

# Ascension of Our Lord School Parent/Student Handbook 2022 - 2023



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Check grades, access class/homework assignments, and contact teachers:  
[www.plusportals.com/AOLCS](http://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 Department of Catholic Education and Faith Formation. 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

*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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**ADMISSIONS**

The Catholic education and formation of the child is the primary responsibility of the parents. Ascension of Our Lord School is a partner in fulfilling the parent’s role as the child’s primary religious educator. It is the expectations of this school that parents are committed to the child’s religious education.

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**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

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

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## **APPLICATION OF STUDENTS**

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

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## **TUITION AND FEES**

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

Note: \* There will be a \$20 service charge for NSF checks (Non-sufficient Funds) received. After a second NSF check, we will no longer accept personal checks for your fees. You must remit payment by cash or money orders. If an account becomes two months delinquent for non-payment of tuition, 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 any extra-curricular activities.

**FINANCIAL CONSIDERATIONS:** Tuition will continue to be collected on the regular monthly schedule to cover operational expenses for Ascension of Our Lord School. As per the Office of Catholic Schools, in the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, makes it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees. We will continue to see financial relief from varying entities to cover additional costs associated with a safe reopening plan.

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## **SCHOOL HOURS**

**7:55 AM – 3:00 PM**

The school day begins at 7:55 AM and ends at 3:00 PM. Students who arrive before 7:30 AM or remain after 3:00 PM must report to Before or After Care.

**Students are not allowed to be on campus unsupervised.**

When games/practices/meetings are not directly after dismissal, students will be sent to After Care if not picked up at dismissal time. Siblings of students involved in after school activities will not be allowed to wait with the team/group and will be sent to After Care if not picked up at dismissal time.

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## **ARRIVAL (7:30 – 7:55 AM) & DISMISSAL (3:00 – 3:15 PM)**

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### **ARRIVAL**

All Kindergarten – 7<sup>th</sup> grade students are to be dropped off at the back porch in the mornings. A single line of cars will be allowed through the gate. **Please wait your turn in line, REMAIN IN YOUR VEHICLE and DO NOT pass a stopped car.** Parents are expected to display courtesy and patience, especially on rainy days.

*ONLY BUSES AND HIRED TRANSPORT VANS* are allowed to drop off students at the front porch. Children who walk to school must use the crosswalks at the corners and may enter through the front doors.

## DISMISSAL

Parents who need to pick up children early should do so before 2:45 PM. We do **NOT** dismiss students between 2:45 – 3:00 PM as we are preparing for dismissal.

PreK & Kindergarten students and their siblings will be dismissed to the front porch of the school. Parents/guardians are to park in the front lot and walk to the porch to get their child.

Bus/Transport van riders will be dismissed to the front porch.

Students, 1<sup>st</sup> – 7<sup>th</sup> grade, who are not attending club meetings, sports practices or After Care, will be dismissed to the back porch for pick up where faculty members will assist students into the vehicles. A single line of cars will be allowed through the gate. **Please wait your turn in line, REMAIN IN YOUR VEHICLE and DO NOT pass a stopped car.** Parents are expected to display courtesy and patience, especially on rainy days.

*If there is a question regarding an adult having permission to pick up a student, the parent will be called before the student will be released.*

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## **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 posted prior to the beginning of school on the St. John Public School website: [www.stjohn.k12.la.us/apps/pages/busstops](http://www.stjohn.k12.la.us/apps/pages/busstops)

Bus riders 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.

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## **BEFORE CARE (6:30-7:30 AM) & AFTER CARE (3:15-6:00 PM)**

Students admitted to Before & After School Care must be cooperative, respectful and obedient to the supervisors in charge or they will forfeit their privilege of attending. Before and After School Care begins on the first full day of school and is available on most early dismissal days. It is not available on days when there is no school.

Any student arriving on the school campus before 7:30 AM will be sent to Before Care and a fee will be charged. Students attending After Care **MUST** be picked up no later than 6:00 PM and signed out by a parent or guardian. A \$10 late fee will be charged the first time the student has not been picked up by 6:00 PM. After the first time, the late fee will be \$5 per every 5 minutes after 6:00 PM.

Payments for Before and After School Care may be prepaid. Monthly payments are due by the 10<sup>th</sup>. After this date, a \$10 late fee will be assessed. An additional fee will be assessed for any student who remains in After Care after 6:00 PM.

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## **WITHDRAWAL**

If a student needs to be withdrawn before the end of the school year, a withdrawal packet must be completed by the parent/guardian. 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.

<b>ATTENDANCE</b>
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## **ATTENDANCE**

Regular and punctual attendance is required and is essential for your child to derive maximum benefit. Missing valuable instruction time can cause the child to fall behind in their schoolwork.

