



**PARENT/STUDENT  
HANDBOOK**

**2024-2025**

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Dear Ascension School Community,

Welcome back to school! After experiencing my first year here last year, I'm excited to go into this next year better knowing many of you. I really enjoyed visiting the students in their classrooms last year and hope to do that more often this coming year. I also really enjoyed having mass with the students each Wednesday and was impressed by their answers to my questions during the homilies.

Little by little the Holy Spirit is further developing our religious formation here. Most important in the faith formation of our students is, of course, you, their parents. Without parents' own example of daily prayer, Sunday worship, and service, the formation opportunities we offer at school make only a limited impact. If there's any way we can assist you parents in your family's prayer life and in teaching the faith to your kids, Eddie Jarboe (our parish Faith Formation Director) and I and the rest of our staff are happy to assist. Many excellent resources can be found at Formed.org, which is free for all Ascension families. It provides a huge collection of faith-related movies and documentaries, including cartoons for kids. If you haven't already created an account, go to [formed.org/signup](https://formed.org/signup) and type in our parish zipcode (40220) to receive free access.

Thank you for your great generosity around our parish. It has been a joy not only working with our students but also with you, the parents. Thank you also for your attention to and cooperation with the policies listed in this handbook. I am looking forward to working together with you all, along with Mr. Mullaney and our faculty and staff, in letting the Holy Spirit lead us this new school year.

Sincerely,

Sincerely,  
Fr. Robert Barnell

Dear Parents and Students,

This Parent/Student Handbook provides a ready reference tool for the policies and procedures that help us focus most effectively on the spiritual and academic formation of our students. Whenever possible, items are arranged in alphabetical order by special area and topic. Please read carefully as there are always some changes. Sign acknowledgment form, online, to indicate that you and your child(ren) have read and understand the handbook.

This school year, we will be focusing on our new **mission**: To develop Christian thought leaders. Our **vision**: Ascension Catholic School champions academic excellence in an environment where all are loved, respected and challenged to grow. With Christ as our guide and a vibrant community as our support, Ascension graduates leave prepared for a rapidly changing world.

Capitalizing on our gifts and talents enables us to live our core values more responsibly and compassionately. As a vital component of the parish, Ascension School strives to be the best we can be in all areas of development.

God bless each of you as we begin our new year.

Peace in Christ,

Terrence Mullaney,

Principal

# Ascension School Parent and Student Handbook 2024-2025

The Ascension School Handbook is published so parents will have a ready reference to information on the daily operation of the school. All parents and students need to read the information contained in this handbook to note changes and clarifications.

**Parents and students are required to sign the form, online, before school begins. Parents and students will be notified promptly of any changes. The administration reserves the right to the appropriateness of any action if doubt arises.**

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[www.ascension-parish.com](http://www.ascension-parish.com)

Pastor, Fr. Robert Barnell  
Principal, Terrence Mullaney

## SCHOOL MISSION STATEMENT

To develop Christian thought leaders

## VISION STATEMENT

Ascension Catholic School champions academic excellence in an environment where all are loved, respected and challenged to grow. With Christ as our guide and a vibrant community as our support, Ascension graduates leave prepared for a rapidly changing world.

## PHILOSOPHY

The community of Ascension is committed to providing a school program that is clearly Catholic in character, aims for excellence in academics, and recognizes the uniqueness of all students. The faculty, supported by the parish staff, School Board, and Parent Teacher Organization (PTO), recognizes that students must be prepared to meet challenges of an ever-changing world and to live cooperatively as critical thinkers and problem solvers in a global society. Love of God, human dignity, justice, service to others, stewardship, and excellence are important components of our instructional program.

## ACCREDITATION

Ascension School successfully completed an internal review through the Cognia process and is accredited through the Kentucky Non-Public School Commission through 2027. Quality Assurance Committees (QAC) visit all Archdiocesan schools to provide support on required actions. To see our most recent QAC report, please visit the Ascension website.

## AHERA

In 1988, EPA and the Commonwealth of Kentucky adopted a rule requiring inspections, assessments, and management of asbestos-containing building materials (ACBM) in schools. This rule is called “AHERA”. In an effort to maintain a safe environment for students, staff, and visitors and in order to comply with the rule, the Archdiocese of Louisville completed all of the necessary tasks and maintains a viable asbestos management program throughout the school system.

This notice is being provided to comply with those most recent notification requirements.

Although there are no (longer) asbestos-containing building materials as defined by the AHERA rule present in our school, recent personnel changes within the state’s department that oversees the asbestos-in-schools program has brought about some changes with respect to recordkeeping and annual notification requirements, even for schools that have no asbestos as defined in AHERA.

A copy of the school’s asbestos inspection and management is available in the school office for inspection.

## **HISTORY**

Ascension is a community of faith. The church and school are located adjacent to St. Regis Park in the east end of Louisville. The school first opened its doors in 1965 to meet the growing needs of the parish and to provide a quality Catholic education that focuses on the whole child.

## **GOALS AND OBJECTIVES**

- Maintain Catholic Identity by creating a community of faith environment which recognizes Christ in all.
- Analyze student assessment measures to ensure rigorous, relevant, and engaging instruction.
- Increase students’ and teachers’ comfort levels and safety when exposed to new technology through exploration, problem solving, and application of programs across content areas and with a variety of hardware and software.

## **ADMISSION POLICY**

Ascension School admits students, according to the following admissions criteria, of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school. It does not discriminate on the basis of religion, sex, race, color, national and ethnic origin in administration of its educational policies and programs. Students may be required to take an assessment upon admission to school and/or present report cards and test data as part of the application process. All admissions are probationary for the first 6 weeks after which time, progress will be reevaluated to ensure Ascension can meet the

needs of the student. Enrollment is open to students three years old – grade 8 using the Archdiocesan guidelines. Students are accepted into Jr. High (grades 6-8) on a case-by-case basis. The Three-Year-Old, Jr. Kindergarten and Jr. High programs have separate handbooks for parents and students; however, they are supplemental to this handbook and specific to those grades.

### **Age Requirements**

*In February 2013, the Archdiocese of Louisville adopted the following policy for ages of admission to kindergarten and first grade:*

#### **Ages of Admission Policy (5114)**

Effective with the 2017-18 school year, children shall be five (5) years of age by August 1 of the current school year to enter Kindergarten.

Effective with the 2017-18 school year, children shall be six (6) years of age by August 1 of the current school year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.

*In February 2017, the Archdiocese of Louisville adopted the following policy for an assessment option for kindergarten admission age:*

#### **Assessment Option for Kindergarten Admission Age (5114.1)**

Students who turn 5 years old between August 2 and October 1 may be eligible to enroll in kindergarten provided that the student meets criteria established by the Archdiocese of Louisville:

- Child must turn 5 between August 2 and October 1 of the admission year; and
- Child must score at or above the 95<sup>th</sup> percentile on the BRIGANCE Kindergarten Screen Three core assessments, self-help, and social-emotional scales; and
- Child must meet admission criteria of local Catholic school

Students born between August 2 and October 1 of the admission year who do not score at the 95% or above on the BRIGANCE Kindergarten Screen Three may be considered for admission to junior kindergarten or preschool.

## **ADMISSIONS POLICIES & PROCEDURES**

### **Ascension Catholic School Admission Policy**

**Registration for the 2025-26 school year will be open to currently enrolled families from January 27, 2025-February 7, 2025. Open registration for available spots will begin on February 10, 2025.**

The basic purpose of Catholic schools is to assure that Catholic truths, values and stewardship are fully integrated with the students' life and academic program. Families of students are expected to participate fully in the religious program of the school.



The school will meet or exceed the educational requirements as stated by the Kentucky State Board of Education and the Archdiocese of Louisville.

Households qualifying for the in-parish tuition rate are those who regularly attend Sunday liturgy; participate in parish stewardship by sharing of their time, talent and treasure and complete the annual Stewardship Intention Form. At least one partner in the household must be of the Catholic faith and every effort should be made to ensure that the participating student has received the Sacraments consistent with their age (grade level). School personnel, working in cooperation with such parish staff members as designated by the Pastor, will engage in a twice per year exercise which ensures the continuing eligibility of a household for the in-parish tuition rate. This exercise will typically occur prior to the beginning of the school year and following the second trimester of study.

### **A. Re-enrollment**

Once admitted to Ascension Catholic School, students (junior kindergarten-8) of registered parish families as defined above maintain first priority for annual re-enrollment into kindergarten-8 if stewardship and financial commitment involving tuition requirements are sustained. The following guidelines will also pertain to siblings of re-enrolling students.

1. Preference will be given to households whose oldest child began their education in junior kindergarten or kindergarten at Ascension and have been consistently enrolled.
2. Households whose children began their education at Ascension after kindergarten are not guaranteed younger siblings' entrance until the older sibling has been enrolled at least one full school year.

