.E. All Grades: Gym shoes with tie or Velcro and socks must be worn. Only post earrings may be worn in gym class; no dangles or hoops.
HATS	Hats must be removed before entering the school building. Bandanas as head coverings are not permitted.

DRESS UP/ CASUAL DAYS /SPIRIT DAYS

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

MASS/HOLY DAYS of OBLIGATION/SPECIAL VISITORS DRESS CODE

Students will be asked to attend school in the official school uniforms when attending church during Monday school masses and Holy Days of Obligation. Students will be reminded at school. If they have P.E. they will wear their P.E. uniform that day at school unless notified by the principal/or PE teacher.

Communication

The best educational atmosphere is one in which parent/guardian, teacher, school and Church work as complements to one another. The commitment of the faculty and administration is work in a construction, professional manner for the education of our students. Lines of communication between members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Parent / Teacher Conferences

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

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

Email Contact

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

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

Telephone Contact

The school office is open between 7:15 AM and 3:00 PM. If parents wish to contact a teacher, please call the school office at 254-5411 and leave a voice mail message.

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

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

Parental Concerns

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

Newsletters/Homeroom Envelopes

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

OPTION C

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

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

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

mhimes@ascensionkettering.org

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



ASCENSION

Social Media

Ascension School and the Ascension PTO both use Facebook as a way to communicate about school events and share pictures from events.

Follow us at: [ascensionschoolketteringohio](https://www.facebook.com/ascensionschoolketteringohio)

And

[AscensioncatholicschoolPTO](https://www.facebook.com/AscensioncatholicschoolPTOKettering)

Kettering

Instagram: [Ascensionkettering](https://www.instagram.com/Ascensionkettering)



Confidentiality Regarding Students

Confidentiality of student information is required. Administration, staff, volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

Cooperation as Condition of Enrollment

If a student, or his/her parent/guardian, behaviors in ways that hinder the school from pursuing its mission, objectives or disciplinary norms, the administration may determine that Ascension School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- *Lack of respect for the school's/parish's mission, programs, and activities.
- *Lack of respect for school/parish employees; hindering them from discharging their duties.
- *Lack of respect for school/parish property.

Custody Policy

Non-custodial parents have the right to information regarding student's progress unless a current court order states otherwise. Ascension School requires a copy of the current, official, signed, and dated court document that indicates custody, visitation, and educational rights.

Social Media

Ascension School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or school events.

Theft or Loss of Personal Property

Ascension School shall not be directly or indirectly liable for the theft loss of any personal property of students on school grounds or at school sponsored functions. Should a student choose to bring personal belongings to school or to school sponsored functions, the student, not Ascension School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school sponsored function. Valuable belongings including cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school sponsored function they do at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, Ascension School will report to authorities and prosecute all thefts, or vandalism to property.

Tuition

Tuition for Ascension School is set every year after deliberations by the Finance Committee of Ascension Parish, with a recommendation submitted to the Parish Council and final approval by the Pastor of Ascension Parish.

School Days/ Hours

Ascension School Hours Kindergarten-8

School Door Opens: 7:20 AM

Please do not drop off your child before 7:20 as there is no supervision.

School starts – 7:40 AM

Final Dismissal Bell – 2:20 PM

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

Emergency Closings

When Kettering City Schools delay or close due to weather conditions Ascension School will also delay or close. Announcements concerning school closing will be made on local radio and TV stations beginning at 6:00 AM and the Option C parent Alert phone call/text will be used. Please check the School Facebook/PTO page for up to date information.

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

Two Hour Delay

Bus pick-up time for all students, grades K – 8 will be two hours later than normal. Dismissal will be at the regular 2:20 PM time.

TWO HOUR DELAY NOTICE: Do not drop children off at school before 9:20 AM since teachers will have the same two hour delay schedule.



After School Activities Pick-up

Students staying after school for any reason are to be picked up in the main lobby doors, where they normally depart in the afternoon. Teachers should be notified in writing of any change in transportation plans. Teachers will remain with the children until they are picked up, so please be prompt!

BUS TRANSPORTATION

Beavercreek Schools and Dayton Public Schools will provide transportation to and from Ascension School.

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

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

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

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

Car Riders and More

Morning Drop Off:

For the safety of your children DO NOT drop off students before 7:20 AM. All vehicles are to enter at the main church entrance from Woodman Drive or Forrer Blvd. Parents are asked to proceed in a circular fashion as they drop off their children. Please stay in the car as the safety patrol and adult in charge help your children out of cars. Students will walk from the church sidewalk to the school office. Parents who need to bring their child into school are asked to park at the south end of the church parking lot away from the car pool line. There are designated "safety zones" where parents may park and walk their students to the building if needed. **If your child is eating breakfast please have them at school by 7:20.**

Afternoon Pick-Up:

All vehicles will park in the upper church parking lot. Dismissal will begin at 2:20 PM. After the buses depart, staff will begin dismissal by walking students from the school through the parking lot. Students are asked to signal to their teachers when they have found their ride. Teachers will have STOP signs to indicate that no cars move until all students are safely in their cars and teachers are safely on the sidewalk. Teachers will signal parents when cars may depart and **we ask that cars depart in a slow, safe manner.** Parents who are late picking up students should come to the main school lobby entrance.

