

# Ascension of Our Lord School Parent/Student Handbook 2016 - 2017



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Grades and Information available through [www.aolcrusaders.org](http://www.aolcrusaders.org)

Dear Parents,

This handbook ensures that our policies reflect the every day life of a working school while following through with our mission statement. We dedicate ourselves to work according to these principles and to pass them on to our students.

Please read thoroughly and carefully and sign the Signature Page.

The school is under the supervision of the New Orleans Archdiocesan Office of Catholic Schools. Ascension of Our Lord is staffed by dedicated educators and is certified by the State of Louisiana and accredited by SACS/CASI (Southern Association of Colleges and Schools).

Ascension of Our Lord School is non-discriminatory in the registration of pupils and in the administration of school policy. We endeavor to accept each child as a unique individual with special gifts of mind and soul. We trust our efforts, along with yours, will help your child/children live a value-oriented life in the spirit of the Gospel message.

Ascension of Our Lord  
Administration, Faculty & Staff

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*We welcome anyone in our midst who will actively contribute to our efforts with the dedication, interest and support.*

### **VISION**

Ascension of Our Lord is committed to building a strong spiritual, academic, and moral foundation that empowers our students to strive for success and model their faith in order to serve God and others.

### **MISSION STATEMENT**

With Reason, Religion and Kindness, we guide each other in developing our God-given talents through the Catholic faith and challenging academic standards.

### **PHILOSOPHY**

Our educational philosophy finds its deepest roots in following the preventive system of St. John Bosco, that is, to teach as Jesus did through Reason, Religion and kindness and to build community, and to serve

Following the belief that a wholesome relationship with God is essential for developing the whole person spiritually, intellectually, morally, socially, and physically, we strive to foster the Christian formation of each student and to promote excellence in a nurturing environment.

#### **Belief Statements:**

1. We believe that as a Catholic school we take our meaning and purpose from the role and mission of the Church.
2. Parents are the primary educators of their children, with the community and Church sharing in the responsibility.
3. The moral character of the administration, teachers, and students should display a love for Jesus Christ in daily actions, attitudes, and speech, both on and off campus.
4. The Catholic faith is taught across the curriculum revealing Christ throughout instructional teaching, opportunities to serve, meaningful prayer, and most importantly, the celebration of the Eucharist.
5. Each child is a valued and unique individual who learns, grows, and achieves in different ways.
6. Curriculum and instructional practices, in accordance with Archdiocesan standards, should incorporate a variety of learning activities to accommodate differences in learning styles.

7. Students need to demonstrate their understanding of essential knowledge and skills, and apply their learning in meaningful and creative context while being actively involved in solving problems.
8. The integration of technology into student learning is an essential part of education producing quality work.
9. A student's self esteem is enhanced by positive relationships and mutual respect between student and staff.
10. The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
11. Christian morality is promoted by instilling virtues including respect for life, honesty, responsibility, and self-discipline.
12. A safe and physically comfortable environment promotes student learning and fosters positive relationships and respect throughout the school.
13. A range of extracurricular activities should be available as to allow every student an opportunity for growth.

#### GOALS:

1. To model positive examples thus encouraging Christian behavior.
2. To internalize Christian beliefs through participation in liturgical celebrations, frequent reception of the sacraments, and one's personal prayer life.
3. To foster generosity and personal giving through involvement in service projects.
4. To develop alternate means to settle difficulties and misunderstandings between students involving the Pastor, Principal, Counselor, and other agencies when necessary.
5. To help our students achieve a sense of security and self-esteem.
6. To provide a curriculum that is designed to meet the needs and talents of students to foster success.
7. To develop competent and responsible use of modern technology.
8. To prepare students to assume their roles in society thus developing a consciousness for the demands of social justice and forming behavioral patterns consistent with Christian social standards.
9. To recognize achievement of students in a manner which encourages others to aspire to their own success.
10. To assist students in becoming aware of God's call in their lives and preparing them to recognize and respond positively to His call.

#### ***ACCREDITATION***

Ascension of Our Lord School is staffed by certified personnel. It is accredited by the State of Louisiana, and the Southern Association of Colleges and Schools (SACS). AOL maintains membership in the National Catholic Education Association (NCEA), Louisiana Federation of Citizens for Educational Freedom (CEF), Association for Curriculum Development (ASCD).

# GENERAL POLICIES

## ADMISSIONS

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### ADMISSIONS

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Because the Catholic education and formation of the child is the primary responsibility of the parents, before presenting their child/children for application to the school, parents must be the first to demonstrate their attachment to the church and the faith by being members of the parish. Being members of the parish means the family is registered, active, and supportive. See the Admissions Policy.

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### ADMISSION REQUIREMENTS

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**Pre-Kindergarten:** The student entering Pre-K must be three or four years old by September 30.

**Kindergarten:** The student entering Kindergarten must be five years old by September 30.

**First Grade:** The student entering First Grade must be six years old by September 30.

Students entering Ascension of Our Lord School for the first time must have the following documents at the time of registration:

1. Birth Certificate
2. Baptismal Certificate (if applicable)
3. Social Security number
4. Custody Papers (if applicable)
5. Immunization Records conforming to the State Department of Health and Human Resources (a copy of required immunizations are available in the school office)

**Second through Seventh Grades:** For students entering grade 2 through 7, the above listed documents and certificates are required, as well as the report cards and records from previously attended schools, and standardized test scores.

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### APPLICATION OF STUDENTS

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To be eligible for admission or re-registration to Ascension of Our Lord School, a student must be in good standing in the school he/she attends. In good standing means that the child has shown satisfactory scholastic progress and achievement over the past school year(s), has clearly demonstrated willing cooperation regarding school regulations, and has maintained satisfactory conduct. Students must follow the application procedures and pass all requirements. The necessary fees and tuition payments must be current.

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### TUITION AND FEES

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Please refer to Admissions and Financial Policies for information relating to tuition and fees established for Ascension of Our Lord School. These guidelines must be strictly adhered to by all school families.

- Note:**
- \* There will be a \$20 service charge for NSF checks (Non-sufficient Funds) received. After a second NSF check, we will no longer accept personal checks for your fees. You must remit payment by cash or money orders. If an account becomes two months delinquent for non-payment of tuition, the child(ren) will be asked to leave the school.
  - \* Students not registered for the upcoming school year cannot try out for extra-curricular activities for the upcoming school year and cannot participate in camps for that activity.
  - \* Families who owe fees (registration, tuition, fundraising, etc.), cannot sign up for Cotillion Court or any other extra-curricular activities.

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## SCHOOL HOURS

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Regular and punctual attendance is required. The school day begins at 7:55 AM and ends at 3:00 PM for Pre-K through 7th grade. Students who arrive before 7:30 AM or remain after 3:00 PM must report to Before or After School Care, unless the student is participating in after school activities. No student is allowed to stay after school unsupervised. If a student is involved in athletics and the game or practice is not directly after dismissal, the student must either go home and return or go to after school care. Siblings of students involved in after school activities must dismiss for home or use the after care program.

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## ARRIVAL

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Students who are driven to school are to be dropped off at the back porch area. Parents are asked to form a single line of cars. *DO NOT* pass a parked car. Wait your turn in line. If you do not wish to use the car pool line, you are to park across the street in the church parking lot and personally escort your child to the front porch.

*ONLY BUSES* are allowed to drop students off at the front porch in the morning. Children who walk or bicycle to school must use the crosswalks at the corners. Students with bicycles must use the bike racks and lock their bicycles. The school is not responsible for stolen or damaged property.

Upon arrival, students in grades 3 – 7 are to report to Don Bosco Hall. Students in grades Pre-K (4 year olds) – 2<sup>nd</sup> grade are to report to the hall outside of their classrooms and wait to be admitted to class by the teacher. No student is allowed to roam around or leave campus. Any student arriving after 8:00 AM is considered tardy, unless he/she takes a public school bus and the bus runs late.

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## DISMISSAL

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All students except car line riders and bicycle riders are to leave school by the front porch exit. As in the morning, those who walk or bicycle must use the crosswalks.