### **B. Admission to Ascension**

Admission for junior kindergarten or kindergarten through eighth grade is based on giving priority to parish families as defined above. This preference for active parishioners will be given during the active registration period only and is determined using the following order of acceptance:

Please note: All junior kindergarten and kindergarten students must be five years old by August 1st. All first-grade students must be six years old by August 1st. (mandated by the State of Kentucky).

1. Parish households who have completed the Stewardship process for Ascension Catholic Church.
2. Parish households who have children in Ascension who have been enrolled for at least one full year or have an older sibling who has graduated from Ascension.

### **Parish families**

Siblings of first-time enrollments in grades 2-8 desiring enrollment into junior kindergarten, kindergarten or first grade will be subject to guidelines outlined in A-2, as well as a review of their application.

3. Households who are registered with other Catholic parishes within the Archdiocese of Louisville will receive priority after those households identified in #1 and #2. These households will pay the out-of-parish tuition rate until such time as they registered with Ascension. Once their children have attended for one full school year, they will follow the same re-enrollment guidelines as Ascension parishioners.
4. Households who have recently relocated to Louisville and registered with Ascension receive the same priority as those households who have registered with other Catholic parishes within the Archdiocese of Louisville. These households will pay the in-parish tuition rate.
5. In the event that there are more applications than positions available, date of parish membership will be considered, if other factors such as active participation are equal.
6. Non-Parish households (at the discretion of the principal and pastor, and after an interview with the family) may be accepted if space permits.
7. Siblings of non-parish students are not to assume priority if parishioner's desire admission. In such cases, the date of parish registration and involvement in the parish determines the order of admissions. Household members of Ascension will be considered as parish families for tuition purposes regardless of their registered home parish.

8. For special reasons or under exceptional circumstances, the principal, with the approval of the Pastor, may waive either the priority order for admissions, listed in this policy, as well as determine the proper assessment of either the in-parish or out-of-parish tuition rate.

### **Admission of Special Needs Students**

Prior to admitting a student with a diagnosed learning difference, the principal, in consultation with the Learning Coordinator and Counselor, must consider the:

1. Severity and degree of the learning difference.
2. Level of support from special services or special equipment the student may require.
3. Number of students with learning differences currently enrolled in an assigned class- it is recommended by the Archdiocese that no more than 10% of students with learning differences be enrolled in any one grade level.
4. Number of teachers and staff who are trained to work with mild-moderate learning differences.

Applications for re-enrollment are sent home in January. Students will maintain priority for re-enrollment if all parish commitments are made, all fees are paid and application with the fees are returned by requested date. Registration fees for the 2024--2025 school year will be \$150. Parents applying by required date will receive a \$50 discount.

# PROCEDURES AND POLICIES

## Arrival/Carpool

Our school day begins at 7:55 A.M. Students must arrive in time to gather materials for their first class and be seated for announcements at 7:55 A.M. For the convenience of our working parents, the school provides early morning supervision beginning each day at 7:10 A.M. in the school cafeteria. Parents should drop off their children at the cafeteria entrance. **At no time should parents drop students off before the cafeteria is open. Students are never to be left unattended outside the closed school. Parents should watch to see that their children have opened the door to the school before leaving.** Students who arrive after 7:40 A.M. should be dropped off in the Aintree parking lot near the school office. Following the traffic pattern in the parking lots and directions of the supervising teachers and student patrols ensures the safety of all those in these areas.

## Carpool

Drop off for carpool in the mornings happens in the Aintree lot. Student patrol will set up pylons; drivers are asked to pull into lot and stay on the outside of pylons pulling as far up as traffic will allow. Once stopped, patrol will open doors and help students out of car **ON RIGHT SIDE OF CAR ONLY**. There should be **NO PARKING OR WALKING STUDENTS INTO SCHOOL FROM THE AINTREE LOT**. Faculty members are always at drop off and there to walk all preschool students into the building.

If you wish to walk your child into school, you will have to use the Lynnbrook/parish lot next to the gym. **PLEASE DO NOT PARK AND WALK NEAR THE GATHERING SPACE ENTRANCE AS TRAFFIC FOR DROP OFF TO CAFETERIA IS COMING THROUGH**. We ask that you park in the extended lot facing the gym/cafeteria and come through the cafeteria doors.

Afternoon pick-up happens in the Lynnbrook/parish lot. Please pull into the second entrance of the parish lot and park. **DO NOT PARK ALONG THE CHURCH OR PARISH OFFICE**.

## Attendance

When a student is absent, parents should call the school office by 8:30 A.M. Parents should give the reason for the absence, the number of expected days absent, and **send an email to the homeroom teacher**. For your convenience 451-2535, ext. 22, is available 24 hours a day. Students are to make up tests or quizzes within two days of their return to school unless there are extenuating circumstances, such as a hospital stay.

Students must be in school three hours to receive ½ day credit and six hours to receive a full day's credit. Students coming from a medical appointment must bring a note from the doctor or dentist stating the appointment time for the appointment to be excused. **Please try to schedule these outside class time.**

## Bicycles

Extreme care must be taken by both bicycle riders as well as our driving parents. Bicycle riders should walk their bikes once they arrive on school property. Bicycles should be parked in the racks provided outside the primary wing. Cyclists should always wear helmets and may bring these into the building.

## Bullying

All people have dignity because they are created in God's image and are of infinite value. As A Catholic

community, we are called to reflect the values of Jesus in His regard and respect for all people. We build up the Body of Christ within our school communities and provide physically and emotionally safe environments for all members.

Bullying is defined as unprovoked and deliberate actions intended to hurt, isolate, or humiliate another individual. Cyber bullying is bullying conduct as defined above that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, cell phones, computers, e- mail, instant messaging, text messaging, videogames, websites, and any form of social media.

### **Bullying and cyber bullying shall not be tolerated and are hereby prohibited.**

Ascension school reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operation of the school or school-sponsored activity or event.

Ascension Catholic School's procedure for dealing with bullying of any student by another student:

- Any student believing that they are being bullied should express their displeasure to the student harassing them.
- If bullying continues, the student should report the incident(s) to the appropriate school official immediately.
- Upon receipt of the complaint, the principal and/or school counselor will initiate an investigation of the complaint, including a meeting with both the student alleged to have been bullied and the offending student.
- The principal will report to the parents of both students the results of the investigation; however, due to confidentiality laws, we cannot disclose any disciplinary action taken towards any child but their own.
- Possible consequences may include, but are not limited to, the following:
  - A meeting with parents and students to discuss the incident and set up a behavior modification program.
  - Counseling or similar recommendation.
  - Possible isolation of student from other students.
  - Bullying may result in suspension or expulsion.

**False Threats:** Any student falsely reporting bullying is subject to disciplinary action, which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

**Consultation:** The Superintendent and Director of Family Counseling are available to consult with schools dealing with bullying. The Archdiocese and Ascension Catholic School will not condone any form of bullying and will pursue the necessary measures to create a safe learning environment for all students and employees.

### **Café**

All students are expected to either bring lunch from home or purchase lunch in the cafeteria. The cost of the school lunch this year is \$4.00. Efforts are being made to reduce the amount of fat and sugar in the lunch program so students receive the best nutrition possible. Parents can help by making sure that children begin with a nutritional breakfast each morning.

The Ascension Business office will contact any family who qualifies for free and reduced lunch based on information we receive from FACTS (financial assistance). If you have any questions, please contact our business office at 451-3860.

Accounts must be paid in full to receive report cards at the end of each trimester.

Our office manager provides a list of students with food allergies to the cafeteria manager. For safety reasons, no soft drinks or glass containers are allowed in lunches brought from home. A peanut-free table is available for students who need a peanut-free space.

Parents are welcome to eat lunch with their children. If they wish to purchase lunch, they should call the cafeteria at 451-0334 by 9:00 A.M. Parents must sign in at the school office before going to the cafeteria. Fast food may not be brought to the cafeteria by parents or students for breakfast or lunch.

## Changes in Transportation

Students will return home by the mode of transportation provided on the application. Exceptions to this **MUST** always be accompanied by a written note signed by the parent/guardian. Verbal messages, via students will **NEVER** be regarded as valid permission from a parent/guardian, and phone messages must accompany emails as permission for changes in means of transportation.

