

Ascension Catholic School

Chesterfield, MO

Handbook 2010 - 2011

PHILOSOPHY OF ASCENSION SCHOOL

Ascension School recognizes that each individual is a child of God – having a divine origin and an eternal destiny. In an atmosphere of trust, openness and respect, each student is guided to achieve understanding, acceptance, and utilization of their God-given talents.

Ascension School provides opportunities fostering growth of religious attitudes, moral behavior, and academic achievement. Every student is challenged to strive for excellence at the highest possible level. Ascension School calls every student to full participation in the faith community. Through religious celebrations and studies, the integration of Catholic-Christian virtues into all areas of the curriculum, and opportunities to live and experience the gospel message, the gift of Faith is nurtured in each child. Open communication and relationships established and maintained with respect for all are at the very foundation of school mission.

Ascension School recognizes all students as disciples of Christ. As a follower of Jesus, every student is called to love of God, neighbor, country and self; to accept difficulties with courage; to help those in need; and to give good example. In so doing, the child fosters personal worth, the growth of relationships, and the establishment of the climate necessary for effective learning.

Ascension School acknowledges the gradual development of every student. In an orderly, nurturing climate, individuals are challenged daily to grow to full potential through experiences and activities designed to foster Christian development. Into all aspects of the curriculum, and in all co-curricular activities, Catholic-Christian values and respect are intertwined. Ascension School students, parents, and faculty nurture this philosophy with the Good News given by our Savior, Jesus Christ. We establish it with faith in

God, with hope for the future, and with love for the children.

TEACHER OBJECTIVE

To lead students toward the fulfillment of their potential

RESPONSES TO THE OBJECTIVE:

- * Fosters a faith community through prayer, personal example and mutual support.
- * Models the virtues of faith, hope and love in daily life.
- * Demonstrates respect, courtesy and loyalty toward students, parents, colleagues and Ascension School.
- * Treats each child with the dignity deserved of a child of God.
- * Respects the uniqueness of the individual and encourages the use of the student's God-given talents.
- * Creates a classroom environment that is conducive to learning.
- * Encourages student responsibility and self-discipline.
- * Strives to maintain and improve professional competence through attending workshops, institutes, seminars and reading educational literature.
- * Fulfills all aspects of the contract made with Ascension School and the Archdiocese of St. Louis.

STUDENT OBJECTIVE

To work toward the fulfillment of my potential

RESPONSES TO THE OBJECTIVE

- * Models Christian love and participates in religious instruction, Mass, the Sacraments and prayer.
- * Respects the rights and shows courtesy towards classmates, teachers, supervisors, aides and all in authority.
- * Has a concern and responsibility for the appearance of self, of work and of property.

- * Respects and takes care of school property and the property of others.
- * Participates in all classroom activities and maintains the necessary supplies for class work.
- * Completes school work and homework according to directions, neatly, on time and completes missed work due to absence within a reasonable time.
- * Observes rules of safety and all rules of the school.
- * Is neat in appearance and dresses in accordance with the established code for Ascension School.
- * Demonstrates loyalty toward Ascension School.

PARENT OBJECTIVE

To lead our children toward the fulfillment of their potential

RESPONSES TO THE OBJECTIVE:

- * Accepts the role of primary religious educator of the child.
- * Responds positively to the Parental Witness Statement found in this handbook.
- * Supports and endorses the philosophy and policies of Ascension School and contributes financially to the support of the Parish and the School in accordance with School Board policy.
- * Cooperates with and respects the professional decisions of the faculty and administration.
- * Fosters in the child an attitude of respect for authority and property.
- * Is aware of the child's progress and works together with the teacher to remedy problems.
- * Encourages the child to take responsibility for behavior, work and necessary supplies.
- * Consistently provides an appropriate environment for and encouragement of home study.
- * Is involved in areas of parental activity in the school.
- * Demonstrates loyalty toward Ascension School.

PARENTAL WITNESS STATEMENT

THIS STATEMENT WAS ADOPTED BY THE BOARD OF CATHOLIC EDUCATION

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out his responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

“You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God’s commandments as Christ taught us, by loving God and our neighbor. You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their

responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should: 1) regularly participate in the Sunday Eucharist, 2) commit to speak more with my children about God and to include prayer in our daily home life, 3) participate in and cooperate with School programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children, 4) support the moral and social teachings of the Catholic Church to ensure consistency between home and school, 5) teach my children by word and example to have a love and concern for the needs of others, 6) meet my financial responsibilities in supporting the Catholic School.

