

**Family Handbook**  
**Ascension Catholic School**  
**2022 - 2023**

## **MISSION STATEMENT**

Ascension Catholic School has as its mission the teaching of the Christian faith in the Roman Catholic tradition, fostering academic excellence in all areas of study, encouraging discipline based on respect and responsibility, and developing a sense of service and social justice within our multicultural community.

## **STATEMENT OF PHILOSOPHY**

Ascension Catholic School is dedicated to the development of academic excellence within the structured, disciplined and Christian-oriented environment. It aims to prepare its scholars for becoming intelligent and responsible adults. As a member of the Ascension Catholic School community, we believe the scholars learn to respect each other and to accept responsibility for their actions. They come to recognize that each one's actions effect the total community. They are taught compassion and tolerance, social, political, religious, and cultural differences within the community. The Ascension Catholic School administration and faculty are dedicated to meeting the needs of the individual scholars.

## **PASTOR AND ACADEMY PRESIDENT**

Fr. Dale Korogi is the Church of the Ascension parish pastor. The parish administrator and academy president is Patricia Stromen. Their offices are located in the Rectory next to the Church of the Ascension on 1723 Bryant Avenue N. and can be contacted at 612-529-9684.

## **ASCENSION SCHOOL ADMINISTRATORS**

Principal: Benito Matias

Assistant Principal: Jean Cerisier

Director of Instructional Support: Natalie Major

## **NORTHSIDE ACHIEVEMENT ZONE**

Ascension Catholic School is a key partner in the Northside Achievement Zone (NAZ), originally awarded one of five Promise Neighborhood implementation grants in the nation. The NAZ Promise Neighborhood is a collaboration of over 50 organizations and schools who work with children and families in a geographic area, or “Zone” of North Minneapolis to build a culture of achievement so that all youth graduate college ready.

Families and children move through a “cradle to career” pipeline that provides comprehensive support from prenatal through age 18. Working together, the NAZ collaborative provides services that are critical to supporting the success of North Minneapolis families and children.

If you have been identified as a NAZ family, you will receive support from NAZ partners with families who live in a geographic “Zone” of North Minneapolis to prepare kids for college, beginning at birth. By enrolling in NAZ, parents/caregivers will receive one-on-one support, guidance and inspiration from a NAZ family coach who will help you create a goal plan, find resources to make it happen, and then stick with it. Ascension and NAZ firmly believe every scholar can graduate from high school, ready for college, and are willing to do “whatever it takes” to achieve academic success.

NAZ family coaches will be located at Ascension Catholic School during school hours, including a portion of after-school programming time.

**NAZ Values:** *These values are the foundation of our work with families across the collaborative:* **Our Children Will Succeed.** We believe that all children, including children in the Zone can and will succeed in school, in college, and in life—regardless of family background or past performance in school. Our actions with children match this belief. **Families are Leaders.** Every Northside family has assets and strengths. We believe a culture of achievement can only be built from within the community—one family at a time. We partner with families to set and achieve their goals, and bolster their belief in themselves, and the expectation that their children will go to college.

**High Expectations with High Supports.** Extremely ambitious expectations are set for all, including NAZ scholars, families, partner organizations, and staff. The accountability for these outcomes is rigorous—but so are our supports. Every NAZ parent and scholar receives one-on-one support through our “high-touch” process, connecting them with programs and services across our partner organizations. All NAZ partners will support each other in an ongoing continuous improvement process.

**Driven by Data.** Our resources are dedicated toward measurable outcomes for children and families. Success is gauged by results for children and families, not programs and organizations. NAZ partners work together to build evidence-based solutions that drive measurable improvements with NAZ families. We track the