**Back Porch Pick Up:** Students who are car riders will be dismissed to the back porch. Parents are asked to enter the parking lot on the Library side of the school and wait in line. When dismissal begins, proceed in a single line around the school building to the back porch. Faculty members will assist the students into their vehicles. Parents are expected to display courtesy and patience, especially on rainy days. If you do not wish to use the car pool line, you may park across the street in the church parking lot and personally escort your child from the front porch in accordance with the front porch dismissal policy. Pre-K students may be dismissed to the back porch with a Pre-K duty teacher.

**Front Porch Pick Up:** Students will wait on the front porch until they are released by staff to their parent or designated adult. Parents are asked to take their children and exit the porch area. This is for the safety of all students. Please use caution when crossing the parking lot.

*If there is a question regarding an adult having permission to pick up a student (front or back porch), the adult will be sent to the office to have the student information checked or the parent called before the student will be released.*

**Bus Riders:** Those students who ride the bus will be dismissed first and will be walked to the bus by a duty teacher.

**Walkers:** These students will be walked to the corner of Greenwood and Fairway Drives or Greenwood and Newport Drives by the duty teacher.

**Bike Riders:** Students who ride a bike to school will be dismissed last and are to unlock their bikes and leave the campus immediately.

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## **EARLY DISMISSAL**

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Periodically, children are dismissed early because of authorized reasons such as faculty meetings and teacher in-service. Notification of early dismissals is found on the monthly calendar and bulletins.

**Parents who need to pick up students early should do so before 2:45 PM. We will NOT dismiss students between 2:45 – 3:00 PM. Early check-outs will be counted against the student’s attendance record.**

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## **BUS TRANSPORTATION**

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Buses are a service of the Public School Transportation System. Eligibility for the service is based on parish boundaries. Notification of bus routes is published annually, prior to the beginning of school, in the local newspaper L’Observateur. Students riding the bus will be expected to respect the drivers and obey all safety regulations. Students reported for misconduct will forfeit their privilege of bus transportation either temporarily or permanently.

St. John Parish Transportation Department mandates that students who will be riding a school bus must have a clear or mesh school bag only. No other school bags will be allowed on the bus.

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## **BEFORE AND AFTER SCHOOL CARE**

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Ascension of Our Lord School offers a Before School Care program to students enrolled in the school. Students may arrive on the school premises at 6:30 AM. The students will remain in the supervisor’s care until 7:30 AM when they will be dismissed to the classrooms where they will be supervised by the duty teacher. Any student arriving on the school campus before 7:30 AM will be sent to before school care and a fee will be charged.

Ascension of Our Lord School offers an After School Care program to students enrolled in the school. Students in the program may remain on the school premises under supervision until 6:00 PM. During this time, the students will be given a half-hour recess after school, followed by a study period during which time they will be expected to do homework. No student will be allowed to leave After School Care supervision unless signed out by a parent or guardian.



Payments for Before and After School Care may be prepaid. Monthly payments are due by the 10<sup>th</sup>. After this date, a \$10 late fee will be assessed. Parents are reminded that this is a service and that you should be prompt in picking up your child/children. An additional fee will be assessed for any student who remains after 6:00 PM. Students admitted to the program must be cooperative, respectful and obedient to the supervisors in charge or they will lose the privilege of attending.

Before and After School Care begins on the first full day of school. School care is not provided on days when there is no school. It is provided on most early dismissal days.

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## WITHDRAWAL

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In the event that you should wish to withdraw your child before the end of the school year, please inform the secretary at least two school days in advance. Parents must fill out a withdrawal packet. Records will be released after all obligations to Ascension of Our Lord School have been met. The tuition will be pro-rated based on 180 school days.

<h2>ATTENDANCE</h2>
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## ATTENDANCE

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Regular attendance is essential for your child to derive maximum benefit from Ascension of Our Lord School; daily faithfulness in attending and being punctual has immeasurable benefit in ensuing success in school, building confidence, and fostering habits which will serve your child well throughout life. Ascension of Our Lord School is bound by State Law, Bulletin 741 Non Public Schools, regarding attendance. In order to be eligible to receive grades, elementary students shall be in attendance a minimum of 160 days in a school year. This means that a student cannot acquire more than 18 (**excused or unexcused**) absences. The principal has the option to wave “extended illness, verified by a physician” in the case of consecutive days.

Any child absent for more than five consecutive days, or with a communicable disease (measles, mumps, fifth disease, conjunctivitis, chicken pox, etc.), must obtain a letter from a physician stating that he or she is able to be readmitted to school.

If your child will be absent from school, please notify the office on the day of the absence, between 7:45 and 9:00 AM. You may arrange to pick up assignments by calling the office before 9:00 AM; you may then pick up the assignments at 3:00 PM or have them sent home with a sibling or friend.

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## PERFECT ATTENDANCE

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Perfect attendance certificates for one year and two or more consecutive years will be presented to students. Listed below are the requirements as set forth by the State Department and Ascension of Our Lord School.

1. Perfect attendance should not be confused with legally excused absence.
2. Pupil illness, family illness, death in immediate family and religious holidays may be classified as legal excuses for absence, but they are still counted as absent.
3. Official school activity does not constitute an absence.
4. Late arrival and early dismissal counts against perfect attendance.
6. Any student who is suspended for any reason is not eligible for perfect attendance.

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## TARDINESS

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The tardy bell will ring at 8:00 AM. Students arriving after 8:00 must obtain a tardy slip from the school office before being admitted to class. **All tardies will be counted against the student's attendance record and are recorded on the student's report card and permanent record.**

**Students with excessive tardies/early dismissals will be docked one day's absence for every 7 tardies/early dismissals.**

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## ABSENTEES

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A child returning to school after an absence must have a dated note written and signed by the parent or guardian explaining the reason for the absence. If absence was due to a reportable, communicable disease, a signed release from a doctor or health center is required before a child will be admitted to class.

Anyone absent from school or not present for at least half of the day (4 hours) will not be allowed to participate in any after school activities. This includes sports practices, games, dances, and club meetings.

When children show signs of being ill, please keep them home. DO NOT allow them to come to school. Germs spread quickly among children and each family has the responsibility to guard against this as much as possible. Students should be fever-free and have not vomited for 24 hours before returning to school.

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## YEARLY and MONTHLY CALENDARS

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Monthly and yearly calendars are posted to the school's website noting important events and holidays. Please arrange your vacation time to coincide with student holidays. Teachers are not required to prepare work for students who will be out of school due to family trips which do not correspond to regularly scheduled school holidays.

<b>HEALTH/WELLNESS</b>
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## INJURY/ILLNESS

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**Minor Injury:** If a student has a minor injury such as a small cut, scrape, brush burn, etc., the student will be treated with an antiseptic spray, band-aid and/or ice. If the student's injury causes swelling, ice will be administered, the parent will be called. If the student is unable to move a body part as a result of the injury, then the parent will be called.

If a student has a bloody nose not caused by an injury, the student will sit in the office until the bleeding subsides. Ice may be applied and/or the parent will be called if the bleeding does not diminish or stop quickly. It is up to the parent to take the student to a doctor if necessary.

**Severe Injury:** If there is suspicion of a broken bone or other serious injury (deep cut, head injury, etc.) the parent will be called immediately to provide appropriate medical attention. If no parent or designated adult is reached by phone, then 911 will be called to transport the student to the hospital.

**Illness** – If a student comes to the office and has fever, diarrhea, or has vomited, a parent or designated adult will be called to pick up the student from school.

If a teacher suspects a student has lice, chicken pox, pink eye, fifth disease, impetigo, flu, ringworm, measles, rash, etc., the parent will be called to pick up the student from school. The student must be seen by a physician and treated if necessary before returning to school.

**Allergies** – All allergies should be listed on the student information form. Please list specifically all allergies: foods, insect bites, inhalants, etc. If a student has an allergic reaction, the parent will be called.

**Asthma/Breathing Problems** – Students with asthma must have a medical release form with a signed physician’s statement on file in the office in order to use an inhaler at school. The inhaler is to be kept in the office. If, after using the inhaler, the student is still having difficulties breathing, the parent will be called.

If a student without asthma is having difficulties breathing, a parent will be called. If a student stops breathing, 911 will be called and CPR will be administered by a certified CPR staff member

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## **MEDICATION**

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Teachers and staff will not administer medicine to your child. If your child absolutely must take medication, it must be administered by the parent or guardian of the child. If adults other than a parent or guardian administer medication to a child, specific written permission must be presented to the principal stating who the person is, the type of medicine, the reason for the need and the prescribed dosage. In addition, it must be stated in writing that the parent takes on full legal responsibility for any and all medical or other dangers entailed. This note will be kept on file in the school office. In cases of chronic illness, the school may grant an exception with specific written instructions from the child’s physician.