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.

If your child will be absent from school, please notify the office between 7:45 and 8:15 AM.

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## **PERFECT ATTENDANCE**

Students who have been in attendance every school day of the school year with no tardies or early dismissals are considered for Perfect Attendance. A student who is suspended for any reason is not eligible for perfect attendance.

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## **TARDINESS**

Students arriving after 8:00 AM must be signed in by a parent and will then obtain a tardy slip from the office before being admitted to class. Tardies will be recorded on the student's report card and permanent record.

**A daily, classroom lunch count will be given to the office by 8:20 AM. Tardy students (arriving after 8:20) will not be included in this count and MUST bring a lunch from home.**

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## **ABSENTEES**

When children show signs of being ill, please keep them home. **DO NOT send them to school.** Students should be fever-free without medication and have not vomited for 24 hours before returning to school.

Any child absent for more than five consecutive days, or with a communicable disease must obtain a letter from a physician stating that he or she is able to be readmitted to school.

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.

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## **CHRONIC ABSENTEEISM**

Ascension of Our Lord School defines Chronic Absenteeism as 5 or more absences from school either excused with a medical/legal notice or unexcused with no written notice. Parents are to follow the guidelines below when the child will be absent for long periods of time:

### EXCUSED ABSENCE

Proper documentation must be submitted for an excused absence. The parent should contact the school administration to set up a plan for work to be picked up, completed and returned while the student is away from school. The student may be required to meet with teachers via Google Classroom on a regular basis.

### UNEXCUSED ABSENCE

During the 5 days of unexcused absences, the parent must contact the teacher to address the issue/hardship to set up a time for the student to come **AFTER SCHOOL HOURS** to meet with the teacher. A \$25 fee may be assessed per after school session for chronic unexcused absences.

If it is known that the student will be out of school ahead of time, the parent may request work/assignments to be sent home before the absence to be completed before the student returns to school.

## HEALTH/WELLNESS

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### 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 a student has a bloody nose not caused by an injury, the student will sit 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 emergency room.

Illness – If a student 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 a communicable disease (including lice, pink eye, fifth disease, impetigo, flu, ringworm, 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’s demographics form. Please list specifically all allergies: foods, insect bites, inhalants, etc. If a student appears to be having an allergic reaction, the parent or 911 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. If, after using the inhaler, the student is still having difficulties breathing, the parent or 911 will be called.

If any student is having difficulties breathing, a parent will be called. If a student stops breathing, 911 will be called and CPR will be administered by a certified CPR staff member.

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### MEDICATION

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. The parent takes on full legal responsibility for any and all medical or other dangers entailed.

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### COUNSELING

Ascension of Our Lord School staffs a full-time counselor, Christine Escobar, who can be reached via email, [cescobar@aolcrusaders.org](mailto:cescobar@aolcrusaders.org) or phone, 985-652-4532.

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### 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.

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### 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).

## GROOMING POLICY

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

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### 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. No student may have dyed hair or highlights. Haircuts are not to include lines. NO mohawk cuts are allowed. Girls' braids must be kept to a reasonable length and out of the face. Final judgments on hair styles are up to the principal.

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### NAILS/MAKE-UP

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

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### JEWELRY

Small earrings 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. ONLY NON-smart watches are permitted. Students found with a smart watch in their possession will be given a discipline referral. Other ornaments must be approved by the Principal.

## UNIFORMS

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

Any color coat may be worn outdoors. In the classroom, ONLY the AOL school sweatshirt or any plain, navy blue jacket/sweater may be worn. NO HOODS allowed. **All outerwear must be marked on the inside with the student's name.**

**Inka's Uniforms** (Harahan & Baton Rouge) sells our Dress uniforms, PE Sweatpants/Sweatshirts. PE shirts/shorts and optional Spirit T-Shirts are sold only at AOL.

### PE UNIFORMS

### BOYS AND GIRLS (K – 7<sup>th</sup>)

Students are to wear the PE uniform to school on their scheduled PE days. No part of the PE uniform, except the sweatshirt, may be worn in class on non-PE days.