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

Cafeteria Rules for the “Ascensible Café”

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

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

Recess/Lunch Schedules:

Grades 6,7,8	10:42-11:00(L)	11:00-11:18(R)
Grades 3,4,5	11:03-11:23(L)	11:23-11:43 (R)
Grades K,1,2	11:26-11:46(L)	11:46-12:06(R)



Birthday Treats

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

Nutrition Advisory Council

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

Auxiliary Services

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

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

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

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

Playground Rules/Safety

Supervision of children during lunchtime will be facilitated by the assigned teacher(s) and/or aides. Students will be instructed as to the designated playground area and the rules of conduct on the playground. The school playground is located on the black top area and field on the south side of the school and a Primary playground behind the school. Playground equipment and hard and soft areas are provided for the children. Balls, jump ropes, and other approved equipment will be provided for use. **The access road running along the playground to the rear of the Parish Offices will be closed to all vehicles during the school day.** During inclement weather, students will remain in their homerooms. Teacher provided activities and games will be available for student use. *Please do not send outside toys to school.* Assigned teacher(s), Classroom Aides, and volunteers supervise outside and indoor recess.

Playground Rules for Students:

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

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



School Safety

Visitors

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

For the safety of our students and staff, all outside doors except the main entrance are kept locked throughout the day. Unscheduled parent visits to the classroom or playground during the day are not permitted. This includes walking your child to the classroom or going to the classroom to pick up your child. If it is necessary to bring an item to school for a student (such as medicine, books, etc.) label it with the child's name and homeroom and bring it to the office.

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

Student and Staff Name Badges

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

Emergency Drills

Emergency Drills include **fire, tornado, and emergency evacuation drills**. Fire and Tornado drill procedures are posted in hallways and rooms near the exit doorways. Fire Drills, Tornado drills and held throughout the year. Emergency evacuation drills play a large role in the safety plan for our school and the rationale for evacuations could stem from multiple sources.

Environmental disturbances and intruder alerts are two reasons for emergency evacuations or "stay-put" procedures to occur. Emergency evacuation or stay-put drills are practiced by children and adults. ***Volunteers in the building must participate in all drills.***

Asbestos Hazard Emergency Response Act (AHERA)

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

STUDENT HEALTH

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

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

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

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

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

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

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

School Organizations

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

Art Club-The Art Club is run by the Art teacher for students interested in Art. The club will explore a variety of mediums. This club will meet after school as designed by the Art teacher.

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

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

Power of the Pen-Junior High students in grades 7-8 form teams to compete with other students using their creative writing skills. Students engage in regional competitions in anticipation of moving to the state competition.

Peacemakers Group: The Peacemakers from grades 6, 7 and 8 are selected by their peers as students who emulate leadership and mediation skills with their peers. They engage in retreats with other area Catholic schools to develop their leadership skills. They are moderated by clinical counselor, Mrs. Anne Taube.

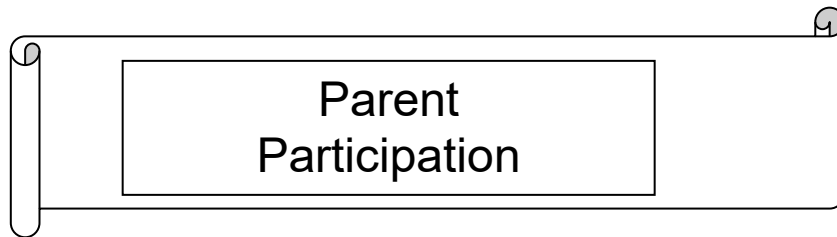
Fine Arts:

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

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

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

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



Parent Participation

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

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

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

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

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

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

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

Additional Information

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

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

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

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

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

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

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

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



Travel Notification Form

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

Student-Teacher Accountability

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

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

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

* _____
 (Parent Signature)

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

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

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

User Responsibility

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and /or school internet account. Passwords are to be guarded and not displayed nor shared with others. The user must adhere to copyright laws. Unauthorized access, including hacking or use of another's account is strictly forbidden. The user agrees not to bypass the school firewall nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually, orientated, threatening, harassing, racially offensive or otherwise illegal material on or off school or property: nor shall the user encourage the use, sale or distribution of controlled substances. The school logo may not be used without the expressed permission of the school administration. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is forbidden.

Disciplinary Action

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

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

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

*I agree to abide by the terms and conditions stated in the Responsible Use of Technology Policy. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand the consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

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

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date