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## **MEDICAL APPOINTMENTS**

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The need for an early dismissal due to a medical appointment should be submitted in writing to the teacher by the student at the beginning of the school day. Teachers are not allowed to release students to parents from the classroom. The person picking up the child must report to the secretary’s office and sign the student out. This person is then asked to wait in the school lobby for the student. If at all possible, schedule medical and dental appointments after school hours.

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## **COUNSELING**

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Ascension of Our Lord School staffs a full-time counselor.

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## **ACCIDENT INSURANCE**

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Student accident insurance, required by the archdiocese, is only a secondary coverage which assists you with medical expenses incurred due to an accidental bodily injury sustained by your child while attending school or while participating in a school-sponsored activity. In case of injury at school, the school office will provide a claim form to the parent to be completed and submitted to the Archdiocese for processing and reimbursement.

Additional accident insurance is available each year. Forms are available at the beginning of the school year. Parents wishing additional coverage are to complete the form and mail it to the address provided.

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## ASBESTOS

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In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA), a Management Plan has been prepared and approved by the State Department of Environmental Quality (DEQ).

<p style="text-align: center;"><b>SPIRITUAL DEVELOPMENT</b></p>
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## SCHOOL LITURGIES

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On Fridays of each week, and on prominent Feast Days, the students and faculty of Ascension of Our Lord, join together as a family in commemorating Christ's death and resurrection by celebrating the Mass. Parents are warmly invited to attend. All students are expected to participate in the Mass and in the other liturgical and paraliturgical celebrations sponsored by the church and/or school.

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## MISSION AWARENESS

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Students are taught to be concerned about poor and needy in the world. This concern may be shown through prayer, projects and donations. Students wishing to contribute a donation to the missions may do so in school. Each family is asked to help support our Mission Parish in Saltillo, Mexico by allowing their children to contribute to the Mission bank in their classrooms.

<p style="text-align: center;"><b>GROOMING POLICY</b></p>
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Parents are asked to see that their child is clean, neat, and properly dressed each day.

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## HAIRSTYLES

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Hairstyles must be simple and neat. Bangs must be above the eyebrows for both boys and girls. Boy's hair must not go below the collar and no facial hair is allowed. **Students may not have dyed hair or highlights (girls & boys). Haircuts are not to include lines and boys may not wear braids. NO mohawk cuts are allowed.** Girls' braids must be kept to a reasonable length and out of the face.

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## NAILS/MAKE-UP

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Make-up and nail polish are not allowed; this includes artificial nails.

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## JEWELRY

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Small earrings (studs only) may be worn by girls only and one earring per lobe. No dangling earrings or hoops will be accepted. Only one religious bracelet and one ring are acceptable per arm/hand. Only chains with simple medals or crosses will be allowed. Watches are permitted, except Smart Watches. Other ornaments must be approved by the Principal.

# UNIFORMS

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## UNIFORMS

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The school uniform represents the school and the ideals it upholds. It should be worn with pride. All students are expected to comply with uniform regulations every day of the school year except when “free dress” days are announced.

Dress uniforms are available at Children’s World and some dress uniform items (pants, shorts, jumpers & skirts) are available at Logo Express, both in LaPlace. PE uniforms, uniform socks and the fleece jackets are sold only at AOL.

Only AOL navy school jacket or AOL Sweatshirt may be worn in the classroom. All uniform items must be marked on the inside with the student’s name.

### DETAILED UNIFORM REGULATIONS

#### BOYS K – 4<sup>th</sup> GRADE DRESS UNIFORM

ITEM	COLOR	DESCRIPTION	COMMENTS
Pants	Navy	Long or short with belt loops	Worn at the waist. No denim, cargo or designer pants allowed. Faded pants, pants with holes, elastic pull-on or pants with unfinished hems are not allowed
Belt	Navy or black	Stretch or leather	Must be worn with the dress uniform
Shirt	White	White knit polo, short sleeve with school logo	Must be tucked in at all times
Undershirts	White		On cold days plain white turtle neck may be worn under the uniform shirt
Shoes Grades 1-7	Black	Leather low-quarter	Tie-ups with no markings
Shoes Kindergarten	Black	Leather low-quarter	Velcro with no markings
Socks	White	AOL imprinted crew	Regulation sock purchased at AOL
Sweatshirt	Navy	AOL regulation sweatshirt with school name printed in white on front	<b>No</b> hoods or pockets allowed Purchased at Children’s World
Jackets	Navy	AOL regulation zip-up windbreaker, plain (no markings) AOL regulation fleece zip-up	<b>No</b> other colors, zip-up or pull-on jackets allowed Fleece zip-up purchased through school store

## BOYS 5<sup>th</sup> – 7<sup>th</sup> GRADE DRESS UNIFORM

ITEM	COLOR	DESCRIPTION	COMMENTS
Pants	Navy	Long with belt loops	Worn at the waist No denim, cargo or designer pants allowed Faded pants, pants with holes, elastic pull-on or pants with unfinished hems are not allowed
Belt	Black	Leather	Must be worn daily
Shirt	Blue oxford cloth	Short sleeve, button down collar with middle school logo	Must be tucked in at all times
Undershirts	White		Plain white short-sleeve Long sleeve turtleneck
Shoes	Black	Leather low-quarter	Tie-ups with no markings
Socks	White	AOL imprinted crew	Regulation sock purchased at AOL
Sweatshirt	Navy	AOL regulation sweatshirt with school name printed in white on front	No hoods or pockets allowed
Jackets	Navy	AOL regulation zip-up wind-breaker, plain (no markings) AOL regulation fleece zip-up	No other colors, zip-up or pull-on jackets allowed AOL Fleece zip-up purchased at AOL

## GIRLS K – 4<sup>th</sup> GRADE DRESS UNIFORM

ITEM	COLOR	DESCRIPTION	COMMENTS
Jumper	Blue/Gray plaid	AOL regulation jumper with school patch	Must reach knee level Must wear navy blue shorts underneath
Blouse	White	Short sleeve, pointed collar with AOL logo	
Undershirt	White	Plain undershirt or camisole	On cold days plain white turtle neck may be worn under blouse
Shoes	Black/White or Navy/White	Saddle or Soft Saddle tie-ups	
Socks	White	AOL imprinted crew	Regulation sock purchased at AOL
Tights/ Stockings/ Leggings	White, Black, Navy or Tan		May be worn on cold days. PE Sweatpants may NOT be worn under jumper
Sweatshirt	Navy	AOL regulation sweatshirt with school name printed in white on front	<b>No</b> hoods or pockets allowed Purchased at Children's World
Sweater	Navy	V-neck pull-over or button-up cardigan	
Jackets	Navy	AOL regulation zip-up wind-breaker, plain (no markings) AOL regulation fleece zip-up	<b>No</b> other colors, zip-up or pull-on jackets allowed AOL Fleece zip-up purchased at AOL

## GIRLS 5<sup>th</sup> – 7<sup>th</sup> GRADE DRESS UNIFORM

ITEM	COLOR	DESCRIPTION	COMMENTS
Skirt	Blue/gray plaid	AOL regulation	Must reach knee level Must wear navy blue shorts underneath
Blouse	Blue oxford cloth	Short sleeve button down collar with school logo	Must be tucked in at all times
Under-shirt	White	Plain short sleeve undershirt or camisole	On cold days plain white turtleneck may be worn under blouse
Shoes	Black/White or Navy/White	Saddle or Soft Saddle tie-ups	
Socks	White	AOL imprinted crew	Purchased at AOL
Tights/ Leggings	White, Black, Navy or Tan		May be worn on cold days under skirt. PE sweatpants may NOT be worn under jumper/skirt
Sweat-shirt	Navy	AOL regulation sweatshirt with school name printed in white on front	No hoods or pockets allowed
Sweater	Navy	V-neck pull-over or button-up cardigan	
Jackets	Navy	AOL regulation windbreaker Plain (no markings) zip-up AOL regulation fleece zip-up	No other colored zip-up or pull-on jackets allowed (purple, pink, green, etc) Fleece zip-up purchased at AOL

## K – 7 PE UNIFORMS Boys & Girls

ITEM	COLOR	DESCRIPTION	COMMENTS
T-shirt	Gray	AOL regulation with school logo	Purchased at AOL
Shorts	Navy	AOL regulation with Crusaders logo	Purchased at AOL
Sweatpants	Navy	AOL regulation with Crusaders logo	Purchased at AOL
Sweatshirt	Navy	AOL regulation sweatshirt with school name printed in white on front	Purchased at Children's World
Socks	White	AOL imprinted crew	Regulation sock purchased at AOL
Shoes		Tennis, any color Below ankle, lace up	No high-tops, hiking boots or cleats allowed Dress Uniform shoes may be worn on PE days

\* Spirit T-Shirts/Sweatshirts may worn on designated days. These are available at AOL.