In cases of emergency that require a change of transportation, the parent/guardian must contact the school office prior to 2:00pm (1pm on Wednesdays, 10am on early dismissal days) so last-minute changes can be made with end of the day announcements at 2:40. **TRANSPORTATION CHANGES CANNOT BE MADE IN THE PARKING LOT AFTER DISMISSAL.**

## Chain of Command

In the event the principal is out of the building and cannot be reached, the Pastor, or his designee, will serve as the next in line for the resolution of presenting issues including taking whatever actions are necessary to address short term issues or concerns

## Classroom Interruptions

It is essential that classroom time be dedicated to instruction. We do not interrupt classes to take lunches or forgotten books/iPads/chargers to students. If forgotten items are brought to school, a note will be placed in the teacher's mailbox. The teacher will collect the item at a break or at lunch. Students should not expect to be allowed to call home for forgotten items. Forgotten lunches are an exception.

## Classroom Management

The grades 3-5 team has decided on a new approach to classroom management this year: no more blue pages or detention. We feel that students should receive an immediate consequence for their poor choices and those choices should not transfer to parents, nor impact the time of teachers having to come in early to proctor detentions. This policy will be explained to all students on the first day of school.

Students who choose to be disrespectful to their classmates, teachers, others in the building or facilities will receive a non-verbal warning in the form of their name written on the board (lesson continues uninterrupted). If the behavior continues, their name will be circled and the students will be prompted to regroup and refocus before joining the group again (lesson continues uninterrupted). If the behavior continues after the break, it will lead to a checkmark next to their name meaning the student is to complete a written assignment that night and turned in the next day. The written assignment will be educational (passage from the Bible, history essay, poem, etc.). The piece must be legible, handwritten in its entirety (including punctuation and capitalization) and completed outside of school hours. Students will **not** receive multiple written assignments in the same day. Instead, students will be sent to the office, if behavior continues throughout multiple classes, and parents may be asked to pick their child up (suspension). Our intent is not to be punitive, simply to ensure all students receive their right to an uninterrupted learning environment. This approach applies to behavior in hallways, café, playground, etc.

Parents will **not** be notified of written assignments as students are given the choice to discuss their behavior with their parents. We are approaching it this way to help students build character and establish mutual respect between teacher and student (allowing them the opportunity to discuss at home).

*\*Third grade students will not be assigned a written assignment, but instead will receive a phone call home.\**

For grades 6-8, please see Middle School Policies. Grades K-2 teachers handle discipline in their own classrooms and will share that policy with parents separately.

## **Communication**

Parent/Teacher/Student Conferences are scheduled in the middle of the first two trimesters to confer with parents regarding their children's progress. Teachers will communicate with parents throughout the third trimester. Parents who are concerned about their children's progress should contact the homeroom teacher or the teacher in the content area of concern. Teachers welcome this communication to discuss concerns or clarify assignments.

If you would like to speak to a teacher, please contact the individual(s) via email to schedule an appointment. Scheduling appointments allows teachers time to take care of necessary morning check-in procedures, such as lunch count, attendance, etc. In the afternoons, teachers are supervising students and this is a difficult time for them to speak to you privately about your concerns. Since teachers are working directly with students during the day, it may be after school when they contact you. If you have not heard from a teacher after 48 hours, please contact the principal via email or phone.

Rediker, our family and student management system, will be one of the ways we keep parents informed of academic progress. Teachers post grades regularly and will post upcoming tests and long-range assignments to help students use their time wisely. It is important to access Rediker from the beginning of the year so you can track your student's progress. Be sure you are viewing the correct trimester as we move into the year.

The Ascension website, [www.ascension-parish.com](http://www.ascension-parish.com), Ascension app and Parent Portal (Rediker) are our central locations for information including our weekly Longhorn Lowdown news bulletin. Please visit often for updates.

## **Curriculum**

Ascension School follows state and Archdiocese of Louisville guidelines and curriculum from the Office of Lifelong Formation and Education.

The primary purpose of Ascension School is to provide an environment where church and family values may be integrated with an academic curriculum. Religion is the most important subject in the school. Students learn knowledge of the faith while living in a community, which affirms their families' values. Students pray daily and are encouraged to participate in Christian service to others. Sacraments are very important at Ascension School. Students prepare for First Eucharist and Reconciliation in 2<sup>nd</sup> grade. In addition to classroom instruction for Confirmation, students in Grade 8 receive formation through Parish activities and extensions. All students attend weekly liturgy and receive the sacrament of Reconciliation twice a year. Religious knowledge and attitudes are tested each year in Grades 5 and 8.

The program of studies includes language arts, mathematics, social studies, science, music, art, PE, and computer and reference skills.

## **Custodial Rights**

In cases of divorce, parents of students are required to furnish the school with a copy of the custody section of the divorce decree regarding their children. This legal record will enable us to fulfill our responsibilities while protecting the rights of all involved.

Ascension School is required to follow the law regarding the rights of non-custodial parents. A non-custodial parent whose child is enrolled at Ascension has the right by law to see academic and disciplinary records and to talk to school officials regarding the child's progress and attendance. Ascension officials are not required to contact the custodial parent if such information is requested by the non-custodial parent.

In special cases when a court order states that the non-custodial parent has no right to information about his/her child, the custodial parent must present a copy of the document to school officials to be kept on file.

It is the responsibility of parents to keep the school informed of special family arrangements with regard to custody of the child. Even though school officials may be aware of court orders, parents are required to furnish the actual documents regarding custodial issues and visitation rights. The school operates on the last documents filed with the school.

## **Discipline**

Every effort will be made to keep parents informed of discipline issues. Sometimes, it may not be possible to speak to parents before speaking with students, but our intention is to help students understand how to make responsible decisions and learn from choices they make. The severity and frequency of the behavior guide the actions taken.

## **K- 3<sup>rd</sup>**

Teachers in Pre-K through 3rd grade utilize individual classroom discipline procedures which are designed to be part of a learning process, which helps students develop self-discipline skills and demonstrate the values that are expected of a student attending a Catholic school.

## **Dismissal**

Dismissal times are subject to change.

The order for dismissal on M, T, Th, Fri. is as follows:

Car Riders 2:40      Kid's Time 2:45      Walkers 2:55

Dismissal on Wednesdays:

Car Riders 1:40      Kid's Time 1:45      Walkers 1:55

The afternoon carpool uses the parking lot between the gym and church office. Drivers form rows of cars according to the cone markers. In order to allow sufficient space for late arrivals and to accommodate all cars, five cars should line up in each column. Car engines should be turned off until all students are in cars. Teachers signal when each line of cars is dismissed. If a student exits the building late, the parent/driver should exit the parking lot, circle around, and re-enter with the late arrivals.

It is important that drivers be alert for the safety of walkers at all times. Students are to be dropped off and picked up according to the school traffic plan. Parents who do not follow this plan create a hazard for all children, including their own. If it is noted that parents are not picking children up according to the dismissal patterns, students will be sent to the office for dismissal.

**Students walking / riding bikes home from school will dismiss the building through the doors at the far end of the elementary and middle school hallways.**

**Walkers in grades K-2 must be met by a parent or guardian before they are allowed to leave school grounds. With parent permission, students in grades K-2 are allowed to walk home with an older sibling age 3rd grade and older.**

**Walkers may leave the school grounds in one of two directions:**

1. **Walkers leaving on Aintree will exit left down Aintree from the main school parking lot. Students must remain on the sidewalk as they leave campus.**
2. **Walkers leaving on Lynnbrook must follow the faculty crossing guard through the parking lot and cross at the corner of Lynnbrook and Aintree.**

**Students who are leaving the school building with walkers should be walking / riding bikes home from school. Any student riding home in a car must be picked up in the afternoon carpool lot between the gym and church office.**

The supervision of students ends with the completion of dismissal, unless the student is involved in a school-sponsored activity. It is expected that all other students will be picked up by 3:00 P.M. **Students walking home are expected to leave the school grounds promptly when walkers are dismissed.** K-5 students left after 3:00 will be sent to Kid's Time and will be charged the drop-in fee for the afternoon. If the \$60.00 registration fee has not been paid, parents will be responsible for paying this as well.

We thank you in advance for your promptness in picking up your children. Teachers and office staff often have meetings after school and are not free to supervise students. Coaches should arrive by 2:45 to supervise students for after-school activities. Students will not be allowed in the gym or to begin practices until the coaches arrive.

### **Drills - Fire, Earthquake, Tornado**

Drills are conducted regularly according to the requirements of the state and the Office of Lifelong Formation.

### **Early Dismissal**

When students must be dismissed early, a written note should be sent to the office AND classroom teacher. Students departing prior to regular dismissal must be signed out in the school office by an authorized adult. Only adults who have been previously designated as "authorized" may pick up students prior to dismissal. When students return to school, they must check in at the school office before returning to the classroom.