progress of each child toward kindergarten-readiness, grade-level achievement, and college readiness. If the data shows that we are not effective, we will revise our plans until we get it right. **Relationships are the “Work”**. We are creating transformative change built on strong relationships. We first work to change ourselves. Then, through our relationships, we invite change among organizations, families, scholars, and systems. Together we increase expectations, break down silos, and build accountability and alignment. We operate under the assumption of good intent in our interactions with each other, especially as we work through difficult issues together. **Collaboration Creates Prosperity**. NAZ partners built one system of support for families. This system is made up of many equal partners who are committed to working together for the success of NAZ children, including: parents, organizations, schools, funders, government, and faith institutions. We believe that our collaboration will have more than enough momentum to reach a tipping point of sustainable community transformation and prosperity. **Diversity and Cultural Responsiveness**. As we scale up to partner with more than 1,000 families with 3,000 children, we will be reflective of the diversity in our community—while targeting resources where the achievement gap is greatest. The rich diversity of our families is an asset to be woven into our processes and systems of support/service. NAZ staff and partners will embed cultural responsiveness within our work. **Starting Early and Staying Long-Term**. We work side by side with NAZ families from before birth through college, providing comprehensive support designed to impact a child's education and life trajectory. We support the success of the whole family.

## **City Connects**

To support learning at Ascension Catholic School, we have developed a comprehensive scholar support system to ensure that each and every scholar receives the supports, services, and resources s/he needs to be academically successful and healthy. Our school's scholar support program is facilitated by City Connects, a partnership among Ascension Catholic School, Boston College, and community agencies.

Our scholar support process is coordinated by a full-time School Site Coordinator (SSC), Brittany Finley. Brittany is a licensed School Counselor and is housed in the Club Building. She can be reached at #612-521-3609 x147 or [bfinley@ascensionschoolmn.org](mailto:bfinley@ascensionschoolmn.org)

The purpose of our scholar support process is to ensure that each scholar has the support they need to successfully engage in classroom instruction. To do this, we assess the strengths and needs of each child in the school and connect them

to a tailored set of support services.

Each year, the School Site Coordinator partners with classroom teachers to review every scholar in the classroom to discuss scholar strengths and needs. As a result of this process, tailored supports may be recommended for each child. The School Site Coordinator and/or a school staff member will collaborate with the family to explain the recommended supports and work to

secure services from within the school and/or from community partners.

Another aspect of the scholar support process for some scholars involves convening a larger Scholar Support Team that may include the school administrator, school nurse, teacher, after-school provider, and/or other support personnel. This meeting is facilitated by the School Site Coordinator. The purpose of this team is to discuss scholars in greater depth and develop a detailed scholar support plan that will be monitored over the course of the year. You will be contacted by the School Site Coordinator to discuss the plan and action steps to move forward.

The supports and resources of the scholar support process are available to you as the parent/caregiver. If you would like to initiate services for your child or have any questions please contact Brittany Finley.

### **Family Participation Hours**

Parent Work Hours are required for every Ascension Catholic School Family. Parents or family members who are 18 years or older may participate. Each family keeps track of their hours worked throughout the school year on the verification form provided by the school. **The Family Participation Hours Tracking Form must be turned in to Ascension's main office by May 1st.** For each hour not completed, a fee of \$5.00 per hour will be added to the family's account. The 20 family participation hours per year requirement applies to all Ascension families.

Please use the family participation hours tracking form to track your total number of hours completed. We would suggest three times a year that you turn in your family participation hours verification form... the end of 1st trimester, the end of 2nd trimester, and on May 1st. Please call the front office if you have any questions. 612-521-3609.

### **Traditional in-person family participation ideas:**

- Chaperone field trips
- Read to your scholar's class (K-2)
- Tutor (math and/or reading)
- Front office assistance (make copies, prepare mailings, etc.)
- Classroom support in your scholar's class (make copies, special project help, etc.)
- Attend parent/teacher conferences
- Attend the annual Christmas Program
- Coaching Ascension sports teams

### **Alternative ways to earn credit for the required annual family participation hours:**

- Donate Juice boxes for Kiddie Karnival = 1 hour per pack
- Donate Hostess Cupcakes for Kiddie Karnival... 1 box = 1 hour
- Donate pop for Kiddie Karnival... a 12 pack = 2 hours
- Sell extra Raffle Tickets for Kiddie Karnival... 1 extra ticket = 1 hour
- Turn in clean used uniforms... each piece = 1 hour
- Donate items for the Peso Store (school store for scholars)

## **BACKGROUND CHECKS**

All volunteers, including parents and other family members, must have background checks conducted through the Church of the Ascension parish HR office before volunteering at the school. We take seriously the safety of our scholars and follow the safety procedures of the Archdiocese of St. Paul/Minneapolis. The background check results will be kept confidential between the HR representative, the school administrators and the person who submitted to the background check procedure. In addition a program called VIRTUS is required. It is a two to three hour virtual class that emphasizes how we keep our children safe. The information for the VIRTUS

training can be obtained from the parish HR office. It is our hope that every family will understand our dedication to keeping all of our scholars safe.