When parents enroll their children in Ascension School, they agree to support its philosophy and its policies and to respond to the Parental Witness Statement that calls parents to a special commitment. Parents who fail to respond appropriately to this commitment may be asked to account for their actions and may jeopardize the continued enrollment of their children in Ascension School. (2005)

ACADEMIC MARKING CODE GRADES 4 THROUGH 8

A+	97-100	B	85-88	D+	74-77
A	93- 96	C+	82-84	D	70-73
B+	89- 92	C	78-81	F	69 or below

EFFORT/CONDUCT MARKING CODE GRADES 4, 5, 6, 7, 8

S EFFORT/CONDUCT IS GENERALLY SATISFACTORY

NI EFFORT/CONDUCT IS GENERALLY IN NEED OF IMPROVEMENT
U EFFORT/CONDUCT IS GENERALLY UNSATISFACTORY

ACADEMIC/PERSONAL GROWTH AND WORK HABITS MARKING CODE PRIMARY (1, 2, 3)

O Outstanding work consistently above grade level. Works independently, uses time well and is highly self-motivated. Careful, thorough and prompt in the preparation of all required work. Excellent self-control, study and work habits. Consistently hands in high quality work.

VG Quality work consistently above grade level. Requires no urging to have work done on time. Responds readily when called on. Does all the required work. Has good study and work habits.

S Does required work for grade level. Is developing independent study habits. Needs prompting when answering in class or taking part in discussions.

NI Needs improvement in required work for grade level. Needs to develop more independent habits of study. Inconsistent work habits including completion of and turning in assignments. Lacks concentration in study and unable to work independently. Special help and encouragement constantly required.

U Is performing below grade level expectation at this time. Study habits are poor or ineffective. Poor quality of work.

T The subject is taught but is not graded.

ACCEPTABLE USE OF INTERNET (School Board, 2010)

Students are expected to assume responsibility as they use the internet and classroom computers. While Ascension School has taken precautions to ensure the

safety of students via WebBlocker, students and parents must understand that it is the student's responsibility to adhere to school guidelines and requirements and assume personal responsibility for their own actions, or internet privileges can and will be revoked.

Students will not post any personal information, and will notify the teacher if inappropriate language or information is found. Students will not share their password nor use another student's password. Students will not communicate via chat rooms, e-mail, instant messaging, etc. Ascension School maintains the option to revise the guidelines at any time.

Ascension students may not use cell phones or any type of electronic equipment during school hours. A phone is available in the office.

ASCENSION DISCIPLINE CODE

Ascension School strives to help the students realize their God-given uniqueness and to accept personal responsibility for their actions. The school also encourages the students to appreciate their own gifts, to respect other persons' gifts and to value service to others.

Students are expected to follow all rules of the school and to accept the consequences for failure to do so.

Discipline is an essential aspect of Christian development. Effective discipline requires the cooperation and active participation of all students, parents and faculty members. The principal has a responsibility to both the student body and to the staff to insure orderly conduct by all students.

Examples of school discipline problems are listed in this handbook; however, it is impossible to list every problem that might interfere with the smooth operations of the school. The administration has the

responsibility and authority to deal with all problems even though the specific problems might not be listed in this handbook.

A policy of infractions leading to detention, automatic detention, in-school suspension, probation and expulsion have been instituted and parents are expected to be supportive in the following:

Four (4) minor or two (2) major infractions will result in an after school detention. Two (2) minor infractions equal one (1) major infraction. These detentions will be held weekly on Wednesday, Grades K-3 from 2:50 p.m. to 3:20 p.m. and Grades 4-8 from 2:50 p.m. to 3:35 p.m. Parents will be given a 24-hour notice for detentions.

Students receiving two (2) DETENTION notices forfeit field trip privileges. Field day will be forfeited if a second DETENTION is served after the class field trip.

Infractions are cumulative for the year. One (1) detention served in a quarter automatically equates to a NI in general conduct for the report card, two (2) detentions in a quarter, a U in conduct with a parent/teacher conference and/or a principal conference. Detention is not the only criteria determining general conduct. Infraction notices serve as written notification to the parent of a student's behavior and parents are asked to sign and return the notice within 48 hours. (A student whose parents choose not to sign the infraction notice will still accrue the infraction.)

Concrete examples of major and minor infractions will be posted and discussed in all classrooms. (Example: cheating is a major infraction.)

Behavior resulting in automatic detentions could include: fighting, use of profanity and vulgar language or gestures, harassment and/or bullying, destruction of property, disrespect to authority, leaving the building

without permission, stealing and/or other serious violations.

Harassment is defined by (but not limited to): Verbal or physical bullying; using language that offends others; posting and/or distributing material that is derogatory (via internet or otherwise); defacing property in a way that is derogatory of a person; using verbal and non-verbal communication that harasses an individual because of race, gender, ethnicity; disability or body type.