<b>T-shirt</b>	gray, with school logo
<b>Shorts</b>	walking short length or longer, with school logo
<b>Socks</b>	white, must cover the ankle
<b>Tennis Shoes</b> (K) (1 <sup>st</sup> – 7 <sup>th</sup> )	any color, velcro tabs only any color, lace up or velcro, <b>NO</b> hiking boots, high tops or cleats.
<b>Sweatpants</b>	full length, with school logo <b>purchased at Inka's Uniforms</b>
<b>Sweatshirt</b>	navy blue with Ascension of Our Lord printed on front <b>purchased at Inka's Uniforms.</b>

# DRESS UNIFORMS

## GIRLS (Grades K – 7)

<b>Blouse</b>	(K - 4 <sup>th</sup> ) (5 <sup>th</sup> - 7 <sup>th</sup> )	white, short sleeves, pointed or rounded collar blue, oxford cloth, short sleeves, button-down collar, “Middle School” logo
<b>Jumper Skirt</b>	(K - 4 <sup>th</sup> ) (5 <sup>th</sup> - 7 <sup>th</sup> )	blue/gray plaid with school patch, 4” from the floor when kneeling blue/gray plaid, 4” from the floor when kneeling
<b>Socks</b>	(K - 7 <sup>th</sup> )	white, must cover the ankle
<b>Shoes</b>		black/white or navy/white saddle or soft saddle (Keds, etc.)
<b>Sweatshirt</b>		navy blue with Ascension of Our Lord printed on front <b>purchased at Inka’s Uniforms</b>
<b>Sweater/Jacket</b>		plain, navy blue NO HOODS

Shorts (any color) should be worn under the skirt/jumper. A plain, white undershirt/turtleneck may be worn under the blouse. Sweat pants are **not** to be worn under the skirt/jumper, however, tights/stockings/leggings in white, black, navy, or tan may be worn.

## BOYS (Grades K – 7)

<b>Shirt</b>	(K - 4 <sup>th</sup> ) (5 <sup>th</sup> - 7 <sup>th</sup> )	white knit polo, short sleeves with school logo blue oxford cloth, short sleeves, button down collar, “Middle School” logo
<b>Pants/Shorts</b>	(K) (1 <sup>st</sup> - 7 <sup>th</sup> )	navy blue, cotton twill pants/shorts, pull on with elastic waist navy blue cotton twill pants/shorts, with belt loops Shorts are to be no shorter than 4” above the knee.
<b>Belts</b>	(1 <sup>st</sup> - 7 <sup>th</sup> )	navy blue stretch or black leather
<b>Socks</b>	(K - 7 <sup>th</sup> )	white, must cover the ankle
<b>Shoes</b>	(K) (1 <sup>st</sup> - 7 <sup>th</sup> )	black, leather, low quarter Velcro with no markings black, leather, low quarter tie-ups with no markings (Peaks, etc.) 1 <sup>st</sup> & 2 <sup>nd</sup> grade students <u>may</u> wear Velcro shoes.
<b>Sweatshirt</b>		navy blue with Ascension of Our Lord printed on front <b>purchased at Inka’s Uniforms</b>
<b>Sweater/Jacket</b>	(K – 7 <sup>th</sup> )	plain, navy blue NO HOODS.

A plain white undershirt/turtleneck may be worn under the shirt.

## **SCHOOL/HOME COMMUNICATIONS**

### **SCHOOL INFORMATION**

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

**Notifications:** Notifications of important information will be sent out via email and/or text. Parents are responsible for printing, completing, signing and returning any necessary forms.

**Plus Portals:** Parents must provide a current email address to the school office to get an access code for Plus Portals where grades are posted. Teachers will inform students about classroom news and assignments through the individual classes in Plus Portals.

**Google Classroom:** In the event that virtual classes will be held, students must log into Google Classroom in the Announcements/Administration class by 8:15AM and answer an attendance question as

their daily check-in. Students are then required to check all classes for assignments to be completed by the assigned due dates. The teacher will have a set time to meet with each virtual student through Google Meet. The Google Classroom app can be downloaded to receive notifications when new information has been posted.

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## **PARENT-TEACHER CONFERENCES**

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Formal Parent-Teacher Conferences will be scheduled, however, parents may request conferences for before or after school hours or during the teacher's off period by emailing the teacher or calling the school office. School regulations require that no one go to a classroom to confer with a teacher during classes or during arrival or dismissal time. Kindly respect the teacher's right to privacy and do not call a teacher at home.

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## **PARENT-TEACHER ORGANIZATION (PTO)**

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

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## **PHONE CALLS**

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The office phone is not for student use. Students may not be called to the phone during school hours, however, important messages will be relayed to the students.

Parents will be contacted when their child is sick or if they are unsure of where to go after dismissal. Parents will not be contacted for forgotten items such as lunch, homework, projects or sports equipment.

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## **PUBLICITY**

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

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## **DEMOGRAPHICS**

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Student Demographics (student information sheet) should be completely filled out or updated at the beginning of the school year and promptly returned to the office. Any health needs requiring special attention and/or medication should be noted on the sheet. Please notify the school office immediately with changes in address, phone numbers, and family status including separation, divorce or death.