## **PROCEDURES FOR GUESTS ENTERING THE SCHOOL**

All parents/guardians and visitors must stop into the school office to sign in and receive a visitors pass before heading to any area in the school building (unless you're arriving at the end of the day for parent pick-up). If a parent wants to speak with a teacher or help in the classroom, a meeting must be set with the teacher in advance.

## **SCHOOL COMMUNICATION**

We will use SchoolMessenger as our **primary** method to convey general and emergency information to Ascension families via emails, text messages, and/or phone calls (robo-calls)... it is critical that we have your accurate information in PowerSchool in order for you to receive those communications (emergency school closings, school updates, grades, etc.). Please keep your contact information updated in PowerSchool at all times to avoid any interruption in communication.

## **PAYMENT OF FEES**

Tuition, Patriot Club, Youth Center, Athletics, breakfast/lunch, and all other fees are paid through e-Funds online. Sometimes fees can be paid by cash/check using an envelope designating what is being paid for (e.g. breakfast, lunch, fines, etc.), how much is being paid for each category, and how much is being paid for which scholar (they may have siblings at Ascension). Bounced checks will incur an extra \$20.00 fee and no more checks will be accepted for the remainder of the school year. Athletic fees must be paid before the beginning of the athletic season. Patriot Club fees should be paid monthly. Tuition should be paid monthly (ALL families receive tuition assistance. In addition, NAZ families are responsible for 100% of all other fees including, but not limited to... breakfast/lunch, athletic fees, field trips, Marathon, Kiddie Karnival, etc.).

## **COLD WEATHER PROCEDURE**

Unless the weather is extremely severe, all children are expected to go outside at scheduled times. Please check to see that your child's clothing is sufficient for weather conditions. Boots or overshoes, or a change of shoes are to be available everyday during the winter months and rainy days.

1. If it is 0 degrees or below (including wind-chill), scholars will remain inside.
2. If it is +1 degrees or higher (including wind-chill), scholars will go outside.

When Ascension Catholic School closes due to inclement weather, look to the following sources for notification... your email address we have on file, Ascension's twitter account (@AscensionMn), Ascension's Facebook page (@ascensionschoolmn), Ascension's school website, channel 4, channel 9, and the Minneapolis Public School's website (we share buses with MPS, so if they're closed due to bad weather then we're closed too).

## **TORNADO/SEVERE STORMS**

In the event of a tornado warning, scholars and teachers will move, in silence, and in an orderly manner to the hallways and/or the school basement. If the warning would come at dismissal time, the scholars will be held until the all clear announcement is given.

## **SCHOLAR HEALTH CONFIDENTIALITY**

Minnesota Statutes 13.32, subd. 2 identifies health data regarding scholars as private data.

Private scholar health data is not to be disseminated to the public or to staff without the strict observance of data privacy rights and pursuant to applicable statutory procedures.

The school recognizes that the improper and unauthorized release of health information regarding a scholar with an infectious disease has the potential to cause irreparable harm and will be considered a violation to this policy. Under emergency conditions, the school may release private scholar data to appropriate parties if such data is necessary to protect the health or safety of a scholar or others,

To determine whether release of private data, without written authorization, is justified, the following factors will be considered:

1. The seriousness of the threat to the health or safety of the scholars or others.
2. The need for the data to address the emergency.
3. If the parties to whom disclosure is made are in a position to assist with the emergency.
4. The extent to which time is of the essence in dealing with the emergency.

