

Ascension of Our Lord School Parent/Student Handbook 2018 - 2019



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Check grades, access class/homework assignments, and contact teachers:
www.plusportals.com/AOLCS

Dear Parents,

This handbook ensures that our policies reflect the everyday 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 & 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 School 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 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 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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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.

ADMISSION REQUIREMENTS

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)

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.

APPLICATION OF STUDENTS

To be eligible for admission 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.

TUITION AND FEES

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, your 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.

SCHOOL HOURS

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 School Care program.

ARRIVAL

Students who are driven to school are to be dropped off at the back porch. 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 and will be escorted to class by a teacher. Students in grades Pre-K4 – 2nd 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.

DISMISSAL

Bus riders will be the *ONLY* students dismissed to the front porch at dismissal time.

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

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 your child needs assistance with their seat belt, please move to the fence by the baseball field fence before getting out of your car.

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

Walkers: These students will be escorted to the corner of Greenwood & Fairway Drives or Greenwood & 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.

EARLY DISMISSAL

Parents who need to pick up children 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.

Periodically, students 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.

BUS TRANSPORTATION

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 prior to the beginning of school in the local newspaper L'Oservateur. 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.

BEFORE AND AFTER SCHOOL CARE

Ascension of Our Lord School offers a Before School Care program to students enrolled in this school. Students may arrive on the school premises as early as 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 this 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 10th. 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 from After Care. 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.

WITHDRAWAL

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.

ATTENDANCE

ATTENDANCE

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 8:15 AM. You may arrange to pick up assignments by calling the office before 8:15 AM; you may then pick up the assignments at 3:00 PM or have them sent home with a sibling or friend.

PERFECT ATTENDANCE

Perfect attendance certificates for one year and two or more consecutive years will be presented on the last day of the school year. 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.
5. Any student who is suspended for any reason is not eligible for perfect attendance

TARDINESS

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.

ABSENTEES

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** send them 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.

YEARLY and MONTHLY CALENDARS

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 with regularly scheduled school holidays.

HEALTH/WELLNESS

INJURY/ILLNESS

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 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

MEDICATION

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.

MEDICAL APPOINTMENTS

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 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.

COUNSELING

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

ACCIDENT INSURANCE

Student accident insurance, required by the archdiocese, is only a secondary coverage to assist 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. The school office will provide a claim form to the parent to be completed and submitted to the Archdiocese for processing and reimbursement. Information regarding additional accident insurance is available at the beginning of the school year.

ASBESTOS

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).

SPIRITUAL DEVELOPMENT

SCHOOL LITURGIES

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 para-liturgical celebrations sponsored by the church and/or school.

MISSION AWARENESS

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.

GROOMING POLICY

Parents are asked to see that their child is clean, neat, and properly dressed each day.

HAIRSTYLES

Hairstyles must be simple and neat. Bangs must be above the eyebrows for both boys and girls. Boys' 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.

NAILS/MAKE-UP

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

JEWELRY

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

UNIFORMS

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. Students who are not in proper uniform will receive notice of the violation and parents will be notified of the infraction.

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 – 4th GRADE DRESS UNIFORM

ITEM	COLOR	DESCRIPTION	COMMENT
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	Knit polo, short sleeve with school logo	Must be tucked in at all times
Undershirt	White		Plain, white turtle neck may be worn under the uniform shirt on cold days
Shoes Kindergarten	Black	Leather, low quarter	Velcro with no markings
Shoes 1 st – 2 nd	Black	Leather, low quarter	Tie-ups or Velcro with no markings
Shoes 3 rd – 7 th	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, purchased at Children’s World
Jacket	Navy	AOL regulation zip-up windbreaker, plain (no markings) AOL regulation fleece zip-up	Navy only, zip-up or pull-on jacket Fleece zip-up purchased at AOL