In-school suspension will be warranted in more serious offenses at the discretion of the school administration.

Probation is a final consideration if all other means have failed to correct a problem. The purpose is to afford the child an opportunity to improve the behavior in question. The student's behavior during the probationary period will have direct bearing on continued attendance at Ascension School.

Expulsion is the most serious means of addressing a discipline problem. If a child's behavior presents a serious threat to the physical, spiritual, or moral well being of fellow students, the child may be expelled from Ascension School by the principal and pastor.

A majority of students take pride in their school and themselves and are willing to conform to school rules. These children should be recognized for their efforts.

ASCENSION MOTHERS'/FATHERS' CLUB

The Ascension Mothers' Club and Fathers' Club are service organizations offering assistance to the principal and pastor. They are also fund-raising organizations which sponsor events and projects to raise revenues that are used to purchase items for the school not funded by the school or parish budget.

All parents are encouraged to involve themselves with the activities of this organization.

ASCENSION SCHOOL BOARD

The Ascension Parish School Board was established within the guidelines of the Catholic Education Office of the Archdiocese of St. Louis and operates under a constitution revised and ratified April 26, 1993. According to Article II of the Constitution, the nature and functions of the Board are as follows:

Section 1. The purpose of the Board is to advise the pastor in making policy for the Parish School. The School Board is a means by which the pastor can share his authority and responsibility for educational policy-making. This shared policy-making authority sets the direction by specifying the goals of the educational program and the general framework within which the program operates. The Board is not an administrative body; it does not deal with the means to achieve the ends specified by the policies.

Section 2. The following are functions of the Board:

- a. Assisting in the establishment of philosophy and goals for the Parish School;
- b. Interpreting and applying the policies of the Archdiocese Board of Education;
- c. Formulating additional policies which may be necessary;
- d. Evaluating the implementation of policies;
- e. Advising the pastor on fiscal matters relating to the Parish School;
- f. Recommending to the pastor the employment of the principal;
- g. Providing a forum for communication and education for the parents.

The Board meets in executive session and generally holds two open meetings during the school year.

2010-2011 School Board Members:

President	Trista Buerk	636-519-0155
Vice President	John Steinhubl	636-536-7790
Secretary	Kelly Lane	636-519-0001

ATTENDANCE

Children should be encouraged to form habits of regular attendance at school in order to achieve their best and complete the required work.

A written excuse signed by the parent or legal guardian stating the reason for an absence is REQUIRED when the child returns to school.

Any child with prolonged and/or excessive absences will require a doctor's excuse. An excessive amount of absences, in a given school year, could result in a child being required to attend summer school or receive tutoring before promotion to the next grade will be granted.

CARPOOL – DROP-OFF AND PICK-UP

Most students at Ascension School are transported by car, and most parents arrange carpools to assist in getting their children to and from school. A subdivision list may be obtained at the office.

Rules for drop-off and pick-up are designed to protect the children. In order to enforce the rules, the student safety patrol, parents and staff are instructed to report cars and drivers who break the rules. Disciplinary action will be taken against those who do not conform to safety regulations.

Carpool procedures for grades K-8 will be sent out in the August packet.

CONFERENCES

Formal parent-teacher conferences are scheduled at the time of the first report card for students in Grades One through Eight and Kindergarten.

Additional conferences may be scheduled throughout the year any time the parent or the teacher feels the need. Arrangements for such conferences are made by calling the school office (636-532-1151) during regular school hours or by sending a written request to the teacher. A mutually agreed upon time will be arranged. Faculty members can be reached by voice mail or e-mail any time. Faculty members should not be contacted at their residences.

CURRICULUM

As stated in the Philosophy of Ascension School:

“[the school] acknowledges the gradual development of every capability of every student. In an orderly, nurturing climate individuals are challenged to grow to full potential through experiences and activities designed to foster the Christian and human formation. Into all aspects of the curriculum and in all co-curricular activities, Catholic-Christian virtues are intertwined.”

Students at Ascension School receive instruction in the following subject areas and generally in accord with the time allotments suggested by the Catholic Education Office and determined by local needs; Religion, Language Arts, Mathematics, Science, Social Studies, Music, Art, Physical Education, Foreign Language and Computer.

The curriculum consists of all the subjects taught. It must be recognized that although learning is broken down into specific subject areas for ease of learning, the curriculum is an integrated program.

DRILLS

Safety drills (fire, inclement weather and emergency) are held periodically during the school year.

EMERGENCY INFORMATION

It is the responsibility of the parent or legal guardian to provide the office with emergency phone numbers.

ENROLLMENT (School Board, 2010) a. Policy

The Ascension School enrollment policy follows the general guidelines established by the Archdiocese of St. Louis.