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## FREE DRESS

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Students will be notified when free dress days are given. On those days, it is expected that the dress be of a modest style, fit, and length. Parents are asked to see that the style reflects the age of the child and that any designs, insignia or logos are non-offensive.

# **SCHOOL/HOME COMMUNICATIONS**

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## **SCHOOL INFORMATION**

**website: [aolcrusaders.org](http://aolcrusaders.org)**

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Please refer to the school's website and Plus Portals regularly.

Each Monday, school bulletins and other important information are posted on the school's website. Parents will be informed via email when new information has been posted. Parents are responsible for printing, completing and returning any necessary forms to school by the posted due dates.

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## **PLUS PORTALS**

Plus Portals is a very important tool for parents and students. Individual class assignments, projects, grades and teacher notes are posted on Plus Portals. Homework assignments are posted daily. Parents can also email teachers using Plus Portals as well as check student progress.

Parents must provide a current email address to the school office to get an access code for Plus Portals.

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## **PARENT-TEACHER CONFERENCES**

Formal Parent-Teacher Conferences are held at the end of the first semester. Parents may schedule conferences during the year by emailing the teacher or calling the school office.

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## **TEACHER APPOINTMENTS**

Parents are encouraged to consult the Teacher with questions concerning their child. Please email or send a note to request an appointment. Kindly respect the teacher's right to privacy and do not call a teacher at home. School regulations require that no one go to a classroom to confer with a teacher during classes or during arrival or dismissal time.

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## **MEET YOUR TEACHER DAY/BACK TO SCHOOL NIGHT**

Before the start of school, a "Meet Your Teacher" day will be scheduled for parents and students in order to meet the teacher. Parents need to attend in order to deposit money in a lunch account, order beverages, drop off supplies and receive a copy of the student handbook.

Within the first month of school, Back to School Night will be held for parents to become acquainted with the curriculum, and better understand the organization, methods, and expectations of Ascension of Our Lord School.

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## **PARENT CLUB**

### **Parent-Teacher Organization (PTO)**

The primary aim of this organization is to facilitate coordination and communication between parents and teachers in their joint effort to provide quality catholic education to the children. Attendance at the meetings is encouraged.



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## **PHONE CALLS**

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Calls to students: Students may not be called to the phone during school hours. Messages, approved by the principal, will be relayed to the students. The office phone, likewise, is not for student use. Emergencies will be handled by the Principal or her secretaries. Calls from students: Students will be allowed to call home when:

1. They are sick.
2. They do not know how they are to be dismissed.
3. They have permission from the administration.

Students are not allowed to call parents for lunch, homework, projects or equipment for sports.

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## **WRITTEN NOTES**

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Notes of explanation, signed by parents, are required for the following circumstances:

- Absence
- Failure to comply with any aspect of the school uniform regulations
- Requests for release from school for any urgent reason or for dental or medical appointments.
- Change of home address, telephone or emergency information

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## **PUBLICITY**

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Any article, pictures or forms of publication sent to the newspaper or other media regarding Ascension of Our Lord School or Church, must be approved by the pastor, principal or director of public relations.

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## **EMERGENCY INFORMATION FORMS**

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Student information sheets are sent home at the beginning of the year. This form should be completely filled out or revised and returned to school. Any health needs requiring special attention and/or medication should be noted on the sheet. Emergency information is very important to the school office and must be up-dated each time there is a change of address, home, work or cell phones, family status including separation, divorce or death, etc. Please notify the school office immediately.

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## **EMERGENCY PREPAREDNESS**

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When it becomes necessary to send students home early due to weather conditions, water cutoffs, etc., parents will be notified through our automated phone system.

In the event of a natural disaster or other civil emergency, parents are asked to listen to their radios for any emergency precautions and procedures which the St. John the Baptist Civil Parish and/or School Board will follow. Ascension of Our Lord School will adhere to their decisions.

*RESPONSIBILITIES OF PARENTS:* Parents are to follow all safety regulations as determined by the school or civil authority in the event of a disaster.

## MISCELLANEOUS

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### LUNCH

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AOL has a lunch program for grades Pre-K 3 through 7. Lunches may be purchased by the students through the school cafeteria program or students may bring lunch and drink. **No carbonated drinks will be allowed.** Students in grades K – 7<sup>th</sup> may order milk or juice each semester by using the Beverage Order Form. Pre-K students may only order milk. First semester order forms will be available at Meet Your Teacher Day. Second semester order forms will be posted on the school's website in December. Payment for beverages will be due when ordered.

Please be sure your child has lunch daily. All students must eat lunch every day whether it is a school lunch or brought from home. Students who do not bring lunch to school will be served school lunch and charged for the day. Students will not be allowed to call home for lunch unless they have dietary issues that would preclude them from eating the school lunch.

Each month, a lunch menu will be posted on the school's website. Parents will deposit funds into a lunch account at the beginning of the year/month and the price of the lunch will be deducted each time the student takes a lunch. When the account runs low, parents will be notified.

For safety reasons, cans and glass bottles, including glass thermoses, are not allowed.

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### SCHOOL PICTURES

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School pictures are taken each year by a commercial photographer. The company sends directives regarding the payment arrangements for these pictures. Parents are asked to kindly follow these guidelines. Purchase of pictures is optional, however, each child must be photographed to provide a yearly picture that will be attached to your child's cumulative permanent record and for the school's yearbook.

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### LOCKERS

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Middle School students will be assigned a locker to be used for textbooks and school supplies. No signs, pictures, or mirrors will be allowed inside or outside of the lockers.

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### VISITORS

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Parents may not go directly to the classroom to talk with the teachers during school time or dismissal. Everyone entering the school building during school hours must first report to the office and sign the visitor volunteer book. All visitors on the school premises are to be dressed neatly and modestly. Please remember to dress appropriately when attending school functions. Remember, as role models, we must provide positive examples for our students.

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### CELL PHONES & ELECTRONIC DEVICES

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Cell phones require permission by administrator to be brought to school and must be kept in the front office throughout the school day. Phones on campus without permission will be confiscated and returned at the discretion of the administrator.

Radios, IPODS/MP3 Players, CD's, tape recorders, pagers, Smart Watches, and other such instruments are prohibited in school unless they will be used for a specific class assignment. If a student is found to have any of these at school, the devices will be confiscated and only released to a parent.

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## **GAMES, TOYS AND MISCELLANEOUS**

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Games, toys, non-school books or magazines may not be brought to school unless they will be specifically used for a class assignment.

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## **CRUSADER WATER BOTTLES**

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Parents may purchase water bottles from the school office. Students are allowed to fill water bottles at home (plain water only) and bring them to school for the day. If a student is found to have any other liquid in their bottle, the bottle will be confiscated and the student will lose the privilege to buy another bottle for the remainder of the year. Bottles are to be labeled where the blanks for names and home-room. No other information should be written on the bottle, and no other bottles or drinks are allowed at school except as part of lunch.

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## **BOOKCOVERS, BINDERS, NOTEBOOKS AND SCHOOL BAGS**

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Students will not write anything other than their name and homeroom on their school bags, binders, book covers, journals, notebooks and any other school materials. If a student writes on any of their own belongings, parents will have to replace the item. If a student defaces another student's property, they will be issued a detention and the parents will be responsible for replacing the vandalized item.

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## **PARTIES**

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The teacher, in coordination with the room parents, may plan a small class celebration for selected holidays, in accordance with school directives given at the beginning of the year. **No** invitations to individual parties will be distributed at school, unless the entire class is invited.