### **Electronic Devices/Toys**

Use of personal electronic devices, (i.e. cell phones, iPads, gaming devices, etc.) during the school day is prohibited. These must be kept in backpacks, not purses, pockets, or pencil pouches, in the off position from 7:10 A.M. – 3:00 P.M. Students should not bring toys or other games to school. Items found in student's possession at inappropriate times or with inappropriate graffiti will be forfeited and returned at a later date to be determined by the principal. Lasers are not permitted on the school grounds at any time and will not be returned to students.

Students who need to use the phone during the day must come to the office.

- **First infraction with a cell phone** – Teachers will send the device to the office to be picked up by student at the end of the day.
- **Second infraction with a cell phone**– Teachers will send the phone to the office to be picked up by the parent at the end of the day.
- **Third infraction with a cell phone will result in a meeting with parents and student to discuss appropriate actions.**
- **Use of cell phones or other electronic devices during testing of any kind is prohibited** – Teachers will send device to the office to be picked up by the parent at the end of the school day and student will receive a zero on the test.
- The school cannot be responsible for the loss or theft of such items.

### **Emergency Dismissal**

Ascension School will rarely dismiss during the school day without providing prior notice to parents. If an unusual situation develops, parents will be contacted through Rediker, the Ascension app and/or email. Monitoring of children will be provided until all children have left the building safely with a parent or a person formally designated on the release form signed by a parent. Please keep your email with us current so we can notify you if necessary. **PLEASE NOTE:** If we are under a **Tornado Warning**, we are required to keep students in the building. Parents may join us for safety until the warning has been lifted.



## **Field Trips**

Field trips are educational opportunities that correlate to the classroom curriculum. Field trips are planned by the classroom teachers and must be approved by principal. These are a privilege, and students must exhibit the same responsible behavior on trips that is expected at school. Students may not be allowed to go on field trips if multiple detentions, suspensions, probation or unsafe behavior has occurred leading up to, or day of, field trip; this includes the DC trip in 6<sup>th</sup> grade as well as 8<sup>th</sup> grade trip to Grand Canyon.

Written permission from parents is required for all field trips (See appendix). Students who do not have a written form turned in by the deadline will remain at school to work and will be supervised by another classroom teacher. Because the costs of field trips are determined by the number of students going and teachers make reservations well in advance, parents may not expect a refund for a field trip lost due to behavior or unacceptable grades. While field trips are part of the curriculum, these are a privilege, and our foremost responsibility is to help your children succeed academically.

Chaperones who accompany teachers and students on field trips are expected to supervise students and help them gain the most they can academically from the trip. Alcohol is prohibited while accompanying students on trips whether parents ride the bus or drive separately (see volunteer section for more details about working with students).

## **GRIEVANCES**

(Taken from the Archdiocesan Handbook # 5560)

Authority, as exercised in the Catholic school system, depends in a large measure upon a spirit of willing cooperation among administrators, staff, and students; however, honest disagreements can, and sometimes do, occur between persons at various levels. For those instances when persons involved cannot reach an agreement that is mutually satisfactory, there is a grievance procedure we follow.

The normal procedure for resolving serious grievances is:

### **PARISH LEVELS**

1. Student/Parent
2. Staff person/Teacher
3. Principal
4. School Board (Chairperson selects two members of the Board, with approval of principal, to form a committee of 3 to serve as a hearing committee. The purpose of this committee is to review procedures to ensure that due process has been followed.)
5. Pastor

### **ARCHDIOCESAN LEVELS**

6. Office of Lifelong Formation and Education/Superintendent
  7. Due Process Board of Archdiocese of Louisville
  8. Archbishop
- It is assumed that all personnel involved in a complaint situation will be attempting to find the simplest, most effective way to resolve differences.
  - Normally, disagreements or complaints should be discussed and resolved at the level closest to the disputed question. When either party involved chooses to appeal a decision to the next higher level, such appeal should be made in writing within a reasonable time frame (10 days to 2 weeks). If, at any level, a formal hearing process is sought, all persons involved must agree to full disclosure of all pertinent information to the board or committee that is conducting the hearing. The hearing body is bound to maintain confidentiality concerning all information received.

- At the parish level, the pastor retains the right to intervene with authority at any stage of a complaint or grievance, provided such intervention seems more likely to bring a just and speedy resolution to the problem.
- At any point, the Office of Lifelong Formation and Education is willing to offer counsel and advice, and may act as facilitator, but will not authoritatively intervene unless a breach of policy or official procedure has occurred.

**School Counselor**

The school has the services of a school counselor. She provides both individual as well as small group counseling. She also teaches regularly in the classrooms, provides programs on life skills, bullying, internet safety, Speak Up Be Safe, and coordinates drug and alcohol programs in the school. The school counselor is always happy to assist families with educational or adjustment problems. Please feel free to contact her if you or your children need assistance.

**HEALTH**

**Accidents**

Parents will be notified if students are injured or hurt while at school or on a field trip. A copy will be kept in the school office.

**AIDS Policy**

All Catholic elementary schools follow the policy adopted by the state and local Department of Health in dealing with children identified as infected with the HIV virus. This policy respects the rights of children and parents to privacy. School personnel are only informed on a “need-to-know” basis.

**Homework**

Homework is an important part of instruction at Ascension. While homework is not graded in the same way class work and assessments are, completing homework assignments is an important part of organization and preparing for high school. Students usually have homework during the week; occasionally, they may have homework on weekends. Reading and writing a short reflection on reading should be part of homework each night. Following Archdiocesan standards, the following homework times are suggested:

Kindergarten	Occasionally
Grades 1 & 2	30 minutes
Grades 3 & 4	45 minutes
Grades 5 & 6	60 minutes
Grades 7 & 8	75 minutes

Parents who are concerned about “too much” or “too little” homework should first contact the classroom teacher. On occasions when it is not possible for a student to complete a homework assignment, the parent should send a note to the classroom teacher explaining why the assignment was not completed.

The skills of correctly and thoroughly recording homework assignments, bringing home the needed books/iPads and materials to do the assignments, and returning completed assignments to school as directed will serve the students well as they progress in school. Additionally, developing the needed personal responsibility to master successful homework completion will benefit them in their future employment. Long range projects and writing assignments are given to strengthen students’ proficiency and help them apply what they are learning. When these are given, there is an expectation that the work can be completed by the student in the allotted time.

All projects or long-term writing assignments must be turned in on time to receive full credit and/or to participate in extended activities such as field trips.

Students cannot be given credit for incomplete work. Our goal is that parents work with the teachers to obtain the best learning environment for the student. Homework is an organizational skill and is intended to help students become stronger in the academics. The majority of homework is work students should be able to complete independently.

Please check each class syllabus for specific homework policies.

### **Honor Roll**

Ascension School has instituted an Honor Roll for grades 4– 8 to recognize outstanding effort and achievement. The following guidelines are used to determine Honor Roll candidates:

Principal's List	All A's and excellence in conduct and effort
First Honors	A's and no more than two B's and excellence in conduct and effort
Second Honors	A's and/or any number B's and excellence in conduct and effort

### **Illegal Drugs** (Taken from the Archdiocesan Handbook for Catholic Schools #5330)

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, or before, during, or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

### **Possession/Use of Illegal Drugs or Alcohol**

When a student is found in possession or under the influence of alcohol or other illegal drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

1. The substance will be taken away from the student.
2. Parent/guardian will be called to take the student home unless emergency help is necessary.
3. The Superintendent, Pastor and/or the Safe & Drug Free Schools Coordinator of the Archdiocese will be notified and consulted.
4. A conference with the student, parent/guardian, and school officials will take place.
5. Law enforcement authorities will be informed.
6. A professional assessment for chemical dependency will be required, and the student may be suspended from school pending the results of the assessment.
7. Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension or reinstatement with stipulations, and/or dismissal from school.

### **Distributing/Selling Illegal Drugs or Alcohol**

If a student is found distributing or selling illegal drugs or alcohol, look-alikes, or paraphernalia on the way to or from school, at school, or before, or during or after a school-sponsored event:

1. Parent/guardian will be called to take the student home.
2. Law enforcement authorities will be notified.
3. The Superintendent, Pastor and/or Safe & Drug Free Schools Coordinator will be notified and consulted.
4. The student will be dismissed from school.

At all times it is important to respect privacy issues of all involved. The Archdiocese provides assistance for students needing additional help.

## **Illness**

Parents are required to keep a child home if the child is nauseous, has vomited, has had a fever within the last 24 hours, has diarrhea, or has a rash. This is extremely important with the possibilities of pandemic outbreaks. If we have multiple cases of flu or other major outbreaks of illness and school is forced to close for a period, parents should have alternative child care in place while parents are working. Long-term assignments will be given to the students to complete in the interim and will also be emailed, or provided in Google Classroom. Children who have pink eye, head lice, or other contagious infections must remain at home until the children are no longer contagious. A doctor's note may be required to return to school.