BOYS 5th – 7th GRADE DRESS UNIFORM

ITEM	COLOR	DESCRIPTION	COMMENT
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 with the dress uniform
Shirt	Blue	Oxford cloth, short sleeve, button down collar with middle school logo	Must be tucked in at all times
Undershirt	White only		Plain, short sleeve Turtle neck may be worn under the uniform shirt on cold days
Shoes 3 rd – 7 th	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, purchased at Children’s World
Jacket	Navy	AOL regulation zip-up windbreaker, plain (no markings) AOL regulation fleece zip-up	Navy only, zip-up or pull-on jacket Fleece zip-up purchased at AOL

GIRLS K – 4th GRADE DRESS UNIFORM

ITEM	COLOR	DESCRIPTION	COMMENT
Jumper	Blue/Gray Plaid	AOL regulation jumper with school patch	Must reach knee level Must wear navy shorts underneath
Blouse	White	Short sleeve, pointed collar with AOL logo	
Undershirt	White	Plain undershirt or camisole	Plain, white turtle neck may be worn under the uniform blouse on cold days
Shoes	Black/White Navy/White	Saddle or Soft Saddle tie-ups	
Socks	White	AOL imprinted crew	Regulation sock purchased at AOL
Tights/ Leggings	White, Black, Navy, Tan		May be worn on cold days, PE sweat-pants are NOT to be worn under jumper
Sweatshirt	Navy	AOL regulation sweatshirt with school name printed in white on front	No hoods or pockets allowed, purchased at Children’s World
Sweater	Navy	V-neck pull over or button up cardigan	
Jacket	Navy	AOL regulation zip-up windbreaker, plain (no markings) AOL regulation fleece zip-up	Navy only, zip-up or pull-on jacket Fleece zip-up purchased at AOL

GIRLS 5th – 7th GRADE DRESS UNIFORM

ITEM	COLOR	DESCRIPTION	COMMENT
Skirt	Blue/Gray Plaid	AOL regulation	Must reach knee level Must wear navy shorts underneath
Blouse	White	Short sleeve, button down collar with AOL logo	Must be tucked in at all times
Undershirt	White	Plain undershirt or camisole	Plain, white turtle neck may be worn under the uniform blouse on cold days
Shoes	Black/White Navy/White	Saddle or Soft Saddle tie-ups	
Socks	White	AOL imprinted crew	Regulation sock purchased at AOL
Tights/ Leggings	White, Black, Navy, Tan		May be worn on cold days, PE sweat-pants are NOT to be worn under skirt
Sweatshirt	Navy	AOL regulation sweatshirt with school name printed in white on front	No hoods or pockets allowed, purchased at Children’s World
Sweater	Navy	V-neck pull over or button up cardigan	
Jacket	Navy	AOL regulation zip-up windbreaker, plain (no markings) AOL regulation fleece zip-up	Navy only, zip-up or pull-on jacket Fleece zip-up purchased at AOL

*Spirit T-Shirts/Sweatshirts, purchased at AOL, may be worn on designated days.

K – 7 PE UNIFORMS Boys & Girls

ITEM	COLOR	DESCRIPTION	COMMENT
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 with school name printed in white on front	Purchased at Children's World
Socks	White	AOL imprinted crew	Purchased at AOL
Shoes		Tennis, any color, below ankle, lace up	No hightops, hiking boots or cleats allowed. Dress uniform shoes may be worn on PE days.

FREE DRESS

Students will be notified when free dress days are given. On those days, it is expected that the dress be of 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.

<h2>SCHOOL/HOME COMMUNICATIONS</h2>
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SCHOOL INFORMATION

website: aolcrusaders.org

Please refer to the school's website and Plus Portals regularly. Each Monday, a weekly bulletin 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.

Parents are welcome to contact administration with questions or concerns about their child.

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.

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.

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.

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.

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.

PHONE CALLS

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 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.

WRITTEN NOTES

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

PUBLICITY

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.

EMERGENCY INFORMATION FORMS

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.