If you would like to send cupcakes or individual snacks (**no ice cream**) to celebrate your child's birthday, you may send them to the office on this day and we will deliver them to the classroom. Teachers will distribute these snacks. **Please notify the teacher one day in advance.** **Flowers, balloon bouquets, or gifts are not to be sent to children at school.**

# DISCIPLINE

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## **POSITIVE BEHAVIOR PROGRAM**

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The educational method practiced at Ascension of Our Lord is that of Saint John Bosco, which is based on Reason, Religion, and Loving Kindness. A joint effort of teacher, pupil, principal, pastor, and parent is needed in order for this method to work effectively. It has been proven to be most beneficial to the student both for academic purposes and personal formation. It also eliminates the need for serious disciplinary action.

### **PBS-POSITIVE BEHAVIOR SYSTEM**

In order to reward good, positive Christian behavior, Ascension of Our Lord implements the following PBS system:

- Each **classroom teacher** will implement his/her own system of rewards for students on an individual or classroom level. Periodically, depending on the age of the students, rewards will be given to students whose behavior warrants it. Teachers will have the classroom PBS rules written out and available for parents on Back to School Night in August.
- Ascension of Our Lord's School-wide PBS program consists of the following. When a teacher witnesses a student meeting or exceeding the expectations for good, Christian behavior, merits may be issued. The student receives a copy of their merit and the other copy is sent to the school office. PBS tickets will be awarded for merits earned. Students can redeem tickets for rewards.

To receive a merit, a student should strive to meet one of the following aspects of good, Christian behavior:

1. Being or staying on task.
2. Being respectful of classmates.
3. Cooperating with teachers/adults.
4. Respectful participation in Mass/Chapel/Prayer/Rosary
5. Respectful, positive language
6. First time honesty
7. Remarkable acts of kindness
8. Other behavior (as determined by the teacher/administrator)

### **DISCIPLINE**

If after repeated effort on the part of the teacher, principal, and parents, the student refuses to cooperate, and is clearly showing that there is little or no profit being derived from the education the school has to offer, and he/she is furthermore, creating a non-productive atmosphere both for the teachers and for well-intentioned classmates, the school, in accordance with the policy of the archdiocese, reserves the right of probation, suspension, expulsion or transfer, whenever such action is deemed advisable for the good of the student involved or for the common good. The school also reserves the right of transfer for students unable to profit from its educational program due to other circumstances.

Daily discipline policies are detailed below for Kindergarten – 7<sup>th</sup> grades. Parents and students must read and concur with the terms as stated in the Discipline Policy.

### **DISCIPLINE POLICIES:**

**Kindergarten and First grade:** Each teacher has his/her own set of classroom rules and behavior system. However, if a student in Kindergarten through first grade is sent to the office for any of the fol-

lowing issues, a detention or suspension may be issued:

- Fighting
- Hitting, kicking, punching, slapping another student, pushing to the ground
- Spitting on another student
- Written or verbal profanity
- Threatening to hurt another student
- Disrespect to any adult
- Vandalism of school or personal property
- Using all chances on the classroom scale in a given day

Parents will be notified in writing or via phone when their child receives a detention. All detentions will be served on Saturday mornings or otherwise specified by the principal. The principal has autonomy to assign automatic detentions/suspensions.

**Second and Third grade:** Each teacher has his/her own set of classroom rules and behavior system, however a demerit system will also be used when students continuously violate certain school/classroom rules. Demerits will be issued after students have been warned.

If a student in Second through Third grade accumulates 15 demerits, a detention will be issued. If a student is sent to the office for any behavior that is deemed inappropriate, a detention or suspension may be issued. The principal has autonomy to assign automatic detentions/suspensions.

DEMERITS	OFFENSE
1	Dress code
2	Inappropriate behavior in hallway, restroom, Mass, cafeteria, recess, classroom
2	Not keeping hands, feet, objects to oneself
5	Copying homework, class work, test
5	Disobedience to an adult
5	Dishonesty (stealing, forging, lying)

**Fourth through seventh grade:** When a student violates school policy, the teacher will issue a demerit slip. Students will be responsible for taking the demerit slip home. A duplicate will be sent to the office and reviewed by the principal. When a student earns 15 demerits in any given quarter, he/she will serve a detention. Parents will be notified in writing of the date and time of the detention.

**If a student fails to report to an assigned detention, a one day suspension will be assigned.**

If a student accumulates two detentions in a quarter, a one day suspension will be assigned.

If a student accumulates three detentions in a quarter, a two day suspension will be assigned.

If a student accumulates four detentions in a quarter, a 3 day suspension will be assigned.

If a student serves more than two suspensions within a school year, he/she will be placed on behavioral probation.

If a student serves three suspensions within a school year, more serious consequences will be warranted, which may include expulsion.

At the beginning of each quarter, students will start over with zero demerits.

Calculation of conduct grade: For each demerit, one point will be deducted from the student's conduct grade for the quarter. Conduct grades will count toward honor roll. The following demerit chart is posted in every 4<sup>th</sup> through 7<sup>th</sup> grade classroom. This demerit system will be used in all classes including PE, Art, Computer, Spanish and Library. This demerit system will also be followed on all field trips and extracurricular events including but not limited to sports.

# Demerit System

DEMERITS	CODE	OFFENSE
1	A1	Dress code/uniform violation
1	A2	Lack of class material
1	A3	Inappropriate hallway behavior
2	B1	Inappropriate talking/distracting others in class
2	B2	Inappropriate restroom behavior
2	B3	Inappropriate behavior in cafeteria/at recess
2	B5	Chewing gum/eating candy or food
2	B6	Lack of cooperation
2	B9	Running in hall
2	B10	Note writing/note passing
5	C1	Not keeping hands, feet, objects to oneself
5	C2	Misconduct at school functions or fieldtrips
5	C3	Bringing electronics/forbidden items to school
5	C4	Too rough play or interaction
5	C5	Poor sportsmanship at athletic events
5	C6	Misbehaving in church/Mass
5	C7	Annoying or teasing others
5	C8	Copying or allowing someone else to copy homework
5	C9	Slang or inappropriate language
5	C10	Being in an unassigned area
10	D1	Rude/discourteous behavior toward any adult
10	D2	Improper use of the computer/internet
15	E1	Deliberate disobedience or disrespect to an adult
15	E2	Improper language (rude, vulgar words, name calling; body language; notes; racial slurs)
15	E3	Dishonesty (stealing, forging, lying)
15	E5	Destruction/vandalism of school/personal property
15	E6	Cheating
15	E7	Harassment of another student
15	E8	Not reporting to assigned detention
15	E9	Hitting, slapping, putting hands on another student.

**Fighting or physical confrontation** will result in an automatic suspension.

**Stealing**, regardless of the value of the item, will result in suspension.

**Cheating**: Both the student who copies another student’s work and the student who allows the work to be copied is guilty of cheating.

1<sup>st</sup> offense – student will receive a zero and an automatic detention.

2<sup>nd</sup> offense – student will receive a zero and two day suspension.

3<sup>rd</sup> offense – parents will be asked to withdraw student from school.

The principal has autonomy to assign automatic detentions/suspensions.

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## **POLICY OF PROBATION, SUSPENSION AND EXPULSION**

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Ascension of Our Lord School follows the guidelines of the Office of Catholic Schools with regard to probation, suspension and expulsion. Note however, that these are extraordinary means. In most instances the ordinary home-school communications can correct any undesirable situations.

**PROBATION:** A trial period within which a student is permitted to redeem a failure to school expectations.

When, after having gone through the ordinary means of assisting the student to achieve school expectations, such as student-teacher conference, student-principal conference, parent-teacher conference, a student repeatedly fails to meet school expectations with regard to application and serious approach to study, cooperation with one or more school regulations and/or personal discipline, he/she may be placed on probation for a suitable length of time in accord with the nature of the failure and all circumstances.

**SUSPENSION:** The act of temporarily excluding the student from the possibility of participating in some or all of the school curriculum and/or school related activities.

A student may be placed on suspension for serious misconduct on campus or off campus during school related activities, for continued misconduct, lack of serious approach to or application to study, or lack of cooperation with regard to one or more school regulations.

Official suspension may assume various forms:

**In School Suspension:** The student is required to report to a specific place on campus to complete assigned academic work.