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## **EMERGENCY PREPAREDNESS**

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

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

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

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## **BREAKFAST & LUNCH**

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Breakfast and lunch will be free for all students! Breakfast will be served from 7:30 to 7:45 AM. Students getting breakfast must arrive before 7:45 AM. **A daily classroom lunch count will be given to the office by 8:20 AM. Tardy students (arriving after 8:20) will not be included in this count and MUST bring a lunch from home.**

Students must eat lunch every day whether it is a school lunch or brought from home. They are not allowed to share food due to health and safety concerns. The school lunch menu is posted on the school's website. Parents should check the lunch calendar and provide a lunch when their child will not eat the planned meal. This will help them to receive proper nourishment and will hopefully minimize wasted food.

Lunch brought from home must include a drink and only contain nutritious foods. **No carbonated or canned drinks, candy, or commercial fast foods will be permitted in the cafeteria.** For safety reasons, cans and glass bottles, including glass thermoses, are not allowed. Please note: the cafeteria staff or school staff employees are not allowed to heat food that is prepared at home and sent to school for a student's lunch.

**FOOD ALLERGENS:** School Food and Nutrition Services will modify meals for students with special dietary needs with other meal components offered that day. Food allergies/intolerances and conditions requiring special diets must be documented each year by a recognized medical professional. The medical professional must legibly state: medical condition requiring special diet, statement of specific dietary need, list of foods to omit and substitute, and his/her contact information. The medical professional must complete the form and fax it directly to School Food and Nutrition Services of New Orleans. Complete instructions are listed on the form. A meal modification form can be obtained from the school office.

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## **VISITORS**

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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.

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## **GAMES, TOYS AND MISCELLANEOUS**

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Games, toys, non-school books or magazines may not be brought to school unless they will be specifically used for a class assignment. If an item is brought to school, without permission from faculty/staff, it will be confiscated and returned to the student/parent at the end of the school year.

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## **CRUSADER WATER BOTTLES**

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

<h2><b>SPIRITUAL DEVELOPMENT</b></h2>
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## **SCHOOL LITURGIES**

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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 weekly and on prominent Feast Days. All students are expected to participate in the Mass and in the other liturgical celebrations.

# DISCIPLINE

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## BEHAVIORAL EXPECTATIONS AND DISCIPLINE POLICY

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The following code is based on the Mission of Ascension of Our Lord Catholic Elementary School and designed to foster faith, respect, personal discipline, and growth for all members of the Ascension of Our Lord community. Our goal is to promote student success by providing universal expectations, school-wide consistency, promote positive school climate, maximize time for student learning, and celebrate actions of good character and student accomplishments. The purpose of discipline is to provide a classroom conducive to learning, educate students to appreciate the importance of developing responsibility and self-control and build a sense of Christian community. Our school discipline policy is based on a CARE framework - “Consistent, Accountable, Reasonable Expectations”. Any question regarding school rules should be directed to the school Administration.

### Code of Conduct

In order to meet the goal of a successful, welcoming, Catholic school environment, the following Code of Conduct will be in effect at all times. All Ascension of Our Lord School students are expected to conduct themselves in a manner that fosters a positive learning environment for everyone. This can be accomplished by three simple rules that every student can relate to and abide by:

- Be kind
- Be safe
- Be polite

### Discipline Policies

*The Administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.*

#### 1. Bullying and Cyberbullying

Ascension of Our Lord Catholic Elementary School attempts to provide a safe environment for all individuals. Continual verbal or written comments which tend to injure, degrade, embarrass, or threaten the safety, privacy, emotional well being, or respect of other students, school employees, independent contractors, volunteers, parents/legal guardians, and/or other individuals are taken very seriously. Students making such threats at any time (seriously or in jest, on campus, at school functions, online, via mobile device, within the domain of the school, etc.) face detention, suspension, and/or expulsion.

#### Archdiocesan Anti-Bullying Policy

Ascension of Our Lord Catholic Elementary School enforces a ZERO TOLERANCE policy for all behaviors that meet the definition of “bullying”- repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person, even if the person did not initiate the behavior but perpetuates it.

Any comments of a violent nature (especially threats) will be taken seriously. Threats of a violent nature may require a student to be removed from school, not to return until the school has received a written, professional evaluation from a board certified psychiatrist or psychologist certifying that the student is not a danger to himself/herself or others. Depending on the severity and type of threat, it may be necessary to notify local law enforcement.

## 2. **Fighting**

Fighting in the school buildings or on school grounds may result in immediate suspension, disciplinary probation and/or dismissal from school. Conduct which inevitably provokes a fight: pushing, shoving, laying hands on another person, the use of objects or anything that is deemed to physically abuse another student (or adult?) is considered fighting. A student who verbally supports, provokes or maliciously instigates a fight will be also be held accountable.