EMERGENCY PREPAREDNESS

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

LUNCH

AOL has a lunch program for grades Pre-K3 through 7th. Lunches may be purchased through the school cafeteria program or students may bring lunch and drink. **No carbonated drinks will be allowed.** Students in grades K – 7th 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.

SCHOOL PICTURES

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.

LOCKERS

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.

VISITORS

Parents are welcome to visit their child's classroom during school hours but not allowed to interact with students during the visit.

Anyone 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 children.

CELL PHONES & ELECTRONIC DEVICES

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.

GAMES, TOYS AND MISCELLANEOUS

Games, toys, non-school books or magazines may not be brought to school unless they will be specifically used for a class assignment. Fidget Spinners and “slime” are not allowed at school.

CRUSADER WATER BOTTLES

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 homeroom. No other information should be written on the bottle, and no other bottles or drinks are allowed at school except as part of lunch.

BOOKCOVERS, BINDERS, NOTEBOOKS AND SCHOOL BAGS

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.

PARTIES

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, balloons, or gifts are not to be sent to children at school.**

DISCIPLINE

POSITIVE BEHAVIOR PROGRAM

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)

BEHAVIOR INTERVENTIONS

When a student does not respond to the St. John Bosco Positive Behavior Program, additional support may be needed to succeed as a Crusader. Teachers, the school counselor, and principal will assist in implementing these interventions. Appropriate behavior interventions may consist of the following:

- Parent phone call/email
- Parent/teacher conference
- Referral to the school counselor

DISCIPLINE POLICY

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.

Ascension of Our Lord's primary goal for the discipline policy is to help children develop self control while interacting with their peers in a Catholic school environment. The plan outlined below allows us as a school, with the parents, to help our students grow into respectable young men and women.

The objectives of the Discipline Policy are:

1. To stop the inappropriate action within the classroom
2. To allow the action to be discussed
3. To teach appropriate behavior
4. To communicate with our students and their families regarding behavior trends & responsibilities
5. Encourage character development and help students build self esteem
6. Promote growth in self-discipline
7. To be respectful to authority and peers

CLASSROOM/TEACHER DISCIPLINE

The rights and responsibilities listed above will provide a structure for the discipline plans in our individual classrooms. Within each class, the St. John Bosco positive behavior system will be in place. Parents will be informed of the classroom rules and consequences at Back to School Night. The consequences for minor offenses may include loss of a privilege, a time-out period, loss of recess, etc. Parents will be notified by the teacher if the misbehavior persists. If a pattern of misbehavior is noticed, the parent will be asked to come in for a conference. Good communication is essential for understanding the problem and shaping behavior changes.

Each teacher has her own set of classroom rules. A referral system will also be used when students continuously break school/classroom rules. When a student violates school policy, the teacher will issue a referral slip. A referral will be given after the student has been warned and the parent has been notified. The student will be responsible for taking the referral slip home. A duplicate will be sent to the office and reviewed by the counselor and principal. When a student earns 15 referrals in any given quarter, he/she will serve a detention. Parents will be notified in writing of the date the detention will be served. The principal has autonomy to assign detentions/suspensions.

If a student is sent to the office for any of the following issues, a detention or suspension may be issued:

- Fighting
- Hitting, kicking, punching, slapping another student, pushing to the ground
- Spitting on another student
- 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

INFRACTIONS OF DISCIPLINE POLICY

When a student chooses to disregard the rules that have been put in place, it is important that he/she understands that consequences will take place.

Teachers or staff members may issue a Behavioral Referral for any of the following infractions:

Referral	Infraction
1	Printing more than one copy without permission
1-5	Mishandling/lack of computer equipment (flash drive)
5	Not keeping hands/feet/objects to oneself
5	Misbehaving in church/Mass
5	Inappropriate language/behavior
5	Rude/discourteous to any adult
10-15	Visiting unapproved Internet site
15	Deliberate disobedience to any adult
15	Dishonesty (stealing, lying, forging)
15	Destruction/vandalism of school property
15	Hitting, putting hands on another student, fighting
15	Repeated uniform violation

The referral chart is posted in every 1st – 7th grade classroom and will be used in all classes including PE, Art, Computer, and Library. This referral system will also be followed on field trips and extracurricular events including but not limited to sports.