**Out of School Suspension:** The student is sent home for the entire suspension period and is assigned academic work to make up the loss of class time.

Any student who is suspended loses the right to participate in any school activity on or off campus.

Procedures for suspension:

1. Ordinarily, the student shall be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story. However, in exceptional cases the principal may suspend a student without affording the student an opportunity for a conference if an emergency situation exists. An emergency situation is defined as a situation determined by the principal to constitute a clear and present danger to lives, safety, health, or morals of students or school personnel.
2. The gravity of a suspension requires that notice shall be given to the parents by telephone or other appropriate method within a reasonable time, followed by a written notice signed by the principal.
3. A conference with the parents, student and appropriate school staff shall be arranged. The pastor will also be notified.
4. A written form of suspension must be signed by the parents and student. On this form, the exact length of the suspension period shall be specified and the reason for the suspension clearly noted.

**EXPULSION:** The act of permanently dismissing a student from the school because of major disciplinary and/or moral infraction that threatens the good order of the school.

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of conduct for which the pupil has been suspended one or more times.

Procedure for Expulsion

1. With the exception of the most serious moral situations or those which constitute serious physical danger, the steps listed below must be followed.
  - a. conference(s) with parents, student, teacher(s), principal, pastor
  - b. suspension(s)
  - c. conference(s) with parents, student, teacher(s), principal, pastor
  - d. expulsion
2. The Parents will be given written notice of the offense(s).

## **GROUNDS FOR EXPULSION**

There are nevertheless, acts which constitute immediate cause for suspension or expulsion from school or when the conduct is committed by a pupil which under the jurisdiction of the school or when the conduct is directly related to a school activity or school attendance. Among these offenses are the following:

1. actions gravely detrimental to the moral and spiritual welfare of other pupils
2. incorrigible or disruptive behavior which impedes the progress of the rest of the class
3. assault, battery, or any threat of force or violence directed toward any school personnel, pupils, or other persons on school property or during school related activities
4. habitual or persistent violation of school regulations
5. use, misuse, abuse, sale, distribution, or possession of narcotics, controlled substances, alcoholic beverages, or hazardous substances.
6. malicious damage or destruction of school or personal property.
7. theft, extortion, arson
8. habitual truancy
9. carrying, concealing, possession, or knowledge of fire arms on campus\*

In regard to offenses which take place off school premises and which constitute grounds for expulsion, the school must have evidence of the offense and establish its relationship with school discipline and the welfare of students.

### **\*SPECIAL NOTE**

Act 833 of the 1992 Regular Session of the Louisiana Legislature creates the crime of carrying a firearm by a student or non-student on school property. The crime is defined as the intentional possession of any firearm by any student or non-student on a school campus during regular school hours or on a school bus. Whoever is convicted of the crime of carrying a firearm by a student or non-student on school property is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement officer or school official or employee acting during the normal course of employment, or a student acting under the direction of such a school official or employee. The law also requires that the principal notify the parents of any student who is arrested for carrying a concealed weapon on campus.

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## **SEARCH AND SEIZURE**

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The principal, or in the principal's absence, a person delegated by the principal, has a right and a duty to search desks, cubbies, lockers, and any and all personal belongings periodically for neatness and/or contraband for purposes of maintaining discipline and order or when reasonable suspicion arises that something of an illegal, immoral, or hazardous nature may be secreted. Any illegal, immoral, or hazardous material may be disposed of by the principal for the safety of all involved.

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## **RESTRAINT**

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Physical contact by school personnel toward students may be necessary to remove and/or separate unruly students.

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## **CAMPUS**

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No student is to leave the school grounds at any time during the day without the written permission of his parents and release by the school principal. Students may not leave campus during school to buy snacks. This rule applies to all students remaining after school for activities or for After School Care.



# CURRICULUM

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## CURRICULUM & INSTRUCTION

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The curriculum of Ascension of Our Lord School is based on two key components: State and Archdiocesan standards and the Catholic Value Standards. It consists of the following subjects: Religion, Language Arts which includes such areas as Reading, English, Grammar, Handwriting and Spelling, Math, Social Studies, Science, Physical Education, Computer Science, Art, Spanish, and Library.

All students, regardless of religious denomination, must participate in all religious activities and functions that are required by the curriculum. Field trips and special programs may be used to reinforce one or another aspect of the curriculum.

Exams will be given in every subject to students in grades 5<sup>th</sup> - 7<sup>th</sup>. A student may be exempt from 4<sup>th</sup> quarter exams if they maintain an "A" average in the subject in each of the four quarters for the year and have no more than three days absence for the year. Middle School exams will count as one test grade in that subject. Grade 5 will consist of a 100 point exam and grades 6-7 will consist of a 200 point exam.

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## LIBRARY

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A staffed and well-equipped library is available for use by the students. All students will visit the library regularly. Students will be issued notices of books that are overdue. Parents will be required to pay the full list price for any book that is lost or damaged.

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## GRADING SYSTEM

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A standardized grading system is maintained throughout the school.

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|----------------------------|--|
| <b>A (94%-100%)</b>        | Outstanding achievement; indicates an exceedingly high quality of work<br>(A+ 100%, A- 94%)                              |
| <b>B (86%-93%)</b>         | Above average; indicates good progress (B+ 93%, B- 86%)  |
| <b>C (78%-85%)</b>         | Average achievement; indicates quality of work usual for this grade level<br>(C+ 85%, C- 78%)                            |
| <b>D (70%-77%)</b>         | Deficiencies; indicates a great need for effort to meet requirements of this grade level satisfactorily (D+ 77%, D- 70%) |
| <b>F (69% &amp; below)</b> | Unsatisfactory; indicates failure to produce an acceptable quality of work.  |

All subjects in first, second and third grades are recorded on the report card with a letter grade. All major subjects in grades four to seven are marked on the report card using the percentage grades above. Progress in Kindergarten is indicated as **S** for Satisfactory and **U** for Unsatisfactory. Effort and Conduct for grades K - 5 are graded **S** for Satisfactory, **N** for Needs improvement, and **U** for Unsatisfactory. Students in grades 4 - 8 receive a conduct grade.

**For Grades 1 - 7, weekly tests count for 55% of the quarter's grade, class work counts for 35% and homework counts for 10%.**

A **D** or **F** should be taken as a serious warning and an indication that the school's program needs greater home assistance, possibly in the form of guidance and encouragement or where needed, professional testing, therapy, or tutoring.

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## **HOMEWORK**

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Homework is an integral part of your child's education. Besides reinforcing school work, it also helps develop essential study skills. In addition to written work, homework assignments may include reading, studying for tests, and long-range projects. Homework assignments are posted on Plus Portals. Daily homework should consist of the following time allotments. These are based on the time an average student is expected to take to do the assignments.

Kindergarten	10 - 20 minutes	Grades 4, 5	1 – 1 ½ hours
Grades 1, 2, 3	30 - 45 minutes	Grades 6, 7	1 ½ - 2 hours

In grades 1 - 7, homework will be graded as completed or not completed. All written homework must be completed prior to coming to school the next morning.

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## **MAKE-UP WORK**

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If a student is absent from school one or more days, you must request make-up work through the office before 8:30 AM on the day your child is absent. In return the office will notify the teacher(s) who will then send the make-up work to the school library at dismissal. You may pick up the work at dismissal.

If you would like a sibling or classmate to bring home the make-up work for the absentee, please notify the office before 8:30 AM and that student will be given the work from the teacher(s).

Middle School students are allowed one make up day per absent day to make up their work. Example: absent on Tuesday, make up work due Thursday. If Middle School students are present for half of a day, they are responsible for getting assignments before being dismissed and taking all scheduled tests.

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## **WEEKLY FOLDERS**

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Student folders are sent home weekly to provide information for parents to view progress of student assessment. Folders/papers are to be signed and returned to school the following day. Students are responsible for returning folders to teachers. Failure to return folders/papers will result in students no longer receiving folders/papers. Some tests may require a parent signature.

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## **PROGRESS REPORTS and GRADES**

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With the use of Plus Portals on the school's website, students and parents may access grades at any time. Grades will be posted weekly. Progress reports (for grades 4 – 7) will be posted on the Plus Portals half way through the nine weeks. Those parents who receive a white folder will have progress reports sent home with their child. Parents will be informed by means of this progress report when a child is doing poorly or is failing in one or more subject areas. These reports are to be taken seriously, as the student may be in danger of failing unless grades improve. Parents may contact the teacher at any time with concerns about grades.