## **HOW TO EASILY CONTACT A TEACHER**

Call 612-521-3609 and go into the teacher's voicemail system. Follow the directions given and leave your message. This way, teachers can easily return your call after class hours. Typically, teachers are finished with teaching and dismissal duty by 2:15PM. That is when most will choose to return calls unless they have a Faculty Meeting or other after-school duty (coaching, Youth Center, etc.) following dismissal.

## **WHO TO CALL**

Call Mr. DePass (x110) to connect about:

- Tuition, Patriot Club, and Youth Center Billing/Financial Aid
- Transportation/Busing
- Breakfast/Lunch Fees & Free/Reduced Prices

Call Ms. Major (x112) to connect about:

- Curriculum
- Title Programs

Call Ms. Jean (x114) to connect about:

- Discipline Policy
- Scholar Wellness

Call Mrs. Kirby Younce (x113) to connect about:

- Scheduling with Mr. Matias
- Scheduling a New Family Tour
- Scholar Records

Call Mr. Matias (x111) to connect about:

- School Policies and Procedures
- Personnel: Teachers, Administrators, Staff
- Any other concerns you may have

## **NON-DISCRIMINATION POLICY**

Ascension Catholic School does not discriminate on the basis of sex, religion, race, national and ethnic origin, in its admission or educational policies, Athletics, Choir, after-school programs, or other school administered programs.

## **ADMISSION POLICY**

Children applying for entrance to Kindergarten must be five years of age before September 1st of the school year enrolled to attend (birth certificate required), and all immunizations required by state law must be completed before a child enters Kindergarten at Ascension Catholic School. Health records for all scholars must be kept up-to-date.

All new scholars must have their previous school and health records on file at Ascension to be considered fully enrolled.

## **SEXUAL HARASSMENT**

Sexual harassment is a form of sex discrimination. Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct and/or other verbal or physical conduct or communication. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

Ascension Catholic School shall maintain a learning and working environment that is free from sexual harassment and sexual violence. It shall be a violation of this policy for any scholar or employee to harass a scholar or an employee through conduct or communication of a sexual nature. It shall be a violation of this policy for any scholar or employee to be sexually violent to a scholar or employee.

Ascension Catholic School will act to investigate all complaints, formal and informal, verbal or written, of sexual harassment or sexual violence and to discipline any scholar or employee who

sexually harasses or is sexually violent to a scholar or employee of the school. This investigation will take place with the principal in conjunction with the pastor and parish administrator. On occasion when deemed necessary by the pastor, parish administrator and/or the principal, the Minneapolis Police Department will become involved.

## **BULLYING PREVENTION**

Bullying prevention is everyone's responsibility. Bullying is a behavior that hurts or harms another person physically or emotionally.

The target has difficulty stopping and struggles to defend themselves. Exhibits an imbalance of power, when the scholar doing the bullying has more physical, emotional, or social power than the target. At Ascension Catholic School we work to educate staff, families, and scholars on ways to identify and stop bullying.

## **ASCENSION CATHOLIC SCHOOL YOUTH CENTER**

Scholars in grades 6th through 8th grade may participate in the Youth Center. The Youth Center is open Monday-Friday from 2:00PM - 5:30PM. Registration for the program is \$50.00. Families will get billed for another \$150.00 during the school year in \$50.00 increments for a total of \$200.00 for the school year.

## **PATRIOT CLUB AFTER-SCHOOL PROGRAM**

Patriot Club runs weekly from 2:00 pm - 5:30 pm and includes a snack This opportunity is free of cost to all NAZ enrolled families. Ascension scholars who do not participate

in the Out-of-School Time NAZ programming, but participate in our regular k-2 or 3-5 Patriot Club program will need to register for Patriot Club as space is available and there is a fee of \$140/month.

## **DAILY SCHEDULE**

**7:00 AM:** Teachers are in the building. The Main Office opens for business.

**7:15 - 7:28 AM:** Buses arrive. Breakfast is served in the Cafeteria. At all times upon arrival, scholars are not to leave the school grounds. Supervision of the arrival area begins at 7:15 AM. Before that time, there is no supervision so we strongly recommend that parents not leave their children unattended.