## 3. **Obscenity and Profanity**

Obscene materials and profanity, including but not limited to, gestures, symbols, verbal or written, are prohibited at school and all school sponsored activities. Students caught using obscenities or profanities will be subject to serious consequences as set forth under “Disciplinary Actions.”

## 4. **Cell Phones and Electronic Devices**

Students who bring phones or electrical devices to school are required to turn them into the counselors office when arriving at school (with the exception of school issued Chromebooks). Cell phones will be held until the end of the school day. At dismissal, students are to put phones in their backpacks until off of school grounds. Students may not use cell phones until they are off of campus. Cell phones and/or any other electronic devices may not be used on the school grounds before or after school (including carpool times), unless a teacher or administrator has given specific permission for a warranted reason. Student cell phones or electronic devices are not permitted on field trips or at dances. If a student is found with a phone, it will be given to administration and can be picked up by a parent or guardian. If a student is found with a phone or electronic device a second time, the device will be confiscated and kept with administration until a parent/guardian conference has been scheduled.

## 3. **Cheating, Plagiarism and Forgery**

Cheating, attempting to cheat, plagiarism (such as, but not limited to, copying or sharing the work of another, giving another student work to copy, etc.) or doing another person’s homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that test or assignment or partial credit based on the teacher’s discretion. Academic dishonesty will lead to other disciplinary actions such as detention, suspension, probation, or expulsion.

Fraudulently using the signature or initials of another student, staff member, parent/legal guardian will lead to disciplinary actions such as detention, suspension, or expulsion.

## 4. **Out of Uniform**

Students will be issued a *Uniform Alert* when inconsistent with uniform/non-uniform dress code. The *Uniform Alert* needs to be signed by the student’s parent/legal guardian and returned to the office the following school day.

- Three Uniform Alerts in a school year equals students cannot participate in the next free dress opportunity.
- Four Uniform Alerts in a school year equals a detention and students cannot participate in the next free dress opportunity.
- Five Uniform Alerts in a school year equals a detention and students are not permitted to wear free dress for the remainder of the school year.
- Six or more Uniform Alerts in a school year will result in Administrative disciplinary action.

**If a student receives a consequence of not being able to participate in a free dress opportunity and does not adhere to the disciplinary action, the student will call home and remain in the office until a school uniform is brought for the student.**

## 5. **Tobacco, Drugs, Vape, and Alcohol**

The use, possession or exchange of illegal substances (whether or not for sale) on or near school premises or at school sponsored activities, including but not limited to tobacco, drugs, vape, prescription drugs, alcohol, and various types of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion. The use of matches, and lighters is prohibited.

## 6. **Vandalism and Theft**

Damaging or attempting to damage school, staff, parent/legal guardian, and/or student property will result in a detention, suspension, expulsion, and/or police notification. Students and their parents/legal guardians will be liable for all damage to equipment or school property caused by the student. It is the responsibility of the parent/legal guardian to pay for property damages not to exceed ten thousand dollars (\$10,000) due to conduct by the student. Grades, transcripts or diplomas will be withheld until the damages are paid.

Receiving, taking, or attempting to take the property of others will result in detention, suspension, probation, expulsion, and/or police notification.

## 7. **Weapons and Dangerous Objects**

Possession, threat or assault with a deadly weapon and/or object, which can be used to cause harm to another, is strictly prohibited. These items include but are not limited to, knives, guns, dangerous objects, stink bombs, shocking devices, imitation or replica of weapons. Students who threaten, assault, and/or possess any form of weapon as listed above face detention, suspension, probation, expulsion, and/or police notification.

\* NO GUNS (PAPER BASED, TOY, FINGER, ETC) ARE ALLOWED.

## **Disciplinary Actions**

The above mentioned violations, but not limited to, will result in a disciplinary action. Disciplinary issues not listed above but are deemed harmful to students, faculty and staff of Ascension of Our Lord School may be enforced at any time by the administration.

There are six disciplinary actions: teacher intervention notice, conduct referral, detention, probation, suspension, and expulsion.

### 1. **Teacher Intervention Notice**

A Teacher Intervention is a documented notice of a repeated behavior. This document will be sent home explaining the disciplinary action and must be signed by a parent/legal guardian and returned to the office the following school day.