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## **REPORT CARDS**

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Kindergarten progress reports are issued twice a year. Parents are asked to keep it for their records. First through seventh grade report cards are distributed quarterly. They should be reviewed by the parent and student, signed and returned to school the next day.

Report cards will be given out on the date specified on the school calendar. If a student is not present to receive the report card on the day it is issued, it will be given out on the day the student returns to school.

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## **HONOR ROLL**

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Ascension of Our Lord School is proud of the academic achievements of its students. Students who maintain a high scholastic record will attain the honor roll status.

To achieve the **A Honor Roll**, students must attain an **A** in all subjects and Satisfactory in Conduct & Effort for the quarter. Middle School students must attain 94% or better in conduct to be placed on the “A” Honor Roll.

To achieve the **A-B Honor Roll**, students must attain an **A** or **B** in all subjects and Satisfactory or Needs Improvement in Conduct & Effort for the quarter. Middle School students must attain 86% or better in conduct to be placed on the “A-B” Honor Roll.

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## **STANDARDIZED TESTS**

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Students in grades 3<sup>rd</sup> through 7<sup>th</sup> will be given a battery of standardized tests. The purpose of this test is to assist us in determining how well each child is progressing in his/her education, in comparison to students of the same age in various parts of the United States. It is imperative that each child take this test. Each parent then will be given the results as soon as they return from being scored by the testing company. Results will be interpreted on the individualized report for each student. These tests do not determine if a child passes to the next grade. They are for assessment purposes only. Parents should make a conscious effort to have their children at school, on time, for these testing days.

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## **ACCEPTABLE INTERNET USE POLICY**

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Students at Ascension of Our Lord School agree to the following rules as to the use of any Internet connection through the computers in the lab or classroom.

1. Realize the primary purpose of the Internet connection is educational and that, as a result, school purposes will receive higher priority over any other uses.
2. Realize the use of the Internet is a privilege, not a right. Inappropriate behavior may lead to penalties, including but not limited to the revoking of the Internet account, disciplinary action by the School as it may deem fit, and/or legal action by the School or any third party.
3. Refrain from the use of inappropriate games or jokes according to the philosophy of the Church and School.
4. Refrain from participation in any “chat room” activity or any other inappropriate activities on the school’s computers (including but not limited to the production of any such inappropriate material or documents).
5. Refrain from using the School’s computers to participate in the transfer of material that is criminal, subversive, treasonous, libelous, defamatory, invasive of privacy contrary to the philosophy of the Church and School.
6. E-mail communication from school and from home to school shall similarly not be subversive, treasonous, libelous, defamatory, invasive of privacy contrary to the philosophy of the Church and School.

7. Refrain from allowing other persons to use the Internet account; nor giving anyone the password to the Internet account.
8. Accept full responsibility for the results of any action in using the Internet connection of Ascension of Our Lord School.

The parents or guardian of students enrolled at Ascension of Our Lord School agree to the rules set forth in this Acceptable Use Policy. In consideration of the privilege granted to the student to use the school's Internet connection, parents agree to release, indemnify, defend and hold harmless Ascension of Our Lord School, the Catholic Church of the Archdiocese of New Orleans, their officers, employees and staff from any and all liability or damages, including but not limited to damages arising from tortuous activities and for any and all attorney's fees that may arise from my child's use of the school Internet connection. Parents further agree to accept any and all financial and legal liabilities that may result from the student's use of the Internet connection at Ascension of Our Lord School for anything other than educational purposes.

Note: Students should not post pictures of themselves or other students on-line in any format in an Ascension of Our Lord School uniform, spirit sweatshirt or from any school function. Students should also not post any written comment about another classmate or faculty/staff member on-line that is derogatory or negative in any way. This is not limited to usage at school, but all internet usage, even from home.

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## COMPUTER LABS USE POLICY

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AOL staffs three well-equipped computer labs available for use by its students. All students are instructed on computer weekly. Students are expected to adhere to the rules and regulations of the labs in order to benefit from its resources.

### COMPUTER LAB RULES & CONSEQUENCES

RULES	CONSEQUENCES
Do not change computer settings.	5 Demerits
Do not rename files.	5 Demerits
Do not install or update...show the teacher when prompted by the computer.	10 Demerits
Only visit Internet sites <u>approved</u> by the teacher.	10-15 Demerits depending upon site content
Handle all computer equipment with care.	1-5 Demerits depending on severity of damage
Ask permission to print and print only <u>one</u> copy.	1 Demerit
Assignments must be fully completed to receive credit.	Will receive a "U"
All school rules apply in the Computer Lab.	See Handbook

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## FIELD TRIPS

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Throughout the year, Kindergarten through 7th grade students will participate in field trips and special programs to reinforce the curriculum. These field trips are usually chaperoned by parents. Chaperones may **not** bring siblings or other guests on field trips. Students are **not allowed** to be dismissed from field trips. Parents may return to school and sign students out.

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## **EXTRACURRICULAR ACTIVITIES**

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The students of AOL have an opportunity to participate in many extracurricular activities including the following: Altar Servers, Band, Beta Club, Cheerleaders, Choir, Daughters of Mary, Eucharistic Ministers, 4-H Club, League Sports, Sons of Joseph, Student Council, and WAOL.

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## **PROMOTION POLICIES**

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A student who has made satisfactory progress at one level will be advanced or promoted to the next higher level. **Students will not be eligible for promotion if any of the following are true:**

### **Kindergarten**

- teacher strongly recommends retention
- student has not mastered the skills needed to be successful in first grade as evidenced by daily work and end of the year mastery tests

### **Primary Grades (1 – 3)**

- student fails Reading, Math or English

### **Grades 4 – 7**

- student fails two (2) major subjects

Major subjects include: Reading, Math, English, Science and Social Studies. A final average of **F** constitutes failure in that subject.

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## **CONDITIONAL PROMOTION SUMMER SCHOOL**

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### **Primary Grades 1 – 3**

A student who has failed Reading, Math or English may be promoted conditionally upon agreement of the principal and teacher and provided that the student attends class or tutoring from a certified teacher who agrees to complete a required amount of hours and receives a passing grade on a grade equivalent test. Summer school teachers and required hours must be approved by the school administration before beginning the tutoring.

### **Grades 4 – 7**

A student who has failed one major subject may be promoted conditionally provided that the student attends and is successful with summer school. Ascension of Our Lord does not offer summer school. Summer school credit will be accepted from any state approved summer school program. A student may attend class or tutoring from a certified teacher who agrees to complete a required amount of hours and receives a passing grade on a grade equivalent test. Summer school teachers and required hours must be approved by the school administration before beginning the tutoring.

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## **SPECIAL NEEDS**

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Ascension of Our Lord School does not provide special education services or facilities. The school is only required to make minor adjustments in our education program to attempt to accommodate whatever special needs the student may have. The nature and extent of such minor adjustments is within the sole discretion of the principal. Should the principal determine that minor adjustments have not resulted in satisfactory accommodation of the program to the special needs of the child and that it is in the best interest of both the school and the child that he/she be placed in a more appropriate learning environment, then the principal may ask the parents to withdraw the child from the school.

# ***ADMISSION & TUITION POLICIES***

**AS AMENDED FOR  
January 15, 2016**

**OF**

**ASCENSION OF OUR LORD CHURCH AND SCHOOL  
1809 GREENWOOD DRIVE  
LA PLACE, LOUISIANA 70068  
(985) 652-4532  
(985) 652-2615**

**PASTOR: REV. WALTER AUSTIN  
PRINCIPAL: MRS. TONI RUIZ**

**Advisory Board: Tracy Byrd  
Todd Joseph  
Tricia Lowry  
Courtney Millet  
Patrick Morton  
Lanette Perrin  
Gina Wagoner**

## **Admission Policies**

### **I. Ascension of Our Lord School Admission Policies**

Ascension of Our Lord School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We reserve the right of admission in order of the following:

- A) All currently enrolled students
- B) Siblings of currently enrolled students
- C) Catholic children of families who are registered, actively supporting members of AOL parish
- D) Members of parishes without a Catholic school
- E) Members of parishes with a Catholic school
- F) All others

Copies of the child's birth certificate, baptism certificate (if Catholic), immunization, Social Security Card, and custody papers (if applicable) as well as copies of report cards from the last two years, the most current report card, and standardized test scores must be presented. A review of the academic and behavioral information by the administration will determine whether or not the student will be admitted to Ascension of Our Lord School. If accepted, the student is placed on admissions probation for one year, to ensure that academic, conduct standards and financial responsibilities will be met.