Being a Catholic parochial school, Ascension enrolls children baptized into the Faith of registered, active families whose permanent residence is within the established boundaries of Ascension Parish.

Finalization of enrollment is contingent upon registration in Ascension Parish, verification of residence within the boundaries of Ascension Parish, completion of enrollment procedures for the school including proof of age, Baptism and payment of all fees and financial commitments to date.

Families presently living within the boundaries of Ascension Parish may enroll their children and siblings in Ascension School. Enrollment for the next academic year is initiated in February and is on a space available basis. If a family chooses to move outside of the boundaries, the following policies will be enforced.

POLICIES FOR FAMILIES LIVING OUTSIDE OF THE ASCENSION BOUNDARIES

Acceptance into Ascension School will depend upon

space available and approval from the pastor of the applicant's home parish of residence.

The principal determines final acceptance of students for enrollment.

Continued enrollment shall be subject to acceptance of the philosophy, the policies and the procedures set forth in the Ascension Handbook as well as those established throughout the school year.

A child entering Kindergarten must be 5 years old by August 1. A child entering Grade One must be 6 years old by August 1.

The staff carefully monitors new students entering Ascension School. Parents shall be notified if problems arise in either academic or behavioral areas. New students and parents must familiarize themselves with the philosophy, policies and procedures found in this handbook.

Requesting individual teachers is never an option. If your child has special needs, it may be necessary to conference with the assigned teacher.

b. Legal Custody Documents

If there is a divorce or a divorce pending, please contact the office.

c. Enrollment/Textbook Fee

To offset the costs of textbooks, learning and testing materials, Archdiocesan fees and general expenses, a registration fee is required at the time of enrollment. The fee is \$250.00 per child. The fee, less \$50.00 per child, is returned **only** if the family moves from Ascension Parish prior to August 1, otherwise the fee is non-refundable.

d. Tuition Policy

Each tuition account and registration, library, Food Service and other outstanding fees must be paid in full by the end of May (or other arrangements must be made with the pastor or school board chairperson) before report cards will be issued, transcripts forwarded to other schools and participation in graduation ceremonies assured.

e. Transfer

The process of grade placement for new or transferring students is designed to provide fair and proper grade designation. Students entering Ascension School for the first time are placed in their grade based upon age, previous school's grade level, and the recommendation of the teacher and principal of the former school.

f. Withdrawal

Written notification of intent to withdraw a child from Ascension School must be submitted to the principal by the parent or legal guardian (form available in the school office). Records of students are sent directly to the new school upon written request from that school. Records are not released to the parents.

When a student withdraws from Ascension, re-admission is subject to application and interview of parents and/or student.

g. School Hours

DOORS OPEN	7:30 A.M.
TARDY	7:50 A.M.
DISMISSAL	2:45 P.M.

Early dismissal for Friday faculty meetings will be at 11:45 a.m.

Kindergarten Hours

A.M. 7:45 – 11:45 A.M.
FULL DAY 7:45 – 2:45 P.M.

Students are not to arrive prior to 7:25 a.m. The school assumes no responsibility for students arriving prior to that time. Students are not allowed in the building prior to 7:30 a.m. Children are considered tardy if they arrive at 7:50 a.m. Any child arriving after that time must report to the office before reporting to class.

ALL students are to be picked up by 3:00 p.m. (12:00 p.m. on early dismissal days).

Please call if you are unable to arrive on time. Since we must extend the workday of staff members to supervise the children of parents who arrive late, there will be a fine of \$1.00 per minute/per carpool beyond 3:00 p.m. The fine must be paid on arrival.

Children are not allowed to remain on school grounds after dismissal unless they are attending a school-sponsored function.

FIELD TRIP

Field trips are planned by the faculty and are of an educational nature with the exception of the Eighth Grade.

A permission slip signed by the parent or legal guardian is mandatory. Students who have not returned the signed permission slip prior to departure will not be allowed to participate in the field trip and will remain at school. TELEPHONE PERMISSION IS NOT ACCEPTABLE.

Students receiving two (2) DETENTION notices forfeit field trip privileges.

The teachers with the approval of the principal make all decisions. Unless otherwise requested by the teacher, the number of parents accompanying the children is limited to two per homeroom. Since the parents are there to assist the teachers with the supervision of the children, preschool children may not accompany the parent on the field trip.

GRADUATION

Each Eighth Grade student may bring two adults to the graduation dinner. Students from blended families are permitted to invite a stepmother and/or stepfather. An additional fee will be necessary to cover the cost of the dinner.

HIGH SCHOOL SELECTION/ACCEPTANCE

Information regarding the various high schools is available in the school office. The faculty and administration are available to help you in selecting the high school your child might attend. Consideration should be given to matching the child's ability, achievement and interests with the high school that will best meet those needs. Parents and students are encouraged to take advantage of the high school information nights held during the fall and the high school open houses held in November.