### 2. **Conduct Referral**

A Conduct Referral is a documented violation of a school rule. It must be signed by a parent/legal guardian and returned to the office the following school day. Referrals are issued only after several other attempts to change behavior have been tried and have been unsuccessful. Three intervention notices from a teacher will result in the student receiving a referral. Five points will be deducted from the student's conduct grade per referral. **Upon receiving the 2nd Conduct Referral in a quarter, the student will receive detention.**

### 3. **Detention**

Detention may be issued for a breach of classroom and/or school rules. If a student receives a detention, he/she must have the slip signed by his/her parent/legal guardian and return it to the office. The student will report to the detention room by 3:15 PM on detention day. Detention will end at 4:15 PM. Detention is the Tuesday or Thursday following the day the detention is received. Detention is not considered a study hall; therefore, students may not do any homework or academic work during that time. **Upon receiving three detentions, students may be subject to suspension.**

#### **4. Suspension**

Suspensions will be used when other means of correction fail to bring about proper conduct, for serious misconduct, or for investigations of serious misconduct. The length of a suspension will be determined by the administration based on the behavior and prior misconducts. The student will be given the opportunity to make up work that was given during the time of the suspension. This work must be completed by the next school day to receive full credit. Tests and assessments missed during suspension will be taken the day the student returns. Student suspension may occur for the following reasons, but are not limited to:

- Leaving school premises without permission
- Disrespectful/harassing conduct toward students, teachers, or other adults
- Repeated failure to observe school rules or academic expectations
- Serious misconduct as determined by Administration

#### **5. Probation**

Students are put on probation with a last chance contact. Upon receiving three suspensions or given a suspension for a more major infraction, the student will be given one more chance to take corrective action before they are asked to leave the school.

#### **6. Expulsion**

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension or probation. Prior approval of the Principal is required before expulsion can take place.

### **ACTION/BEHAVIOR PLAN:**

**In cases where a student repeats offenses and disrupts the learning environment whereby causing injury to self or others or creating an environment that is not safe, an action/behavior plan may be set into place.**

**An action/behavior plan begins with a meeting between parents, student, teachers, and administration to set a written and agreed upon plan, on a case-by-case basis, for the ultimate success of the student.**

**The student is then allotted a set amount of time to be in accordance with the action/behavior plan in order to correct and reframe behavior. At any point, if the student is unable to meet the goals and requirements of the plan, the administration reserves the right to move forward on any of the above disciplinary actions: suspension, probation, or expulsion.**

### **Disclaimer**

School administration reserves the right to waive and/or deviate from the disciplinary framework for just cause, at their discretion. Certain actions may result in receiving a referral without any teacher intervention notices.

School administration may find it necessary and, therefore, reserves the right to send a student home if that student causes physical harm to himself/herself or to anyone on campus. Further, administration reserves the right to send home any student who may be a danger to others, or any student who causes serious disruption to the learning environment.

## **Situational Rules and Expectations**

*The following are examples which will result in disciplinary action:*

### **Cafeteria**

Students are expected to:

- Wait in an orderly, single-file line. No “breaking in line”.
- Speak softly.
- Respect cafeteria workers and cafeteria volunteers.
- Clean up your space after eating.
- Leave the cafeteria only when directed to by a teacher on duty.

### **Church**

Students are expected to:

- Enter and exit the Church in a quiet, orderly, and reverent manner.
- Actively participate in the Mass or service as befitting the ceremony.
- Display appropriate behavior in the house of God.

### **Classroom**

Students are expected to:

- Be attentive.
- Bring all materials, assignments, and textbooks to class each day.
- Respect the rights of classmates in the classroom setting.
- Respect the teacher, substitute teacher, or any guest to the classroom.
- Follow the rules for Ascension of Our Lord Catholic Elementary School and any specific or unique rules of the individual classroom or teacher.

### **Hallway**

Students are expected to:

- Move from class to class in a quiet and orderly fashion.
- Quickly and quietly run any errands.

### **Recess**

Students are expected to:

- Stay in assigned areas.
- Use the water fountains and the bathrooms in the first building.
- Not enter the second building for any reason, unless authorized by a teacher.
- Keep all games open to everyone.
- Keep hands, feet, and objects to yourself.
- Exercise good judgment and play safely.

### **Uniforms**

Students are expected to:

- Wear the complete school uniform according to the school policy.
- Keep uniforms neat and not deface them in any way.
- Be neatly groomed and maintain an appropriate personal appearance.
- Wear Crusader socks that are visible above the shoe.
- Wear the appropriate uniform for PE on days when that class takes place.

## **Partnership**

Educating students in good conduct is, by no means, an exclusive duty of the school itself. A strong support structure within the school as well as the cooperation of parents and guardians is vital to ensure we are successful in our endeavors. It is our belief that good discipline originates in the home. We state our expectations openly and clearly in order to foster the understanding necessary to make sure each and every student is successful.