**7:30 AM:** Class begins.

**11:00-11:30 AM:** Lunch and Recess for 6th-8th grade

**11:30 AM - 12:10 PM:** Lunch and Recess for K-2nd grade

**12:00 PM - 12:40 PM:** Lunch and Recess for 3rd-5th grade

**1:45 PM:** Dismissal.

**1:55 PM:** Buses leave Ascension and head to Hall School. Ascension scholars must board buses only at Ascension Catholic School!

Remember that teachers are in the building until 3:00 PM. If you want to meet with one of them, please make an appointment. The Main Office is open until 3:00 PM daily.

**5:30 PM:** Patriot Club and Youth Center Closes

Any scholar picked up from Latchkey or Youth Center after 5:30 PM will incur a \$3.00 per minute late fee and the scholar may not be allowed to attend Patriot Club the following day if this has occurred more than once. **ALL LATE PICK-UP FEES SHOULD BE PAID DIRECTLY TO THE FRONT OFFICE (checks should be made out to Ascension Catholic School).**

## **ATTENDANCE POLICY**

Daily attendance is critical to academic achievement. It is our goal to work with scholars, families and organizational partners to support regular school attendance and improve academic achievement.

Scholars are expected to be in school each day school is in session, and arrival and pick-up should be prompt. We do ask that parents call the school by 7:30 AM, whenever your scholar is absent, so we can accurately document the reason for their absence.

If there is no phone in the home, send a note with the child the next day or with a sibling on the same day. scholars missing more than 10 consecutive days without reason will be withdrawn. If you call to give us a reason, a note is not necessary, unless the absence(s) are medically related, then a doctor's note may be required to excuse the absence(s)..

In order to provide comprehensive support for families we partner with the Hennepin County be@school ([www.be-at-school.org](http://www.be-at-school.org)) program, which follows the Minnesota truancy guidelines for school absences and school tardiness. Under Minnesota law, children must go to school every day from the time they are enrolled until they are eighteen (18) years old, unless they are legally withdrawn at age 16 or 17. Absences may be excused because of illness, religious observance, family emergency, or funeral. Absences are presumed to be unexcused. **A scholar, who has at least three unexcused absences from school for a full day, is considered a “continuing truant” under the law. Minn. Stat. 260A.0, Subd.3:** A parent or guardian must compel the attendance of a child at school pursuant to Minn. Stat. 120A.22. While we do not wish to have any parent brought into court for educational neglect, failure to meet this obligation may result in legal action by Hennepin County.

Please make sure your child arrives at school by 7:25 AM each day school is in session. **Every three unexcused tardies will equal 1 unexcused absence.**

If a scholar will be absent for a family activity for 3 days or more from school, pre-approval must be obtained. To get pre-approval from the school, you must do the following:

- Get your child's homework and agree that your child will finish the homework.
- Make sure that your child will not be gone for important tests like the MCA and/or the NWEA MAP tests.
- Before leaving, get approval from the principal.

Scholars missing 10 consecutive days without a valid reason and clear communication with the school will be withdrawn from Ascension Catholic School.

Scholars must be picked up from school on time, after the school day ends, no later than 2:00 PM. If a scholar remains after 2:00 PM, the scholar will be placed in Patriot Club or the Youth Center and the family will be charged a \$10.00 drop in fee. The scholar must still be picked up before 5:30 PM. For safety and liability reasons, no child will be allowed to wait outside the school building.

## **UNIFORM POLICY**

Uniforms must be purchased at: Donald's Uniform Store 972 Payne Ave., St. Paul, MN 55130 (651-776-2723) **or** 6407 City W Pkwy Suite 1-C 104, Eden Prairie, MN 55344 (651-776-2723) ext. 1

We do have a limited supply of used uniforms for a reduced price in the school's Main Office. Sizes vary.

## **GIRLS UNIFORM**

Girls may wear a gray skirt, pants, (or shorts from the first day of school until 10/31 and from 5/1 until the last day of school) with a white knit polo shirt (short or long sleeve) and a red (lipstick color) sweater vest, pullover, or cardigan. Black stretch knit leggings that can be purchased at Donald's can be worn with skirts. If you have any questions, please ask before you purchase. We want to make sure your child is properly attired in the regulation uniform.