Results of standardized test scores and report cards from Grades 6, 7 and 8, are forwarded to the high school the parent and child select.

As agreed upon by principals of the high schools and elementary schools, letters of recommendation from the principals or the teachers are NOT sent to high schools.

Letters of acceptance are sent by the high school. This acceptance is contingent upon the successful completion of all required work at Ascension School.

Copies of the final report card are forwarded to the high schools at the end of the school year. Students who do not satisfactorily complete the work necessary for promotion to the Ninth Grade may be required to attend summer school or receive tutoring sanctioned by Ascension School and/or the high school before acceptance to high school is finalized.

In consideration of students who may not be accepted into the high school of their choice, parents are asked not to decorate cars or communicate with your child in any other way on school property the day acceptance letters are received.

HOMEWORK

Assignments for home have a definite relation to work done in school and help to reinforce the concepts presented that day. Parental interest in written and study assignments is important but this interest should be limited to supervision.

Individual teachers establish homework policies concerning incomplete or late assignments.

a. Homework/Illness

For absences due to illness, call the office before **9:00 a.m.** to make arrangements through friends or siblings to pick up the necessary materials and assignments from the homeroom. When the student returns to school, assignments will be turned in and tests made up within a time frame mutually agreed upon by the student and the individual teacher.

b. Homework/Vacation

Assignments **WILL NOT** be given to the student prior to leaving for vacation. The child shall make up all assignments and/or tests. The teacher is not responsible for re-teaching material to children absent for vacation.

LIBRARY

Students may borrow books from the Ascension library for a two-week period. Books are renewed as needed.

Overdue books are subject to a fine of five cents per day per book excluding weekends and/or school holidays. The maximum fine is \$2.00 per book. Fines are calculated only after the book is returned.

If a book is one month overdue, it is considered lost. If a book is lost or damaged, the student is liable for the replacement cost. A form for payment will be sent to you from the Library.

If a book is paid for and then found before the end of the current school year, the money will be refunded.

The final report card will not be mailed until all library books are returned, or replacement costs are paid.

LOST AND FOUND

Articles that have been found anywhere on the premises will be placed in a lost and found container. At the end of each semester, all unclaimed items will be sent to Reach Out.

LUNCH

Food Service Consultants provide hot lunch options for all our teachers and students. Monthly menus are available on the school website. Students may purchase meal cards to expedite purchasing plate lunches and/or ala carte items at lunch, or may purchase lunch with cash on a daily basis. Students in grades K-3 are limited to purchasing the plate lunch of the day, and students in grades 4-8 will be afforded the opportunity to purchase ala carte items.

Nutritional components and information is available to all parents, and the school will utilize the "Healthy Choices" Menu selections.

Parents **MAY NOT** provide "fast food" lunches for their children. Forgotten lunches must be dropped off in the office by **9:00 a.m.** to minimize classroom interruptions.

MEDICAL POLICY

a. Medication Procedure

Most medications that children require do not need to be given at school. Any medication that is given three times a day should be given at home (morning, after school and bedtime). The school will not administer the first dose of any medication. If a medication (prescription or over-the-counter) must be given at school, the parents must follow these requirements.

1. An emergency authorization form must be on file in the school listing the name of the child's physician and phone number.
2. There must be a written physician's order for the medication with the same name of the student, name of the medication, dosage, time interval to be given (if ordered "as needed" . . . a plan must be provided) and diagnosis or reason for medication. A current prescription label on the container may serve as a physician's order.
3. Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order.
4. Prescription medication should be brought to school in a container appropriately labeled by the pharmacy. Non-prescription medication should be in the original container. Ideally, the parent will have two containers, one for home and one for the entire school year, the child needs a new prescription container each school year.

5. If there is ANY change in the dose or timing of the medication, the physician must submit the change in writing to our school. A parent may not give the permission to administer medication differently than the physician's order.
6. The school has the right to call the physician to clarify a medication order.
7. Prescription or over-the-counter medication must be brought into the office by a parent or guardian only.
8. If your child comes to school with an unidentified rash, the rash needs to be identified by a physician before returning to school.

If your child requires Tylenol for severe headaches or tooth pain, cough syrup/drops for a cold, Advil for abdominal cramping, etc., you need a physician's order. You may want to contact your physician and have him/her mail the order to our school. Having the order in place will save your child from needing the medication and not being able to get it. Over-the-counter medications must be supplied by the parent in their original container.

The school will not supply Tylenol, cough drops, cough syrup, etc.