*How families can assist the school in promoting good conduct:*

- Teach your student respect for rules and authority, the rights of others, and how to value private and public property
- Arrange prompt and regular school attendance
- Understand and support school rules and decisions
- Work with the school to carry out disciplinary recommendations and disciplinary actions
- Show an active interest in your student's day at school
- If, as a parent, you become aware of negative behavior that affects the mental, spiritual, or physical health or well being of others, please contact school administration right away.

## **Domain of the School**

Ascension of Our Lord Catholic Elementary School students are expected to model a code of conduct reflecting the school philosophy at all times. This includes all school events and activities, and extends beyond the physical boundaries of the school.

The school's jurisdiction with respect to conduct includes:

- At all times when the student is on school grounds
- At all times during the school day, both on and off school grounds
- At all officially sanctioned school-sponsored events
- Outside of the school day when the student's behavior reflects upon the school

Note: The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well being of the school community. This includes but is not limited to when students behave poorly on or off school campus, inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions and other technology related activities.

## **SAFETY**

### **Electronic Equipment**

Any personal electronic equipment should be left at home unless instructed by the teacher to do otherwise. Students who bring phones or electronic devices to school are required to turn them into the counselors office when arriving at school (with the exception of school issued Chromebooks). Unauthorized use of these devices will result in disciplinary action and confiscation of the equipment. Such equipment includes but is not limited to cell phones, mp3 players, I-pads, electronic games, headsets, recording devices, I-pods, or music players. Cell phones may be brought to school or a school related function under the following conditions:

- Required to turn them into the counselor's office when arriving to school
- No cell phone may be used for picture/video taking
- No harassment or threatening of persons via the cell phone is permitted
- Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind
- Smart watches or any similar devices are not permissible

Those students who violate any of the rules regarding cell phones will have their cell phones confiscated and may forfeit their privileges of bringing them to school. In the event a student's phone is confiscated, a parent or guardian must pick the phone up from the school in person.

Chromebooks are governed by a separate document, "Technology Use Policy", which is enforced on every school day during the year.



Students in 4th-7th grades receive a conduct grade. For each referral, five points will be deducted from the student's conduct grade for the quarter. Conduct grades will count towards the honor roll. At the beginning of each quarter, students will start over with zero referrals, 100% for 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.

Final grades are determined by the average of all four quarters. The course final grade will include the decimal points as recorded in the teacher grade book.

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## **HOMEWORK**

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Homework is an integral part of your child's education. Besides reinforcing school work, it also helps develop essential study skills. In addition to written work, homework assignments may include reading, studying for tests, and long-range projects. Homework assignments are posted on Google Classroom.

In grades 1 - 7, homework will be graded as completed or not completed, not for accuracy. All written homework must be completed prior to coming to school the next morning. Students will lose points for incomplete homework assignments.

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## **MAKE-UP WORK**

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Students who are absent from school one or more days, have 48 hours after returning to school to complete assignments. SEE CHRONIC ABSENTEEISM

If you would like a sibling or classmate to bring home the make-up work for the absentee or if you would like to pick up from the front porch, please notify the office before 8:30 AM and the teacher(s) will gather the make-up work throughout the day and the work will be left on the front porch for pick-up that afternoon.

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

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## **WEEKLY FOLDERS (Grades 1 – 4)**

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

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## **PROGRESS REPORTS and GRADES**

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With the use of Plus Portals, 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 the teacher 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.

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## **REPORT CARDS**

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Kindergarten progress reports are issued twice a year. Parents are asked to sign and return the first 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 in the report card envelope 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. Report cards will not be issued earlier than the specified date.

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## **HONOR ROLL**

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

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

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

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## **STANDARDIZED TESTS**

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Students in grades 3<sup>rd</sup> through 7<sup>th</sup> will be given a battery of standardized tests. The purpose of these tests is to assist us in determining how well each child is progressing in his/her education, in comparison to students of the same age in various parts of the United States.

It is imperative that each child take this test. Each parent then will be given the results as soon as they return from being scored by the testing company. Results will be interpreted on the individualized report for each student. These tests do not determine if a child passes to the next grade. They are for assessment purposes only. Parents should make a conscious effort to have their children at school, on time, for these testing days.

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## **ACCEPTABLE INTERNET USE POLICY**

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Ascension of Our Lord School provides a Chromebook for student use in the classroom. Parents and students must sign a Chromebook agreement before a Chromebook is issued.

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 social media websites on the school’s computers (including but not limited to the production of any such inappropriate material or documents).

**Note: Students should not post pictures/videos 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. If a student does not follow these guidelines, the administration will look more closely at what is posted, a parent conference will be scheduled and consequences will be given.**

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.