It is important that the parents support this process, take time to discuss the infraction that occurred, and plan for how their child can improve his/her behavior.

Immediate detention may be issued for the following infractions:

1. Fighting, harassment of another student, slapping another student, pushing to the ground, spitting on another student
2. Destruction of school property
3. Dishonesty (stealing, lying, forging)
4. Threatening to hurt another student
5. Disrespect to any adult.

DETENTIONS

Detentions are issued immediately when serious offenses occur. A detention is also given automatically when a student receives 15 infractions. Parents will be notified in writing or via phone when their child receives a detention. Detentions will be held on Wednesdays from 3:15 – 4:15 PM. Any extracurricular activities/practices scheduled for this day will be forfeited. The principal has autonomy to assign detentions/suspensions.

After a student has served **TWO** detentions, a conference will be held with the student, parents, teacher, counselor and principal to discuss consequences and interventions for improving the student's conduct. A plan will be put in place for helping the student follow the discipline code; improvement in behavior must take place. If the student earns a **THIRD** detention, the teacher, counselor and principal will meet to determine a strategic plan for the improvement of behavior. The plan will be presented to the student and parents.

Calculation of conduct grade: For each referral, one point will be deducted from the student's conduct grade for the quarter. Conduct grades will count towards honor roll. At the beginning of each quarter, students will start over with zero referrals.

Immediate Suspension and/or Expulsion may be issued for the following infractions:

1. Fighting that causes or has the potential to cause serious injury
2. Leaving school grounds during school hours without permission
3. Deliberate violation of the Acceptable Use Policy for technology

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. Any student who is suspended loses the right to participated in any school activity on or off campus. Suspensions may be "in-school suspensions" or "out-of-school suspensions" depending on the seriousness of the offense. The suspended student will receive 50% credit for work that is to be completed.

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

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 fire-arm 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.

Parental Collaboration and Support

A joint effort of teacher, student, counselor, principal, pastor, and parent is needed in order for the St. John Bosco method to work successfully. Ascension of Our Lord Catholic School promotes an environment where everyone is treated with respect and empathy, thus creating a family atmosphere. Students are expected to be conscious of their behavior, accept responsibility for the consequences of their actions, and develop self-control. Follow the motto as stated often by our Principal, “Don’t be the example, set the example.”

In order to maintain the parent-school support, parents are encouraged to contact the school whenever there is a question concerning the consequence of the rules. The first contact should be made to the teacher or staff member who issued the consequence via email or phone call. If a problem or questions still need to be answered, you may contact the school counselor or principal.

SEARCH AND SEIZURE

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.

RESTRAINT

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

CAMPUS

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

CURRICULUM & INSTRUCTION

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 6th - 7th. A student may be exempt from 4th 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 two test grades in that subject.

LIBRARY

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.

GRADING SYSTEM

A standardized grading system is maintained throughout the school.

- | | |
|----------------------------|--|
| A (94%-100%) | Outstanding achievement; indicates an exceedingly high quality of work
(A+ 100%, A- 94%) |
| B (86%-93%) | Above average; indicates good progress
(B+ 93%, B- 86%) |
| C (78%-85%) | Average achievement; indicates quality of work usual for this grade level
(C+ 85%, C- 78%) |
| D (70%-77%) | Deficiencies; indicates a great need for effort to meet requirements of this grade level satisfactorily (D+ 77%, D- 70%) |
| F (69% & below) | 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
- N for Needs improvement

Effort and Conduct for grades K - 5 are graded as:

- S for Satisfactory
- N for Needs improvement
- 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.