Students, in grades 4 through 8, who use Metered Dose Inhalers (MDI's) may keep them in their possession ONLY if the proper forms are filled out and on file in the health room.

b. Medical Appointments

Children who are taken out for medical appointments or arrive late because of such appointments are marked tardy but not absent until 9:45 a.m.

A written request for early dismissal for appointments must be sent to the office. Children are to be picked

up in the office and must report to the office upon their return. Parents or guardians are to come to the office to sign children out and back in. Students may not leave without having been signed out. Please make every effort to schedule medical or dental appointments outside school hours.

c. Policy on Communicable Diseases (School Board, 2010)

Catholic Schools are institutions providing an environment where the life and teachings of Christ can be experienced and modeled by those in attendance. It is especially true, therefore, that in Catholic Schools compassion for the sick as well as concern for their psychological and physical well-being be evident. Catholic Schools of the St. Louis Archdiocese follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health. Ascension School follows the general guidelines of the Archdiocese of St. Louis on communicable diseases.

d. Medical Examination

In accordance with the recommendation of the St. Louis County Medical Society School Health Committee, all children are expected to have a complete physical examination upon entrance into school and at the beginning of Kindergarten, Third and Sixth Grades. Forms are available in the school office for use by your child's physician.

e. Illness, Injury

Parents are notified immediately in case of serious illness or injury. Children will be sent home only in the care of the parent or person designated by the parent. Children are to be signed out at the school office. If your child is sent home from school for a fever over 100.0, vomiting or diarrhea, it is the policy of the Archdiocese that they **MAY NOT** return to school for at least 24 hours or when fever-free.

f. Immunizations

In accordance with Missouri law, immunizations must be kept current. Failure to comply with state law will prohibit your child from attending Ascension School or any other school. Verification of records must be on file before the first day of school.

g. School Nurse

The nurse's office is open daily 9:00 a.m.-2:00 p.m. All students must have a health room pass from a faculty member before visiting the nurse.

PARTIES/CELEBRATIONS

The only official party for the children is held at Christmas and is coordinated by the Administration, Mothers' Club, the room mothers and the grade level teachers.

Birthday treats may be brought to school, however this should first be coordinated with the teacher and should not exclude any member of the class. Due to health concerns only store bought packaged treats are allowed.

POLICY ON NON-DISCRIMINATION (School Board, 2010)

All practices of a Catholic School in the Archdiocese of St. Louis related to employment shall be conducted without discrimination on the basis of race, color, national and ethnic origin or sex. No school shall on the basis of sex recruit, advertise, select employees, pay, promote, classify employees, grant leaves, provide fringe benefits, select for training in special workshops, conferences, restrict employment to a single sex unless the position is such that it can only be performed by a member of that sex.

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarships and loan program and athletic and other school-administered programs. Cooperation of parents with their church and school can be important criteria in determining the acceptance of the application for admission.

(Catholic Education Office of St. Louis)

POLICY ON PRESIDING (School Board, 2009)

The Ascension School Board has determined that each family is required to preside during the lunch recess period four or more times per year according to alphabetical assignment.

Presiding parents are to sign in at the school office by 11:10 a.m. on the day of their assigned duty and are asked to report back to the office at 12:40 p.m.

If a presiding parent has not signed in by 11:15 a.m., a substitute is called and the family is assessed a \$25.00 fine, even if the parent arrives after 11:15 a.m. The school office will send notification of missed duty.

A buy-out option is available for \$100.00. Notification that a family is exercising this option and a check for \$100.00 is due in the school office the first day of school.

POLICY ON TOBACCO, ALCOHOL, DRUGS AND DANGEROUS WEAPONS (School Board, 2010)

The possession, sale or use of illegal drugs, alcohol, weapons, ammunition or tobacco products is a violation of criminal law and, therefore, is considered a

serious violation of school policy. The possession, sale or use of any such substance by students on school grounds, at a school function or on the way to or from school is prohibited. Any student who violates this policy is subject to immediate suspension or expulsion.

Archdiocesan Policy 4604-2, which the school follows, is more expansive. A copy is available in the school office for review.

PROMOTION/RETENTION

Students advance to each succeeding grade upon the satisfactory completion of work required for the preceding level. In some cases a child may not be considered mature enough to have mastered the content and skills sufficiently to advance to the next level. If this is the judgment of the principal and teacher(s) involved with the student, the child may be retained or be required to attend and satisfactorily complete an approved summer school or tutoring program before promotion to the next grade level.

A final grade of F in two major subjects results in failure of the required work for that year. The student in this case will be asked to meet certain requirements before consideration will be given for promotion to the next grade at Ascension School.

RELIGIOUS EDUCATION

Ascension School is first and foremost a Catholic School. The school religious education program is not limited to one class each day in religious studies. The religious education program is part of the complete program of the school.

a. Religious Activities

The religious dimension has two major goals: religious instruction and religious formation.