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## **COMPUTER LABS USE POLICY**

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AOL staffs two 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 the teacher when install/update prompts appear.

<b>CLASSROOM/COMPUTER LAB RULES &amp; CONSEQUENCES</b>	
<b>RULES</b>	<b>CONSEQUENCES</b>
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

\* Games played on school computers are not to include shooting, killing, obscenity or profanity.

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## **FIELD TRIPS**

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Throughout the year, Kindergarten through 7th grade students will participate in field trips and special programs to reinforce the curriculum. These field trips are usually chaperoned by parents. Chaperones

may **not** bring siblings or other guests on field trips. Students are **not allowed** to be dismissed from field trips. Parents may sign students out after returning to school, however, this will count as an early dismissal and will count against perfect attendance.

**All COVID mandates will be followed.**

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## **EXTRACURRICULAR ACTIVITIES**

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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.

**All COVID mandates will be followed.**

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## **PROMOTION POLICIES**

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

### **Kindergarten**

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

### **Primary Grades (1 – 3)**

- student fails Reading, Math or English

### **Grades 4 – 7**

- student fails two (2) major subjects

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

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## **CONDITIONAL PROMOTION SUMMER SCHOOL**

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### **Primary Grades 1 – 3**

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

### **Grades 4 – 7**

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

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## **SPECIAL NEEDS**

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

## **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.
- Classrooms 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.

***ASCENSION OF OUR LORD  
ADMISSION & TUITION POLICIES  
AS AMENDED FOR January 5, 2022***

**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. 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 \$235 per child.

B) **All Students** -

- ◆ 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.

**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

Ascension of Our Lord School utilizes a tuition management company, *Smart Tuition*, which has been approved by the Archdiocese of New Orleans, and 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 online in *Smart Tuition* at the time of registration. Our Financial Secretary is available if assistance is needed.

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 – 2.85% processing fee
  - \*Mailed Monthly Invoice – Tuition due 1<sup>st</sup> or 14<sup>th</sup> of month
  - \*Phone-In Payments – Customer Service available 24/7/365
  - \*Reminder Emails sent before the payment is due
  - \*Secure Online Account for each family
- Fees:
- \$45 late fee payment
  - \$30 fee for failed auto-debit and failed checks

*Smart Tuition* is not a loan so there are no credit checks or interest charges. **Cash payments will no longer be accepted at the school office.** All tuition payments are to be made to *Smart Tuition*. Pre-Paid tuition payments will be due to *Smart Tuition* by June 15, 2022 to receive the 4% discount.

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

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

The tuition account must be up-to-date by December 31<sup>st</sup> for the student to return to school in January. The final payment (PreK3 – 7<sup>th</sup> grades) is due in May. 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 10<sup>th</sup> in order for the PreK, Kindergarten and 7<sup>th</sup> grade student to participate in year-end celebrations.

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

#### 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 church office (652-2615) 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 office 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 is filled out on the front side of the envelope each week. Loose cash contributions cannot be credited to the proper accounts.



## Ascension of Our Lord Catholic School TUITION AND FEE SCHEDULE 2022 – 2023

### REGISTRATION FEE

Registration fee is \$175 for the first child and \$160 for each additional child in the family.

### TUITION

#### PreK 2 Year Old (Little Crusaders):

- \* 6:30 AM – 6:00 PM
- \* Child must be 2 years old by September 30<sup>th</sup>
- \* Discounted rates for 2/more children do not apply to PreK-2
- \* Summer Program (June & July) rates available

#### 10 Months (Aug-May)

<b>5 Full Days</b>	\$5,400 (\$540 monthly)
<b>3 Full Days</b>	\$3,820 (\$382 monthly)

#### PreK 3 year olds – 7<sup>th</sup> Grade

(7:55 AM – 3:00 PM)

- \* Tech fee and one yearbook per family are included in tuition
- \* Tuition can be paid monthly beginning as early as June 2022.
- \* 4% discount is given if tuition is paid in full by June 15, 2022
- \* Discount for 2/more children apply to only full time students

#### **CATHOLIC PARISHIONER RATE:**

1 Child	\$ 5,446
2 Children	\$ 9,530
3 Children	\$12,253
PreK- 3 (3 Full Days)	\$ 3,784

#### **CATHOLIC NON-PARISHIONER RATE:**

1 Child	\$ 5,798
2 Children	\$ 10,146
3 Children	\$13,045
PreK- 3 (3 Full Days)	\$ 4,181

#### **NON-CATHOLIC RATE:**

1 Child	\$ 6,975
2 Children	\$12,206
3 Children	\$15,693
PreK- 3 (3 Full Days)	\$ 4,951

# 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 AND RETURN THIS FORM.**