## **Immunization**

All immunization certificates must be current and the original on file with the school by the first day of school. These certificates are necessary for student attendance in order to be in compliance with Kentucky State Statutes concerning health requirements.

## **Inclement Weather**

The Superintendent of Catholic schools makes the decision to close schools due to inclement weather. The announcement is made to close 'All Catholic Elementary Schools' on television or radio. Please listen carefully, since it is possible that the Catholic schools may be open even though Jefferson County public schools are closed. We will also contact parents via text and email.

On occasion, it may be necessary to begin school on a delayed schedule. When the school opening is delayed, the cafeteria will be open to students at 9:10 A.M. Supervision of students in classrooms begins at 9:40 A.M. Classes begin at 9:55 A.M. The school will close at the regular time. NOTE: the cafeteria will not provide breakfast when we are on a delayed schedule.

## **Jr. Kindergarten and Three-Year-Old Programs**

Jr. K is designed for children who are 4 years of age by August 1 or are Kindergarten age but will benefit from one more year before entering Kindergarten. The Three-Year-Old Program is designed for children who are 3 years of age by August 1. Both programs follow our school day. Call Valerie Shell at 451-2535 for more information.

## **Kid's Time**

A state-licensed after school care program is available for students during the school term. It operates from school dismissal until 5:30 P.M. It is also open during the summer. Parents of all students in grades K-5 are asked to fill out the "after school emergency contact form located on our website under "School" then "back to school information" then "forms" scroll down to "after school care." The \$60 registration fee is due at the time of the school registration for those students planning to use Kid's Time regularly. Students left after school and sent to Kid's -time will be responsible for the registration fee the first time the students are sent to Kid's Time. For information about the program, please contact the Director at 451-2535.

## **Library/Media Center**

The Library/Media Center makes it possible for students and teachers to have easy access to a wealth of information through books and other resources. Students are encouraged to use the Library/Media Center for independent, small group and class study. The Librarian collaborates with the classroom teachers to teach essential library and research skills that are incorporated into students' writing. Students have access to a comprehensive collection of materials to support research, to encourage pleasure reading, and to aid other educational endeavors. The library depends on volunteers and continued support of the parents and parish to continue the present level of library services.

## **Make-up Work/Vacation**

Ascension's policy is for students to make up work after they return from a family trip or other personal days or check assignments in Google Classroom and complete/turn in while out, if possible. Teachers do not always know how much material will be covered in a given time period, so making up/keeping up with work when students return/or while gone ensures that all assignments are accurate.

Please send a note informing the school of the days that your child will be away. Older students (4<sup>th</sup> grade and above) are solely responsible for keeping up with assignments by asking teachers or checking Google Classroom; it is the responsibility of the student to make sure assignments are completed.

Students missing school due to vacations should take make up tests the day they return to school. Students, who have been ill, make up work and missed tests within two days of return to school unless there are extenuating circumstances, such as a hospital stay.

Students should be present for conferences since this does count as a school attendance day. Parents who choose to take vacation during scheduled conferences are not guaranteed a conference at a later date (teacher's discretion) however, all conference materials (those which would have been discussed) will be sent home.

## **Medication**

Whenever possible, medication should be given at home.

If medication must be administered at school, it must be sent to school in its original container. This includes over the counter medications, such as Tylenol and cough drops. The prescription label should be attached and include the physician's directions for administering the medication. Only a sufficient amount of medication should be sent because leftover medication may not be sent home with students. All medication must be accompanied by a permission form, signed and dated by a parent or guardian (See appendix). All medication is kept under lock and is dispensed by office personnel who keep a log of all medication given to students. Asthmatic students should keep their inhalers with them.

Parents/guardians must alert the homeroom teacher **in writing** that their child is using medication, at what times the medication is to be taken, and for how long.

If a student is placed on medication for a short term, and the daily time of the medication is critical, the parent may wish to call the school office to ensure that the child has received the medication.

## **Parties**

Celebrations are planned throughout the year for special events. Room parents work with classroom teachers to plan simple events with minimal expense. Students in grades Pre K – 8 are allowed to bring treats for individual birthdays according to classroom guidelines.

Party invitations are **not to be distributed** on school grounds to ensure that the feelings of each child are respected. Gifts, flowers, or thank you notes may not be brought or sent to school to keep disruptions of instructional time to a minimum. **Since we have a number of students with latex allergies, balloons may not be brought to school.**

Parents wishing to help with class parties must follow guidelines for Volunteers.

## **Patrols**

Jr. High students assist with the arrival and dismissal of students. Their job is to monitor the parking lot with teachers, assist with the opening and closing of car doors, and tell students when they may cross the street. We ask

that all parents cooperate with our safety patrol. Drivers who ignore patrols or put students at risk are reportable to police.

### **Probation**

Students who have demonstrated a disregard for school rules or continually fail to turn in homework assignments may be placed on probation. Probation is a contract specifying the expectations for behavior and/or work habits. Failure to abide by the terms of the probationary contract may result in dismissal from school. Students dismissed from Ascension School may be permitted to participate in athletic activities with the express permission of the pastor. Absent the pastor's permission, students dismissed from Ascension School may not participate in athletic activities.

### **Report Cards**

Report cards are issued three times a year, online through Rediker. Letter grades are used for all subjects in Grades K-8. Please note that all outstanding fees must be paid before report cards will be released each trimester. This includes Library, Cafeteria, Kid's Time, book fees, parish stewardship, etc. Outstanding fees will result in the students' grades being blocked online until fees are paid.

Students whose final grade for the year is failing in a core subject (math, social studies, reading, English, science) will be required to attend 20 hours of summer school or with an approved tutor for each failed subject before advancing to the next grade. Proof of attendance and mastery must be submitted to the Learning Coordinator. In addition, students who fail three of the five major subjects may not pass to the next grade. Students failing a special area class (Art, Music, PE, Spanish, Trivium, Library/Technology) may be required to complete a summer project in that area.

### **Reporting Child Abuse**

State law (KRS 620.030(2)) requires school officials who suspect physical, emotional, or sexual abuse or neglect of a child to report their suspicions to Child Protective Services. Ascension officials and staff will immediately report any suspicions of abuse or neglect to the proper agency for investigation.

School officials must permit agents from Child Protective Services to interview a child at school. School officials will not notify parents/guardians that a child is being interviewed by CPS; the agency and police take this responsibility. A school official may remain with the child during the interview if the child requests it.

### **School Safety**

One of our most important concerns is providing a safe environment for our students. We follow Archdiocesan guidelines on safety procedures and have a safety manual which is reviewed annually with teachers. The Kentucky Center for School Safety (KCSS) visited Ascension, at our request, in May of 2023 to assess the climate and culture as well as the physical plant, buildings and grounds. Their report centered around the School Safety and Resiliency Act (SB1-2019 and SB8-2020). The findings of their visit commended us for our efforts in maintaining a safe school. We have also invited local SWAT and other emergency services to our school to gain familiarity with our buildings and grounds.

All visitors must use the entrance near the school office, report to the office, wear a badge and leave car keys in office while in the building. We expect school staff to stop any visitor who is not wearing a badge. Also, we tell students that they should never open an outside door for any adult. For the safety of our students, please do not try to use any other entrance except the one near the school office- this includes the cafeteria entrance into the school in the mornings as school begins.

Parents are welcome to enter the classrooms for scheduled appointments and Open Houses. It is inappropriate for parents to arrive unannounced and interrupt instruction.

## **Search and Seizure**

School officials have the right to search a student's personal items (jacket, purse, backpack, etc.), if the principal or staff suspects the student brought items to school that are not permitted or might be harmful. The principal will keep any confiscated items in the office. Parents will need to make an appointment to get items.

## **Service Hours**

Service is a ministry, not an activity. It is something you get involved in and risk doing for someone because you care. It is the critical verb that makes us Christian. It is work... spiritual work that is a quest to discover God and encounter Christ in those we serve. It is about putting faith in action and living the Gospel message. It is about faith connections.

Students in grades 3-5 are expected to complete six hours of community service each year (2 hrs. per trimester). Middle school student requirements are discussed in the Middle School Handbook. Examples of acceptable community service include: altar server, nursing home visits or any other volunteer work which directly helps members of any community. If you are not certain about a service opportunity, please contact your child's religion teacher or the principal. Service hours for students in grades Kindergarten through 2<sup>nd</sup> grade are not required, although we strongly encourage families to participate in service opportunities.