These goals are achieved through five components:

1) daily religious studies period, 2) integration of Christian values into all areas of the curriculum, 3) religious practices (Eucharist, daily prayers, special prayer services, etc.), 4) religious environment in the school and 5) apostolic service projects.

Children generally participate in the Celebration of the Eucharist with their class one day per week according to the following schedule:

Grades 4 and 5	Tuesday
Grades 6, 7 and 8	Wednesday
Grades 1, 2 and 3	Thursday

- Kindergarten attends the Celebration of the Eucharist periodically.

Special feast days are celebrated by the entire school at monthly all school masses.

Students in Grade Two are given the opportunity to receive the Sacrament of Reconciliation in the fall and the Sacrament of the Eucharist in the spring. Students in Grade Eight receive the Sacrament of Confirmation at the New Cathedral in the spring.

Parents are expected to attend Sacrament preparation meetings to help them prepare the child for the reception of the Sacrament.

b. Accreditation

Ascension School is accredited by the Missouri Chapter, National Federation of Nonpublic School State Accrediting Associations effective February 11, 1988 and renewed January, 2011.

REPORT CARDS

Report cards are issued four times a year – October, January, April and June. Kindergarten does not receive a report card until January.

The report card is a method of communicating to parents and students the level of growth attained during a specific period of time. It serves as a positive tool to effect continued growth. Parents are asked to sign the envelope after the second and third quarter reports and return it to school with two first class postage stamps. With the exception of the final report card, it is to be returned to school within one week of it being issued.

Final report cards will not be mailed until all fees (registration, tuition, library fines, presiding, Food Service fines, etc.) are paid.

a. Interim Progress Reports

These notices may be sent home at mid-quarter or anytime throughout the school year. This report is NOT meant to be an extra report card, but is a means of communicating with parents. This report requires the signature of the parent. (The dates are listed on the calendar.)

RESPECT FOR PROPERTY

Misuse and abuse of school or parish property, or the property of others will require restitution. Textbooks are the property of the school and must be properly used. The fees paid toward textbooks do not purchase the book for the child. Charges will be assessed for lost and/or damaged books, workbooks and other materials that must be paid before report cards are mailed in June.

Textbooks should be covered at all times.

SELLING/PROMOTIONS

The selling or promoting of products or activities on school grounds before, during and/or after school hours for organizations not directly connected with the school or sanctioned by the principal is not allowed.

SNOW AND EMERGENCY CLOSINGS

Snow and emergency closings will be sent out over the Honeywell Instant Alert System. Please do not call the school office or rectory for this information.

SUPPLIES

Teachers require students to have certain supplies for their classes. A list will be sent home with the children at the end of each school year. It is the responsibility of each student to have the supplies necessary for classes and to have those supplies with them at all times.

STUDENT ACTIVITIES

Choir	Grades 3-8
Geography Bee	Grades 4-8
Math Contests	Grades 5-8
Spelling Bee	Grades 5-8
School Ambassador	Grades 6-7
Speech Team	Grades 6-8
Student Council	Grades 6-8
Yearbook	Grade 8
Video Club	Grade 8

TESTING

STANDARDIZED TESTS: The standardized tests listed below are administered to the students to help the faculty determine the direction our curriculum and methods are to follow. The results of these tests are shared with parents with a reminder that the results

are merely guides and that care must be taken not to misinterpret the data.

Iowa Tests of Basic Skills Test is administered to students in Grades Two through Eight in the fall of the year.

Cognitive Ability Test is administered to students in Grades Four, Six and Eight in the fall of the school year.

Sometimes parents and/or teachers suspect a situation may exist which is in some way interfering with the child's learning process. Arrangements can be made with the Special School District, the Archdiocesan Special School Department or other private institutions to screen the child and assess the needs. Decisions as to best meet the special needs of the student are made once professional diagnosis has been completed.

UNIFORM POLICY

All students attending Ascension School wear a uniform.

a. General Appearance Code (Grades K-8)

The students of Ascension School and their parents are accountable for these uniform policies.

Students are to wear the uniform according to code. Children who are not dressed properly will be issued a uniform violation. The third (3) violation results in a minor infraction.

Sweaters, sweatshirts, and hoodies other than those with the Ascension logo may not be worn.

All items should be marked with the child's name. Students shall wear their hair in a manner that conforms to generally established norms. Passing fads of style are never permitted, e.g., multiple hair coloring, gothic, etc. Only a conservative, clean-neck

style that is appropriately cut is permitted for the boys. Simple bows may be worn in the girl's hair.

Make-up or nail polish **MAY NOT** be worn.