## **BOYS UNIFORMS**

The boys must wear gray pants (or shorts from the first day of school until 10/31 and from 5/1 until the last day of school) with a white knit polo shirt (short or long sleeve) and a red (lipstick color) sweater vest, pullover, or cardigan. These must be purchased at Donald's Uniform Store. If you have any questions, please ask before you purchase. We want to make sure your child is properly attired in the regulation uniform.

## **BOYS AND GIRLS UNIFORMS**

Boots, fashion boots, outdoor boots, moccasin boots, and/or Crocs will not be allowed to be worn in the school building (athletic shoes are the best option for school for all scholars). Uniforms must be kept clean. Shirts must be tucked in, and no oversized or "sagged" pants.

## **PARENT-TEACHER RELATIONSHIP POLICY**

In the event a disagreement occurs between a parent and a member of the school staff regarding the educational programs of a child, first the teacher, parent and scholar will meet to collaborate on creating a solution. If a resolution is not reached then the teacher, parent, scholar and any combination of the following personnel (assistant principal, counselor, NAZ family coach, and/or principal) will work together to develop a plan to help the scholar be successful at Ascension Catholic School. If a practical and sustainable approach is unsuccessful, Ascension will assist the family in transitioning to another school.

Ascension Catholic School strives to be a peaceful academic community and we believe scholar success relies heavily on a strong, positive relationship between parents and teachers, and will thrive on open communication that supports the scholar's academic achievement. It is important that parents develop a strong rapport with teachers to support their scholars. Parents may request conferences with teachers anytime, and we encourage all parents to maintain regular contact with teachers.

Parents and teachers are expected to communicate any concerns by first meeting together with the scholar. If there is any additional support needed for a NAZ family, the family's NAZ family coach, and principal will work to support the family to address concerns and support a positive outcome.

It is expected that all family/staff interactions are respectful and calm. Ascension Catholic School has a zero tolerance policy for disrespectful or abusive language and/or behavior for anyone in the Ascension community.

## **TUITION & FEE PAYMENTS**

All tuition and fee payments are nonrefundable. Parents will be invoiced once per month by e-Funds, our tuition collection company. If a challenge arises, please call the school's main office immediately so that we can work together to find a solution. If fees are not paid by the end of the school year, your ability to register for the following school year may be adversely affected, open spots can fill quickly.

Applying for the Aim Higher Foundation Scholarship is part of the process of applying to Ascension Catholic School. This requirement is for ALL families... (NAZ families, families paying \$1,400 per year, and even if you know your family doesn't qualify for free and reduced lunch included).

If a check bounces, the family may not use checks for payments for the rest of the school year.

## **SCHOLAR BEHAVIOR AND DISCIPLINE POLICY**

General Disciplinary Procedures and Consequences: Ascension Catholic School supports discipline that is respectful of individuals, communicates clear and consistent expectations, and is age appropriate. We support an environment that is conducive to learning and encourages positive behavior. Ascension Catholic School uses many ways to acknowledge positive behavior, from the use of Pesos, classroom rewards, etc. We also are aware that there are times scholars need redirection and/or a reasonable consequence for choices that are not safe, respectful, and/or responsible.

We believe our scholars' actions and words should reflect the Ascension Catholic School Motto: **We thank Jesus for another day of life. We will honor Jesus by showing patience and kindness to all. We will use our hands in gentle ways. We will guard our mouths from saying evil. We will respect ourselves, and others, by showing courtesy and by honoring each other's personal space. We will take responsibility for our lessons. When we do these things, our Ascension Catholic School is safe and God will smile on us.**