## II. General Guidelines Applying to Registration

A) **Returning Students** - Registration for the upcoming academic year occurs in January/February. A registration packet including a Stewardship Form, Acknowledgement Form and Eligibility Guidelines will be posted on the school's website (aolcrusaders.org). The Stewardship Form will be reviewed by the pastor and a tuition rate will be assigned. NO re-registrations will be accepted from families whose tuition account is overdue. Please contact the school's financial secretary if there are extenuating circumstances.

During In-School Registration, the registration fees are \$165 for the first child in the family and \$150 for each additional child. After In-School Registration, registration fees will be \$225 per child.

B) **All Students** -

- ◆ Each family will be assessed the cost of a subscription to the *Clarion Herald*. This is included in the first child's registration fee.
- ◆ Registration can only be accepted with the full registration fee attached.
- ◆ Registration fees cannot be added to monthly tuition payments
- ◆ Registration fees are non-refundable.

## Tuition Policies

### I. General Guidelines Applying to Tuition Payments

A) Tuition rates are set in accordance with the school budget in January by the Ascension of Our Lord School Finance Committee. School tuition rates are assigned based on the following three categories:

**Catholic Parishioner** - a Catholic family who supports Ascension of Our Lord Church monetarily (a minimum of \$15 per week) and participates in a church ministry. The Parishioner tuition rate is a benefit to parishioners who pledge to support the church.

Families who apply for the *Parishioner* tuition rate are required a minimum commitment of 2 hours per month or 24 hours per year to the ministry of your choice. A list can be obtained through the school office.

**Catholic Non-Parishioner** - a Catholic family who supports a church parish other than Ascension of Our Lord.

**Catholic, Voucher** – a Catholic family who supports a church parish other than Ascension of Our Lord and that parish does not have a school. The family may get a voucher from the pastor of that church.

**Non-Catholic** - a family who is not Catholic or a Catholic family who does not support a Catholic church.

## SMART TUITION

As a vital part to our school community's continued financial health and growth, Ascension of Our Lord School utilizes a tuition management company. This company, *Smart Tuition*, which has been approved by the Archdiocese of New Orleans, is responsible for following our tuition policy for the school, collecting all tuition from families, and managing the deposits for the school.

**Enrollment in *Smart Tuition* is mandatory for each family.** Returning families' tuition information will auto-matically roll over to the new school year. New families will enroll in *Smart Tuition* at the time of registration. This may be done online or by paper copy. A parent brochure explaining the program will be included with the enrollment information.

The partnership with *Smart Tuition* allows for a confidential system where families can see for themselves a complete report of their tuition account. A secure log-In ID enables parents to view this information at any time of day or to update personal information. Some of the benefits to our parents include:

Numerous payment options –

ACH auto-debit – 4 dates to choose from

Credit Card – 2.5% processing fee

Mailed Monthly Invoice – Tuition due 1<sup>st</sup> or 14<sup>th</sup> of month

Phone-In Payments – Customer Service available 24 hours a day, 7 days a week, 365 days a year

Reminder Emails sent before the payment is due

Secure Online Account for each family

Fees: \$45 late fee payment

\$30 fee for failed auto-debit and failed checks

*Smart Tuition* is not a loan so there are no credit checks or interest charges. **Cash payments will no longer be accepted at the school office.** All tuition payments are to be made to *Smart Tuition*.

Pre-Paid tuition payments will be due to *Smart Tuition* by June 15, 2016 to receive the 4% discount.

Once your account is late, you will be contacted by *Smart Tuition* via email or phone. If your account becomes seriously delinquent, your child may be asked to leave our school. In order to return, your unpaid balance must be paid in full. If you have financial or other problems, please contact us immediately.

Any student who is presently enrolled in Ascension of Our Lord School and registers for the next school year after June 1<sup>st</sup> will be required to pay all registration fees, late fees and past due tuition in full at the time of registration.

The tuition account must be up-to-date by December 31<sup>st</sup> for the student to return to school in January. The final payment (PreK3 – 7<sup>th</sup> grades) is due in May. The tuition account must be paid in full in order for the student to receive a report card. Tuition fees must be paid in full by May 9<sup>th</sup> in order for the PreK, Kindergarten and 7<sup>th</sup> grade student to participate in year-end celebrations.

Students who are not registered for the upcoming school year may not participate in extra-curricular activities during the summer (i.e. cheerleading or sports camps).

Beginning with the 2016 – 2017 school year, PreK snack fees will be paid through Smart Tuition.

## **Tuition - 2 Year Olds**

Payments for the Little Crusaders are based on a 10 month or 12 month plan based on if the child is enrolled in the 10 month or 12 month program.

10 month plan – Payments begin in August and end in May of the following year.

12 month plan – Payments begin in August and end in July of the following year.

**NOTE:** Tuition for Pre-K 3 year olds – 7<sup>th</sup> graders is usually paid in 11 months, starting in June, skipping the month of February (for re-registration) and ending in May. **Two year olds** enrolled in the 12 month plan (August – July) transitioning to the 3 year old program, may be set up with Smart Tuition on the 10 month plan (August – May), just for the one year. This would alleviate having to double up on tuition payments for June & July. However, if you wish to double up tuition for the one month, that is an option.



## Tuition - 3 Year Olds

Payments for the Pre-K 3 year old program follow the same guidelines as Ascension of Our Lord School. Registration begins in February/March for the upcoming school year. Payments are set up through Smart Tuition, a company that invoices and collects the tuition. Tuition is paid in 11 months starting in June, skipping the month of February (for re-registration) and ending in May.

**NOTE:** There is a special situation when a 3 year old attends the summer program ending in July. In this special circumstance, tuition can be set up using the 10 month plan, August – May, for the next school year to avoid making double payments for June & July. Doing this will increase the monthly payment because the annual tuition is divided by 10 months instead of 11 months. However, if you wish to double up tuition for the one month, that is an option.

### IV. General Church Pledges

A) If a parishioner who is also a school parent becomes 30 days late in fulfilling their church pledge amount they should contact the rectory (652-2615) and ask to speak to someone on the finance committee to see what can be worked out.

B) If a parishioner who is also a school parent becomes 60 days late in fulfilling their church pledge amount and has not contacted the church finance committee to work out this problem, they will **automatically** be charged the non-Catholic tuition rate for the remainder of the school year.

C) It is important for all parishioners to use the church envelopes when making weekly contributions. It makes record keeping much simpler and leaves less room for errors. It is also very helpful if the contribution amount on the front side is filled out on the front side of the envelope each week. We have no way of crediting loose cash contributions to the proper accounts.

### ***ADDENDUM***

While we have focused on the level of financial giving as the criteria for receiving the In-Parish tuition rate, we have not tracked Mass attendance or involvement in parish and school ministries. In an effort to change this issue, families who apply for the In-Parish tuition rate are required a minimum commitment of 2 hours per month or 24 hours per year to the ministry of your choice. A list can be obtained through the school office.

# ASCENSION OF OUR LORD SCHOOL

## Public Information Communication Release

I agree that the name, voice and/or likeness of my child may be used in news publications, audiovisuals and other electronic transmissions issued by employees or designees of Ascension of Our Lord School or by members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans School System. These information items may include, but are not limited to, photographs, videotapes, live broadcasts, sound recordings and/or electronic transmissions related to school activities.

I waive compensation or reimbursement of any kind related to use of the above material for myself or the minor child.

We have read the handbook of Ascension of Our Lord School and agree to cooperate in fulfilling its requirements. We have discussed its contents with our children.

Date \_\_\_\_\_

Parent/Guardian's signature \_\_\_\_\_

Child's signature \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

Child's signature \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

Child's signature \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

Child's signature \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

Child's signature \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

**PLEASE COMPLETE, DETACH AND RETURN THIS FORM.**