Jewelry shall be discreet, simple and limited to a watch, a ring, a symbol on a chain or a plain necklace. Only small post earrings (one in each ear) may be worn by the girls. Any earring hanging below the earlobe is not permitted. No earrings permitted for boys.

b. Out-Of-Uniform Policy

The following are guidelines to be followed for all out-of-uniform days:

- * Socks of some sort must be worn.
- * All shirts must be long enough to be tucked into pants or skirts.
- * Shirts must have sleeves.
- * During summer uniform months only, the children may wear uniform shorts, Capri pants, knee length shorts or jeans.

The following may never be worn:

- * Sandals, clogs, sling back shoes or slides
- * Make-up or nail polish
- * Hats (indoors)
- * Holes in jeans
- * Cutoffs
- * T-shirts with offensive sayings (as determined by the faculty)
- * Only hairstyles permitted on ordinary school days are allowed. If there is to be an exception, it will be specifically noted on the flyer announcing out-of-uniform days.

**c. Girl's Uniform
Grades K-5**

Red and blue scoop neck plaid jumper from Just Me Apparel.

Solid white blouse, round collar, long or short sleeves, solid white turtleneck or mock turtle or solid white golf shirt may be worn. No logo, trademark or monogram is permitted.

Solid white or navy blue ankle, "no-show" or crew socks. White or navy blue knee socks may be worn.

Dress, "Buc" or athletic-type shoes (white, navy, black, tan, brown or gray) may be worn. No sandals, clogs, slides or sling back shoes. Shoes with laces must be tied at all times. Shoe laces must be white or solid to match the shoe color.

**d. Girl's Uniform
Grades 6-8**

Red and blue plaid skirt from Just Me Apparel. Skirt must be no shorter than two inches above the knee.

Solid white blouse, button down collar, long or short sleeves, solid white turtleneck or mock turtle or solid white golf shirt may be worn. No logo, trademark or monogram is permitted.

Solid white or navy blue ankle, "no-show" or crew socks. White or navy blue knee socks may be worn.

Dress, "Buc" or athletic-type shoes (white, navy, black, tan, brown or gray) may be worn. No sandals, clogs, slides or sling back shoes. Shoes with laces must be tied at all times. Shoe laces must be white or solid to match the shoe color.

**e. Winter Options
Girls K-8**

Solid navy blue slacks (if slacks have belt loops then black, blue or brown belt).

Solid navy blue leggings may be worn under jumper or skirt. (No nylons.) Leggings can be purchased from Just Me Apparel. Socks of the like color may be worn.

**f. Boy's Uniform
Grades K-8**

Solid navy blue slacks worn with a belt (black, blue, brown). No logo, trademark or label.

Solid white golf shirt, long or short sleeves or solid white turtleneck or mock turtle. No logo, trademark or monogram is permitted.

Dark blue or white ankle, "no-show" or crew socks are permitted.

Dress, "Buc" or athletic-type shoes (white, navy, black, tan, brown or gray) may be worn. Shoes with laces must be tied at all times. Shoe laces must be white or solid to match the shoe color.

**g. Summer Uniform
Boys and Girls, Grades K-8**

The summer uniform may be worn from the beginning of school through October 7th and from April 18th through the end of the school year.

The winter uniform can be worn at any time throughout the school year.

Solid white golf shirt (collar, placket, buttons) with short sleeves. No logo, trademark or monogram is permitted.

Ascension navy blue monogrammed shorts to be purchased at Kids Sportsworld. Students for whom the standard uniform short is not available may seek approval through the school office on an individual basis. Boxers, bikers, etc. may not be obvious underneath.

Solid white or navy blue ankle, "no-show" or crew socks.

Dress, "Buc" or athletic-type shoes (white, navy, black, tan, brown or gray) may be worn. No sandals, clogs, slides or sling back shoes. Shoes with laces must be tied at all times. Shoe laces must be white or solid to match the shoe color.

**h. P.E. Uniform
Boys and Girls, Grades 1-8**

Ascension navy blue monogrammed P.E. T-shirt and Ascension navy blue monogrammed shorts. The P.E. uniform must be purchased at Kids Sportsworld. Boxers, bikers, etc. may not be obvious underneath.

Solid white or navy blue ankle, "no-show" or crew socks.

Athletic-type shoes (white, navy, black, tan, brown or gray) must be worn. Shoe laces must be tied at all times. Shoe laces must be white or solid to match the shoe color.

Sweatshirts and sweat pants may be worn over the P.E. uniform at the discretion of the P.E. teacher. The children are given time to change into and out of their P.E. uniform.

VISITORS

Visitors, including parents, must enter the building through the school door facing the main church parking lot and come to the office to sign in and out when leaving.