HOMEWORK

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.

MAKE-UP WORK

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.

WEEKLY FOLDERS

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.

PROGRESS REPORTS and GRADES

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. Parents will be informed by means of this progress report when their 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.

REPORT CARDS

Kindergarten progress reports are issued twice a year. Parents are asked to sign and return the 1st semester progress report card but may keep the progress report card at the end of school.

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.

HONOR ROLL

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.

STANDARDIZED TESTS

Students in grades 3rd through 7th 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.

ACCEPTABLE INTERNET USE POLICY

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.

COMPUTER LABS USE POLICY

AOL staffs three well-equipped computer labs available for use by its students. All students are instructed on computer weekly and assignments must be fully completed to receive credit. Students are expected to adhere to the rules and regulations of the labs in order to benefit from its resources. If rules are not followed, the student will lose computer privileges:

- Do not change computer settings
- Do not rename files
- Do not install or update anything – do show teacher when install/update prompts appear.

COMPUTER LAB RULES & CONSEQUENCES	
RULES	CONSEQUENCES
Visiting unapproved internet sites	10-15 referrals depending upon site content
Mishandling computer equipment	1-5 referrals depending on severity of damage
Not asking permission to print or printing more than one copy	1 referral

FIELD TRIPS

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 sign students out after returning to school, however, this will count as an early dismissal and will count against perfect attendance.

EXTRACURRICULAR ACTIVITIES

The students of AOL have an opportunity to participate in many extracurricular activities including: Altar Servers, Beta Club, Cheerleaders, Choir, 4-H Club, League Sports, Student Council, and WAOL.

PROMOTION POLICIES

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, Social Studies, and Religion. A final average of F constitutes failure in that subject.

CONDITIONAL PROMOTION SUMMER SCHOOL

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.

SPECIAL NEEDS

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.

CIVIL and NATURAL DISASTER POLICY and PROCEDURES

Revised July 6, 2018

This document and the Crusader Defense Plan serve as the Emergency Procedures for Ascension of Our Lord School. No policy can cover every emergency or disaster, however great care and consideration has gone into thoroughly addressing school concerns.

CHAIN OF COMMAND

Principal

Pastor

Senior Staff Member

Senior Secretarial Member

RESPONSIBILITIES OF THE ADMINISTRATION

The Principal is responsible for all pre-disaster planning and preparedness for the school, subject of directives and guidelines from the Office of Catholic School, the Office of Civil Defense, St. John the Baptist Parish and other Emergency Service Departments. In the event of an emergency, the Principal or the designated representative will assume over-all direction of disaster procedure for the school.

The Principal shall:

1. Review all policies with the staff.
2. Ensure that at least one member has First Aid training and is designated as the First Aid Administrator in the event of an emergency.
3. Have all faculty and staff trained in CPR.
4. Distribute Emergency Dismissal Forms to all parents annually for updated information.
5. Maintain First Aid supplies for all classes.
6. Assign specific tasks annually as the year begins.
7. Hold monthly fire drills and yearly drills for all other codes.

After the disaster/emergency, the Principal shall:

1. Make contact with each staff member and ascertain class conditions.
2. Inspect building for damage and structural hazards with the Maintenance Director.
3. Give the proper codes, including, but not limited to, evacuation.
4. Notify hospital and/or EMT concerning any seriously injured students or staff members.
5. Determine that each faculty and staff member is completing assigned tasks.
6. Supervise retention and dismissal procedures.
7. Remain in contact with the Office of Civil Defense

RESPONSIBILITIES OF THE TEACHERS

1. Know and understand this plan.
2. Participate in CPR training.
3. Keep the Emergency Pack hanging by the pocket for the Crusader Defense Plan.
4. Discuss disaster procedures with students and participate in all drills.
5. Check the Emergency Pack and determine that the following items are included:
 - *Solar Blanket (for a seriously injured person)
 - *First Aid Kit
 - *Flashlight in working condition
 - *Pen or pencil, Pad of paper
 - *Binder containing: Civil and Natural Disaster Procedures, Centers for Casualty and Mass Care, Location of Utility Mains, Student Information Sheets (Demographics), Emergency Attendance Sheet, Emergency Dismissal Form for each student.
6. Have activities such as games, songs or prayers prepared in case of an evacuation or prolonged stay.