## **Sexual/Other Harassment**

The harassment of students or employees is unacceptable at any of the Archdiocesan schools. Students and employees have the right to respectful treatment. Harassment can take many forms:

### ***Verbal***

Threats, insults  
Comments about a person's body; whistles, catcalls, rude noises  
Sexual jokes, suggestions, or remarks; sexual stories or rumors  
Notes, letters or graffiti, handwritten, typed, or online

### ***Physical***

Bumping into another or brushing up against them on purpose  
Standing in another's way or standing too close  
Patting, hugging, kissing without permission  
Grabbing, touching, pinching

### ***Nonverbal***

Staring at another's body  
Sexual drawings or pictures  
Gestures or looks, or suggestive body movements

Students who feel they are being harassed should first express their displeasure with the student harassing them. If the harassment continues, the student should report the behavior to a teacher or administrator. The incident will be investigated and appropriate action will be taken, which may include suspension, removal from situation where the harassment occurred, and/or the requirement of counseling. Continued harassment may result in dismissal from the school.

## **Shadowing**

Students will receive information for shadowing guidelines from teachers at the beginning of the year. Please note the following specifics that help in this process.

Students are allowed 6 days over a two-year period to shadow. **These days are intended to be on days when Ascension is not in session** (e.g. days off after conferences, school holidays, etc.) Only one or two days for 8<sup>th</sup> grade students will be allowed when school is in session and only when every effort has been made to schedule when school is out. Students are responsible for all missed work but should not schedule shadowing visits on days when major tests are scheduled. **As shadowing days at the high schools fill up quickly, you may want to schedule visits as soon as you review the calendar and note the days we are out of school.**

All students are expected to complete a shadowing form that requires teachers' initials. Shadowing begins in mid-September for 8<sup>th</sup> grade students. **Visits to a school students visited as 7<sup>th</sup> graders will count as unexcused when scheduled on a day Ascension is in session. 7<sup>th</sup> grade students may shadow between January and late April, except during MAP testing dates and on days when school is not in session if possible. 7<sup>th</sup> grade students missing school to shadow will be expected to turn in missing work the next day.** These visits will not be excused if scheduled on days when tests are scheduled. It is the student's and parent's responsibility to check on conflicts with shadowing and testing.

## **Social Media Policy**

### **Pillars of Safe and Responsible Internet Use:**

The following pillars of safe and responsible internet practice guide the use of social media within the Archdiocese of Louisville Catholic Schools:

- **Digital Citizenship:** All users of social media must act as responsible digital citizens. This means using social media to contribute positively to the community and upholding the values of the archdiocese and school, including respect, honesty, and compassion. Student maturity is a determining factor in the use of social media at school. Students under 13 years of age should have limited contact with actual social media unless closely supervised by their parents and teachers. Students over the age of 13 may use social media according to the guidelines of the Archdiocese of Louisville Catholic Schools and the individual school the students attend.
- **E-Safety:** All users of social media must take steps to ensure their own online safety and the safety of others. This includes protecting personal information, using strong passwords, and reporting any inappropriate behavior.
- **Cyberbullying Prevention:** All users of social media must take steps to prevent cyberbullying. "Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else that causes embarrassment or humiliation."<sup>1</sup> Cyberbullying is never acceptable within the Archdiocese of Louisville Catholic Schools. Social media requires increased intentionality to strengthen relationships and build healthy communities.
- **Privacy Protection:** All users of social media must respect the privacy of others and protect their own personal information. This includes not sharing personal information such as names, addresses, phone numbers, or photographs without permission.

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1. United States government. (2023a, August 1). *What is cyberbullying*. *Stopbullying.gov*.  
<https://www.stopbullying.gov/cyberbullying/what-is-it>



## **General Guidelines:**

- **Respect for Others:** Users of social media must be respectful of others and must not engage in any behavior that is abusive, harassing, threatening or discriminatory. Users must not post or share any content that is disrespectful, inappropriate, defamatory, or otherwise offensive to others.
- **Truthfulness:** Users of social media must determine the validity of the information they use and must verify the source of that information.
- **Privacy:** Users of social media must respect the privacy of others and must not post or share any personal information or images without the explicit consent of the individual concerned. Students must have a photo/internet waiver on file with the school to have their images used by anyone in the school community. Users must also ensure that their own personal information is protected and not shared without their consent.
- **Intellectual Property:** Users of social media must respect intellectual property rights and must not post or share any content that infringes on the copyright or trademark rights of others. This includes images, written work, music, or other intellectual property.
- **Professionalism:** Teachers, staff members, and volunteers are expected to maintain a high level of professionalism when using social media. They must not post or share any content that is inappropriate or that could damage the reputation of the Archdiocese of Louisville Catholic Schools, their school, or the teaching profession at large. Whether Catholic or not, teachers, staff members and volunteers are Christian witnesses representing their schools at all times and cannot espouse any anti-Catholic themed ideas in their personal social media.
- **Use for Educational Purposes:** Social media should be used for educational purposes within the Archdiocese of Louisville Catholic Schools, subject to the approval of the appropriate administrator, teacher or staff member at the individual school level. Users must ensure that any content posted or shared is relevant, appropriate, and in accordance with the policies and guidelines of the Archdiocese of Louisville Catholic Schools as well as the individual school affected. Teachers using social media in the classroom must be aware that the site/media is the property of the parish/school and as such should have ID and passwords shared with the appropriate administrators. The content of any school social media should have prior approval from the school administrator.
- **Reporting:** Users who become aware of any inappropriate use of social media must report it to the appropriate teacher, staff member, or administrator.
- **Consequences:** Violations of this Social Media Policy may result in disciplinary action, up to and including suspension or expulsion for students, and termination of employment for teachers and staff members. The Archdiocese of Louisville Catholic Schools may also report any violations to law enforcement authorities where appropriate.

The Archdiocese of Louisville Catholic Schools recognizes that social media is an important tool for communication, collaboration, and learning. However, the Archdiocese of Louisville Catholic Schools also recognizes that the use of social media can pose challenges and risks. Therefore, this policy has been developed to ensure that social media is used in a responsible and appropriate manner within the Archdiocese of Louisville Catholic Schools. By following these guidelines, we can create a safe and respectful online environment that supports our educational goals and values.

## **Social Media for Parents of Children 12 and Under** (13 and over –see Middle School Handbook).

“You are the first teachers of your children” (Rite of Baptism).

Parents and other adults in a child’s life have the opportunity to act as positive role models for the responsible use of

social media. However, positive modeling needs to be defined within the school community so that the adult community that supports a school is in alignment with the philosophy of the school.

The book, # Rules of Engagement: 8 Christian Habits for Being Good and Doing Good Online, (Garrido, 2021)<sup>2</sup>, posits eight rules of engagement for social media that call adults to a conscious and conscientious use of social media. These rules guide an individual's use of social media. The collection of individuals creates a community that believes:

- in respect for all persons
- in fostering positive relationships with others by honoring their human dignity
- in fact-checking stories before passing them along as truth
- that each of us has biases and we need to be aware of the biases and attempt to balance our views
- in a community that believes it is important to learn from others with differing views and avoid inflammatory content
- in a community that recommends balance in the use of social media to provide time for rest, silence, and reflection.

Every social media platform has an age restriction in place to help protect and honor a child's dignity. By adhering to these restrictions, children are sheltered from certain risks. These risks include, but are not limited to, cyberbullying, inappropriate and mature content, and privacy concerns.

Any posts made by parents or other adults regarding the Archdiocese of Louisville Catholic Schools, or an individual school, should reflect a spirit of community and collaboration and be consistent with the values of the Archdiocese of Louisville Catholic Schools and the individual school. Parents should contact the teacher, principal, or other school personnel at the point of contact to discuss any problems that exist or persist. Negative comments by parents made on social media directed at the school, school personnel, parish personnel, or members of other school communities are deemed inappropriate and may result in a student being asked to leave the school if the parent persists.

### **Social Media for Elementary School Students 12 and Younger**

Students must learn at an early age what they say and do in public places in the real world and the virtual world combine to create the student's reputation. While the student may feel they are anonymous in a virtual world, they are not. Students should strive to be the same person online that they are in person. They need to understand that their actions have an impact on their classmates, their school, and the school community at large. Most social media platforms are created for students 13 years of age and older. Students in the 12 and younger age group should be guided by parents and teachers into responsible use as they get older. For example, some classrooms may have a protected blog space for students to interact, where students can practice those skills that will help them be responsible social media users in a less restrictive environment when they get older.

Many memory cues have been created to drive this point home to young students. T-H-I-N-K attributed to Alan Redpath is one of the more popular. It is used to have students analyze any picture, video, or message sent to another person, or posted online.

**T: True.** Is the information that the student is about to post true? Has the student verified the information and the source of the information? This post has the potential to have thousands of views.

**H: Helpful.** Is the information helpful to someone? Does it explain a problem or position held by the student? Does it demonstrate a value for all people, make someone feel good, or help someone learn something?