During an emergency/disaster, teachers are to:

1. Follow all directives in the Crusader Defense Plan and this document.
2. Report to the Principal that all procedures have been followed.
3. Maintain a calm atmosphere among the students, continually reassuring them of their safety.
4. Do not light any matches or candles because of possible gas leaks.
5. Avoid touching any electrical wires.
6. Remain at post until relieved by the Principal. Faculty and staff members will be dismissed in the following order:
 - A. Those with families, who are pregnant, and those who must care for elderly or ailing parents.
 - B. Married staff
 - C. Single staff
 - D. Principal

The following tasks are assigned to school personnel:

1. First Aid – designated first aid personnel
2. Utility shut off and radio contact – maintenance personnel
3. Extinguish small fires – closest faculty or staff member
4. Supervising dismissal – Principal and office staff
5. Traffic control at dismissal – Librarian and cafeteria staff
6. Communications – Principal and pastor

RESPONSIBILITIES OF PARENTS:

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

POLICY REGARDING DISMISSAL OF STUDENTS: Each child must be signed out by an adult as indicated on the Student Information Sheet (Demographics). Children will not be dismissed to someone not listed on this sheet. Proper photo ID will be needed.

Parents Must:

1. Complete the Student Information Sheet (Demographics) for their children and update with changes during the year.
2. Be familiar with this plan.
3. Be familiar with the policy regarding dismissal of students (see above).
4. Have a home plan:
 - a. Who is responsible for picking up the children in the event of a disaster?
 - b. Where will the children be taken?
 - c. Be sure that your child understands that you will be there to pick them up as soon as possible.
 - d. Keep a copy of this document somewhere easily accessible.

During and after the emergency/disaster:

1. DO NOT PANIC. Your child will be taken care of.
2. Follow the policy of the school regarding dismissal of students (see above).

PROCEDURES FOR A NUCLEAR DISASTER

In the event of a nuclear disaster, students will be bused to Hammond High School, 45168 River Road, Hammond, or the River Center in Baton Rouge. Radio or TV will broadcast locations of where each school's students are sent.

SCHOOL CLOSINGS

In the event of a school closing, parents are asked to listen to AM radio station 870 or local TV channels for any emergency precautions and procedures which St. John the Baptist Civil Parish and/or School Board will follow. Ascension of Our Lord School will send out a text or voicemail via Admin Notify to alert parents of procedures that will be followed.

EMERGENCY PHONE NUMBERS

In case of emergency, dial 911 or contact the Sheriff's Department at 985-652-6338.

CRUSADER DEFENSE PLAN

The *Crusader Defense Plan* consists of the following instructions for faculty, staff and students:

TORNADO WATCH/WARNING

A tornado watch means that tornadoes are possible in the area. A warning is issued when a tornado has been sighted or indicated on weather radar.

1. Watch for approaching storms.
2. Close outside doors and windows.
3. Direct students to move away from windows.
4. Explain and model for your students the proper protective position of "drop and cover" which is crouch to your knees and cover head with hands and arms.
5. Wait for further instruction from administration.
6. No students will be dismissed during a tornado warning.

NO STUDENTS WILL BE ALLOWED OUTSIDE DURING A TORNADO WARNING.

LOCKDOWN

A lockdown will happen when there is a potentially threatening situation on campus or the surrounding neighborhood.

1. Immediately lock classroom door. Direct any students in the hallway into the classroom.
2. Instruct students to move away from doors and windows. Do not open the door for any reason. Authorities will have keys.
3. Close blinds on windows.
4. If no threatening actions are occurring in your classroom, slide the safe classroom form (last page in the flip chart) under the door to allow sheriff to easily identify problem areas.
5. Take attendance of students and be prepared to give it to authorities as needed.
6. If gunshots are heard, instruct students to lie on the floor and you do the same.
7. Remain in lockdown and **do not** send students out of the classroom until otherwise instructed **face-to-face** by an administrator or law enforcement officer.
8. No student will be dismissed during a lockdown until the authorities have called an "all clear."

DISREGARD ANY REQUESTS MADE OVER THE INTERCOM SYSTEM EVEN IN MADE BY ADMINISTRATION. Only face-to-face instruction by an administrator or law enforcement officer should be followed.

FIRE

In the case of a fire:

1. Direct students to line up at the door, leaving their personal belongings in the classroom.
2. Leave door unlocked and turn off the lights.
3. Bring your roll book and emergency bag.
4. Escort students out of the classroom following the posted evacuation route.
5. If heavy smoke is encountered, direct students to crawl on their hands and knees.
6. If visibility is greatly diminished, form a human chain by maintaining physical contact with the person in front of you while crawling.
7. Maintain contact with an exterior wall until you reach an exit.
8. Once you have safely exited the building, take attendance of your students.
9. Stay in the evacuation area until further instructions are given.

If the fire is directly outside of your classroom and is preventing evacuation:

1. DO NOT open door.
2. Notify administration via intercom.

3. Place a towel or garment under the door. Wet the towel if possible.
4. If classroom has a window, direct the students to stand near the window.
5. Open or break the window if it becomes necessary.
6. Prepare to evacuate quickly once the window is open as the oxygen will fuel the fire.
7. Follow direction of fire department regarding evacuation.

Each classroom must have one window that is clear of obstructions at all times as an evacuation route.

BOMB THREAT

In the event of a bomb threat, the entire school will be evacuated and the Sheriff's Department will be called.

1. Teachers will be instructed to quickly and quietly bring their students to the church for a prayer service. This will be a quiet evacuation; no fire alarms will be pulled.
2. Wait for further instruction from the administration. Classes will be allowed to return to the school after a thorough search has been performed by authorities.

EVACUATION

In the event that it becomes necessary to leave the classrooms because of a disaster, the following steps will be taken by teachers, staff and students. **When you leave, take your emergency bag.**

1. When the command to evacuate the classrooms is given, all students will proceed with the teacher to the safety area indicated by the Principal:

Safety Area 1 – Don Bosco Hall

Safety Area 2 – Ascension of Our Lord Church

Safety Area 3 - Soccer Field adjacent to building 2

Safety Area 4 – Riverlands Golf and Country Club, 500 Fairway Dr. 985-652-6316

Walk south on Greenwood Dr., west on Fairway Dr. to the Country Club.

Safety Area 5 – St. John Community Center at 2900 US 51 in Laplace. The students and staff will be bused to this location by the St. John Parish school buses.

Safety Area 6 – Hammond High School or the Centroplex in Baton Rouge. Buses will be provided.

2. Each class will assemble in the designated Safety Area with the teacher. Teachers will proceed to take attendance and account for all students. Any deviations from the information on the Emergency Attendance list must be noted by the teacher directly on the list and reported to the information center immediately.

3. All students will be retained at school or safety area with school personnel until dismissed to the care of an adult who has been authorized by the parent on the Student Information Sheet (Demographics).

Students will only be dismissed to an authorized adult.

A. Adults will be allowed only at the designated information and dismissal center. This is for the safety of the students.

B. Students must be signed out by an adult. The time and place of destination should be noted on the sign-out sheet.

AFTER ANY INCIDENT

1. Take attendance. In each class's emergency bag is a class list. Teachers are to ascertain the whereabouts of each student under the proper heading:

P = present and accounted for

A = absent, did not attend school that day

E = errand, before incident, the student was sent out of the classroom (office, restroom, etc.)