**I: Inspiring.** Has the student shared a post or picture they find particularly inspiring?

**N: Necessary.** Does the post share information that is timely and needs to be shared?

**K: Kind.** Does the post reflect the student's Catholic values and those of the school regarding respect for the individual?

There is an expectation that students will practice online safety. Every social media site has privacy settings. Parents and teachers can help students set up accounts in safe ways. It is appropriate for students to share among their classmates and others to see their posts but limit it to family members and others parents have approved. Children who create accounts with falsified ages open themselves to inappropriate content and other risks. Students must keep passwords private.

Cyberbullying violates the respect for others. Students should not send mean or harassing messages. Students should not post comments that are mean, not true, or that create rumors. Students should not share embarrassing photos of others. If a student has been bullied online or in person, they should report the incident to his or her teacher or another trusted adult at school.

Students have no right to privacy while using school internet systems. Student online activities are monitored, and the school reserves the right to access, review, copy, store, or delete any electronic communications or files. The school reserves the right to disclose any electronic activity including electronic communications to law enforcement officials or third parties as appropriate and consistent with applicable law.

## **Student Conduct**

Ascension School is committed to providing the best learning experience for all students. Effective learning requires group work, experiments, discussions, and the use of many and varied materials. It requires a Christian atmosphere in which students feel comfortable while trying new activities. It requires a spirit of cooperation between students, parents, and teachers so that engaging and lively learning activities may take place. It requires the recognition that disruptive, disrespectful behavior has no place in a Catholic school.

Learning problem-solving techniques and appropriate behavior are important lessons we teach at Ascension. While we certainly recognize that all students make poor decisions on occasion, we expect students to take responsibility for their actions and for parents to support consequences for poor behavior. We teach students to use the “Talk it Out” steps to resolve minor issues. The steps are as follows:

1. Stop! Cool Off!
2. Talk and listen
3. Think of ways to solve the problems
4. Choose the idea you both like

The school counselor works with teachers and students to help them employ these steps and posters are visible throughout the school as reminders.

In choosing Ascension School, parents demonstrate their support of Catholic values and their desire for excellent behavior – both for their children and from their children.

In order to ensure a safe school at Ascension the following behaviors are unacceptable:

- Bringing weapons or other items, i.e. lighters or lasers which might cause injury to others
- Possession of illegal substances – cigarettes, alcohol, drugs – at school or on school grounds
- Bullying, harassing, or threatening behavior in any form—in person, on the phone, online, etc.
- Disrespect toward teachers, parents, staff, fellow students, and in church
- Fighting or other aggressive behavior
- Theft or damage to school, teacher, or student property
- Plagiarism from any source (books or internet) – automatic zero and parent contact.
- Cheating – automatic zero and parent contact
- Leaving school property or class without permission
- Disregard for classroom or school rules
- Inappropriate language and hand gestures
- Inappropriate use of technology, such as any social networking site that connects students with Ascension School.

## **Student Records**

The school voluntarily abides by the Buckley Amendment which provides guidelines for parent inspection of permanent records, information to be released to non-custodial parents, transfer of school records between educational agencies, and release of information for research purposes.

### **Permanent Records**

A permanent record of the educational history of each student who has attended a school in the Archdiocese shall be maintained. No notation of clinical reports or comments about the personal life of the student shall be part of the permanent record.

Permanent record folders shall include:

1. standardized test scores;
2. permanent record cards with year end grades and attendance;
3. other pertinent academic information.

### **Transfer of Records**

Students who have attended a school in the Archdiocese or who are transferring from another system will be admitted and given such standing as their official record warrants.

If a student transfers to another school, the records will be released to the receiving school upon request, all financial obligations have been met, and evidence of completion of failed core subjects has been submitted. As a general rule, a child shall not be accepted into another Catholic Archdiocesan school unless financial responsibilities in the previous school/parish have been satisfied, and the parents have signed an agreement to meet these responsibilities.

## **Suspension**

Any student placed on suspension will be automatically suspended from athletic/extra-curricular activities, practices, and competitions until the end of the suspension and will not be allowed in school during the time of the suspension. They may not participate in any parish activities during the school year except for Sunday liturgy. Students must complete all class work and tests from the days of suspension. The Athletic Director or the appropriate extracurricular activity sponsor will be notified of the student's suspension. Only the principal has the authority to suspend a student. Conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may result in an indefinite suspension or expulsion.

## **Tardies**

Though students may have entered the building by 7:55, they will be counted tardy if not in their seats and ready to begin by 7:55. Students who come to the cafeteria in the mornings must leave the cafeteria in time to be seated in their homerooms. Parents must accompany their children into the school once the tardy flag is displayed outside by the school office. Parents will be required to sign the tardy book and explain the reason for the tardy. Three unexcused late arrivals will be allowed each trimester. If continued tardiness persists, the parents and children may have to meet with the principal at which point subsequent action may be taken. Continual lateness is a form of educational neglect: children cannot get a good start on the day if they are consistently late.

## **Telephone**

Students may use the office telephone only with teacher permission and only in emergencies. Forgotten materials do not constitute an emergency. Messages for students from parents will be sent through teachers.

Arrangements for after-school activities should be made before students leave home in the morning.

## **Testing-Standardized**

Current best practices in assessment call for instruments that measure growth and achievement in real time. An Assessment Subcommittee recognized the need for a cultural shift in the area of assessment in the Archdiocese of Louisville in line with other Kentucky dioceses, Kentucky public schools, 400,000 Catholic school students and 10 million total students across the nation. It was determined that the NWEA MAP menu of interim assessments will provide a personalized assessment experience that will help students learn, teachers teach and administrators lead. Some benefits to this assessment system are that it provides:

1. Data to understand unique learning needs of each student.
2. Adaptive testing measures performance on above or below grade level.
3. Growth and achievement data 2-3 times per year.
4. Data reports available within 24 hours of administration.
5. Immediate results on easy-to-read reports that will drive instruction and improve teacher practice.
6. Links to CCSSNGSS and state standards.
7. Lexile scores and ACT/SAT performance predictions beginning in fifth grade.
8. Norming data to compare students to national, state and Catholic school benchmarks.
9. Compatibility across tech platforms.
10. Accommodations in the regular classroom through technological support.
11. Artificial intelligence to identify and remedy rapid guessing behavior.
12. Cost effective solution to assess more students.

## **Threatening Behavior**

Threatening behavior is defined as intentional statements, gestures, communications or actions meant to cause harm to person(s) or property. In investigating behavior alleged to be threatening, school officials may conduct a threat assessment that considers the circumstances surrounding the behavior, the nature of the statements, gestures communications or actions, the developmental state of the student involved and any other relevant information. The school may also complete a threat assessment matrix which could assist in determining the level of any threat.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified.
3. Student is suspended from school and may not attend any school activity or be present on school grounds.
4. School officials apprise pastor and Superintendent of Schools.
5. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The threat assessment matrix may be shared with local authorities. The individual(s) who have been threatened, as well as applicable parents/guardians, are to be notified as soon as possible.
6. Parent/guardian of student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school

officials may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.

7. Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow up.
8. Please refer to School-Centered Emergency Management Guide, Response Section “Threat of Harm” for additional information.

### **False Threats**

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

### **Consultation**

The Superintendent and Director of Family Counseling, are available to consult with schools dealing with threatening behavior.

### **Truancy**

Kentucky law KRS 159.50 defines a truant as any child who has been absent or tardy for more than three consecutive days without a valid excuse. All truants shall be reported to the Director of Pupil Personnel and Superintendent of the Archdiocese of Louisville. After ten tardies, a report will be filed with the appropriate officials.

### **Tuition**

Ascension runs its school as part of the parish mission to “teach and share our faith.” The school is both a responsibility and a benefit to the entire parish community. In May of 2006 the Parish leadership deemed it necessary to move to a tuition model to fund our school.

Active, participating families regularly participate in liturgical life of the Parish, are committed to Stewardship of Time, Talent, and Treasure as witnessed by completing the annual Stewardship Commitment Card, and live up to their commitment.

Tuition rates are recommended by the Finance Committee and approved by the Parish Council. You must be current with tuition payments as agreed upon in the tuition agreement form. Failure to comply with this contract could result in removal from school.

## **UNIFORMS**

Uniforms and clothing compliant with our dress code may be purchased at Shaheen’s Department Store & Lands End. NOTE: All students Kindergarten through 8th Grade are required to wear a uniform.

It has long been a tradition with all Catholic Schools in the Archdiocese of Louisville that a uniform be worn. Ascension is no exception. You will find described below the Uniform Code; ultimately, you, the parents/guardians, are the key to a successful uniform policy at Ascension. Please do all that you can to see that your child is dressed in compliance with the uniform code daily.

**Students are to be neat, clean, crisp and well-groomed each day.** The homeroom teachers and school administration are the decision makers regarding acceptability of dress and hairstyle. Uniform violations will be documented by the homeroom teacher and could ultimately result in the student receiving a detention. Depending on the infraction, parents may be called to bring in appropriate clothing to school. Students who are out of dress code may be asked to wait in the office until appropriate clothing arrives. Repeated violations will result in a conference with parents, student, principal and may result in further infractions. Parents are strongly urged to label all items with the student's name. Items that are not labeled or claimed will be taken to St. Vincent De Paul. The following dress code has been established and approved by the School Board to ensure that all students are dressed in a uniform manner.

**UNIFORMS: ON THE DAY STUDENTS PARTICIPATE IN PE, PE UNIFORMS MAY BE WORN (AVAILABLE FOR PURCHASE AT SHAHEEN'S). ALSO, STUDENTS MUST WEAR TENNIS SHOES THAT ARE FASTENED OR TIED WHETHER IN OR OUT OF UNIFORM.** Navy Soffes or shorts may be worn under jumpers or skirts. References to appropriate length generally means the uniform guidelines.

**Pants:** Navy blue uniform slacks (no jeans or corduroy, cargo, tight fitting or stretch style). Belt required (solid color, smooth leather or woven).

**Shorts:** allowed throughout the year. Navy dress traditional style Bermuda shorts (no shorter than 2" above knee) Belt required (solid color, smooth leather or woven).

**Skirts:** Girls-plaid uniform style (Grs. K-8) (length – no shorter than 2" above the middle of the knee).

**Jumpers (Optional):** Girls-plaid uniform style (Grs. K-4) (length – no shorter than 2" above the middle of the knee) Solid color shorts, Ascension sweatpants or solid blue leggings/tights may be worn under skirts/jumpers.

**Skorts:** Plaid uniform style only.

**Cardigans:** navy only.

**Shirts:** White or navy blue knit polo shirt, long or short sleeve with or without logo available at Shaheen's or Land's End: (<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900169061>).

**Undershirts** are allowed, must be plain white, no writing which can be seen through uniform shirt.

**3/4 zip navy fleece or crew neck sweatshirt** with logo or navy sweater may be worn: available at Shaheen's or Lands End. Students are encouraged to purchase a sweatshirt because classroom temperature often dictates the need for these additional garments. Students will not be permitted to wear jackets or coats in the classroom. Grade 8 only may wear class sweatshirt at any time.

**Shoes: Students must wear tennis shoes every day.**

**Socks:** The main body of the sock is to be white, navy or black. Any logos must also be one of the main colors (white, navy or black) no stripes and no tie-dye socks. No shows are acceptable.

Girls-Navy blue, white, black knee socks, no shows or tights

**Purses:** Purses should be large enough to carry personal items but small enough to be handled easily. Large purses add additional weight to the load students carry and are inappropriate with school uniforms.

**8<sup>th</sup> Grade Uniforms:**

**8<sup>th</sup> graders are afforded special privileges, which can be revoked.**

Khaki shorts  
Nail polish/acrylic nails, mascara and lip polish for girls  
Any socks

## **Grooming**

Shirts must be tucked in, except at recess or in PE class.

Pants and shorts must fit properly, especially at the waist and ankles. The “baggy” and sloppy look is not appropriate at school. Skirts must be buttoned. Hems must be sewn; they may not be stapled, pinned, or taped.

Girls may not wear makeup of any kind, fingernail polish, or acrylic nails. Jewelry should be limited to watches, rings, and simple crosses or holy medals on a narrow silver or gold chain (only 2 earrings per ear).

Boys may not wear earrings to school or to school programs at any time. Boys wearing earrings will turn these in to the office to be picked up at the end of the year. No piercing of the eyebrows, nose, tongue or any other fad is allowed for anyone. Hats may not be worn in the building. Hologram contacts are not permitted.

**Hair must be a natural color** and must not pose a distraction in the class. Overly spiked hair, lines, stripes, Mohawks, or shaven heads are not permitted. Beads are not permitted in braided hair. Sideburns may not be below the top of the ear. Boys’ faces should be cleanly shaven, if applicable. Girls’ hair must be kept out of their eyes in gym class.

## **Non-Uniform Days**

The last Friday of the month will be out of uniform for all students **if the student has had NO uniform infractions for the month!** If students come with nail polish or make up of any kind, this counts as an infraction. If students are out of uniform in any way, this counts as an infraction. Those in uniform during the month may come out of uniform on the last Friday of each month. Exceptions will be on picture day, with a birthday pass, and in special circumstances designated by the principal. Birthday passes may be used on any Friday and students with summer birthdays may select a Friday during the year to use their passes.

Non-Uniform Attire: Students may wear jeans, sweatpants, walking shorts (no more than three inches above the knee), t-shirts with appropriate logos or pictures, sweatshirts, etc. **STUDENTS MUST WEAR TENNIS SHOES ON OUT OF UNIFORM DAYS.** Short athletic socks or socks with logos are acceptable. Students may also wear nail polish or other jewelry as long as the jewelry does not pose a safety hazard. Girls may not wear leggings, yoga pants, or tights by themselves. Shorts worn over leggings must follow the above guidelines for shorts. **STUDENTS MUST DRESS APPROPRIATELY AND IF THE DRESS IS DEEMED REVEALING, PROVOCATIVE OR SUGGESTIVE, STUDENTS WILL BE GIVEN USED UNIFORMS TO WEAR FOR THE DAY.**

Students may not wear muscle shirts, tank tops, sleeveless shirts, midriff or low-cut shirts.

Bedroom slippers and pajamas are inappropriate on out of uniform days. If there is any question about the appropriateness of student dress, the teacher will make the call.

## **Volunteers**

All adults who work with our students must attend a Safe Environment Training offered through the Archdiocese of Louisville. Training dates are posted on the Archdiocesan website: <https://www.archlou.org/about-the-archdiocese/archdiocesan-policies-guidelines-and-handbooks/restoringtrust/safe/> These volunteers must also submit to a background check. All information is confidential and is kept in the parish office. Volunteers include those who work in the Library, Cafeteria, accompany classes on field trips, and attend class parties. These records are audited by the Archdiocese and we are required to keep these up to date.



## Weapons

It is the policy of Ascension School to report any student who brings a weapon to school to the police. Weapons according to Kentucky Penal Code include: any weapon from which a shot readily capable of producing death or other physical injury may be discharged; any knife other than an ordinary pocket knife or hunting knife; Billy, nightstick or club; blackjack or slapjack; nunchaku karate sticks; shuriken or death star, artificial knuckles. Students with firearms or weapons will be indefinitely suspended from school. Also note: Any item used to inflict harm or injury to another person will not be permitted.

**Please note:** While not considered a dangerous weapon according to Kentucky Penal Code, hunting knives and pocket knives are not permitted in the building. Possession will result in disciplinary action.

### ASCENSION SCHOOL PERMISSION FOR MEDICATION

Date form received by school: \_\_\_\_\_  
Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher/Classroom: \_\_\_\_\_

To be completed by the physician or authorized prescriber:

Reason for medication: \_\_\_\_\_  
Name of medication: \_\_\_\_\_

Form of medication/treatment:

Tablet/capsule                       Liquid                       Inhaler                       Injection  
 Nebulizer                               Other: \_\_\_\_\_

Instructions (Schedule and dose to be given at school): \_\_\_\_\_

Start: \_\_\_ date form received                      Other date: \_\_\_\_\_

Stop:  end of school year                      Other date/duration: \_\_\_\_\_  
 for episodic/emergency events only

Restrictions and/or important effects:                       None anticipated  
 Yes. Please describe:  
\_\_\_\_\_  
\_\_\_\_\_

Special Storage requirements:     None     Refrigerate  
Other: \_\_\_\_\_

This student is both capable and responsible for self-administering this medication:  
 No                       Yes – Supervised                       Yes – Unsupervised

This student may carry this medication:     Yes                       No  
Please indicate if you have provided additional information:  
 On the back side of this form     As an attachment  
Date: \_\_\_\_\_    Signature: \_\_\_\_\_

Physicians Name: _____
Address: _____
Phone Number: _____
Dr's. Signature: _____

To the school: Please report concerns about medications or disease to the above physician. To be completed by parent/guardian:  
I give permission for (*name of child*) \_\_\_\_\_ to receive above medication at school according to standard school policy. (*Schools require parent/guardian to bring the medication in its original container*).  
Date: \_\_\_\_\_    Signature: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Parent/Guardian Phone numbers: Home: \_\_\_\_\_    Cell: \_\_\_\_\_  
Work: \_\_\_\_\_    Emergency: \_\_\_\_\_

We have read the handbook and agree to follow the school policies and procedures as stated.

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Print Family Name