M = missing and unaccounted for

D = dismissed, the student left school before the incident or was duly dismissed to an authorized adult from the dismissal station set up for the emergency

Students with E or M status must have their status updated accordingly when a change occurs.

1. Determine the extent and gravity of personal and student injuries. Report all serious injuries to the Principal and attend to these first. Give students with lesser injuries medical attention after you have treated all seriously injured students. If you are not able to attend all injured students adequately, request assistance from the team leader.

2. In the event that the team teacher is not able to render help, report your need to the Principal who will be responsible to take steps to provide additional assistance while you continue to tend to the students.

ADMISSION & TUITION POLICIES

AS AMENDED FOR
January 16, 2018

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
Phil Hoffman
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 \$175 for the first child in the family and \$160 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 automatically 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.

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 1st or 14th of month

*Phone-In Payments – Customer Service available 24/7/365 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

When making your tuition payment with Smart Tuition on the day it is due, be mindful that your payment must be submitted before 11:00 PM Central Standard Time to avoid a late fee.

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 14, 2018 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 1st 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 31st for the student to return to school in January. The final payment (PreK3 – 7th grades) is due in May. All accounts (tuition, AM/PM Care, Lunch, etc.) must be paid in full in order for the student to receive a report card. Tuition fees must be paid in full by May 8th in order for the PreK, Kindergarten and 7th 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).

PreK snack fees will be paid to AOL at the time of registration.

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 – 7th 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 Catholic School

TUITION AND FEE SCHEDULE

PreK 3 year olds – 7th Grade

2018 – 2019

REGISTRATION FEE

The registration fee is \$175 for the first child and \$160 for each additional child. This includes the \$15 fee per family for the Clarion Herald subscription. **PreK snack fees are required and due at the time of registration.**

TUITION

The tuition rates listed are based on the eleven month plan with payments beginning in June and ending in May with no payment in February. *A 4% discount will be given to those who pay their tuition in full by June 14th. Other payment plans will apply if registering after June 1, 2018. If registering after June, payments will follow the 10 month plan (Example: \$6,237.00 - \$623.70).

CATHOLIC PARISHIONER RATE

	<u>11 Monthly Payments</u>	<u>Total Tuition</u>	<u>*4% Discount</u>
1 Child	\$428.00	\$ 4,708.00	\$ 4,519.68
2 Children	\$749.00	\$ 8,239.00	\$ 7,909.44
3 Children	\$963.00	\$10,593.00	\$10,169.28

CATHOLIC NON-PARISHIONER RATE

	<u>11 Monthly Payments</u>	<u>Total Tuition</u>	<u>*4% Discount</u>
1 Child	\$ 461.00	\$ 5,071.00	\$ 4,868.16
2 Children	\$ 809.00	\$ 8,899.00	\$ 8,543.04
3 Children	\$1,050.00	\$11,550.00	\$11,088.00

NON-CATHOLIC RATE

	<u>11 Monthly Payments</u>	<u>Total Tuition</u>	<u>*4% Discount</u>
1 Child	\$ 567.00	\$ 6,237.00	\$ 5,987.52
2 Children	\$ 979.00	\$10,769.00	\$10,338.24
3 Children	\$1,275.00	\$14,025.00	\$13,464.00

REQUIRED SNACK FEE for PreK 3 & 4 covers the cost of daily snacks/drinks. **This fee is paid to Ascension of Our Lord School at the time of registration.**

10 Month Snack Fee (Aug – May)	\$150 per year or \$75 per semester
12 Month Snack Fee (Aug – July)	\$176 per year or \$88 per semester

PreK Supply and Art Fee, Technology Fee, and one yearbook per family are included in tuition.



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 _____

Child's signature _____

Child's signature _____

Child's signature _____

PLEASE COMPLETE, DETACH AND RETURN THIS FORM.