**Behavior Expectations** (See the Ascension Behavior Matrix following the handbook signature page):

- Respect Everyone in Words and Actions
- Respect people in authority and follow their directions promptly.
- Listen to and respect what others have to say.
- Accept responsibility for your own behavior.
- No put downs, name calling, inappropriate or unacceptable language.
- Use courtesy and consideration in relating to others.
- Respect each other's space by keeping hands, feet, and objects to yourself.
- Walk quietly in hallways and on stairs.
- No fighting Respect Property
- Use materials carefully and recycle.
- Treat desks, books, displays, and the building with care.
- Return borrowed materials promptly and in good condition.
- Do not take food or belongings from other people.
- Exercise responsibility (group and individual) in keeping property and materials neat.
- Food is to be consumed in the cafeteria area only. No gum or candy on campus during the school day.
- The scholar is responsible for the care of any school-owned equipment which has been assigned to the scholar. If this equipment is damaged or lost, repair or replacement costs will be assessed. This includes, but is not limited to, such items as books, instruments, athletic equipment, tools, computers, etc.
- The responsibility for the scholar's personal property lies with the scholar. Certain items of personal property have no place in school, such as handheld electronic games and toys. These and like items should not be brought to school. Scholars may bring cellphones to school, but it is expected that these are powered off upon entering school in the morning. Cell phones must be kept with the scholar's primary teacher during the day. Cell phones must remain off until scholars leave the school building.
- Come to class prepared and on time, complete assignments on time, have all required materials, and be ready to start when class begins.

## **Ascension's Approach to Poor Choice/Behavior Management (K-8)**

The following are presented as a list of options which may be used by a teacher and/or staff member at Ascension Catholic School. Generally, consequences/approaches reflect the level of severity of poor choice/behavior and are at the discretion of the teacher, assistant principals, and/or principal. Ascension Catholic School is committed to the Social-Emotional Learning (SEL) of all our scholars. This practice requires our staff to look at poor choice/behavior management from a Restorative Practice lens. Each level will include an adult to scholar interaction that focuses on the specific poor choice/behavior that the scholar demonstrated. The ultimate goal is to teach scholars how to make positive choices -- to repair harm done to another scholar or staff member.

**NOTE: Steps may be executed in any order due to the severity of the poor choice/behavior.**

**Level 1:** These poor choices/behaviors may include, but are not exclusive to: running, name calling, disruptive behavior, breaking cafeteria rules, breaking playground rules, missing work, insubordination, out of uniform, etc. Approaches are handled by the classroom teacher and/or staff involved.

- Warning (with interaction).
- State expectation, reason for expectation, next approach, request scholar commitment.

**Level 2:** These behaviors may include, but are not exclusive to: Repeat Level 1 offenses, cheating, inappropriate language/gestures, overt defiance, theft, etc. Approaches are handled by the classroom teacher and/or staff involved.

- Loss of privilege (loss of recess, loss of free time, separation in the cafeteria, etc.).
- Complete Think Sheet or other form of behavior reflection.
- Parent contact (by classroom teacher and/or staff involved).

**Level 3:** These poor choices/behaviors may include, but are not exclusive to: Repeat Level 1 and 2 offenses, fighting/physical aggression, romantic physical touch, harassment/bullying, internet misuse/cyberbullying, taking pictures/video without consent, etc. Scholars are referred to the assistant principals and/or principal and approaches are handled by administration.

- Assistant principal and scholar go over expectations, approaches to date, reasons expectations are important, scholar's next approach, and asks for a scholar commitment. Communication with parents/guardians.
- Parent/guardian meeting with teacher and assistant principal.

- Loss of end of month celebration/non-uniform day.
- Assigned a Mentor Internally.
- School-Community Service Hours.
- Development of behavior/positive choice plan.

**Level 4:** These severe poor choices/behaviors may include, but are not exclusive to: sexual harassment, repeated level 1,2, or 3 offences, drug or alcohol use possession, truancy, arson, bomb threat, extreme property damage/vandalism, assault/threats, combustible, etc. Scholars are referred to the principal and approaches are handled by him/her.

- Principal and scholar go over expectations, approaches to date, reasons expectations are important, scholar's next approach, and asks for a scholar commitment. Principle communicates with parents/guardians.
- Scholar removed from class and a meeting is scheduled with parents/guardians. Teacher, scholar, assistant principals, principal, and parents/guardians meet to develop a plan which ends in a commitment from the scholar to make a concerted effort to improve choices/behavior and requires that the parents/guardians work on the same things at home that the teacher is working on in school.
- Suspension:
  - 1 or more days in school but out of class, responsible for schoolwork.
  - 1 or more days out of school, responsible for schoolwork.
  - Permanent removal from school. (the pastor and/or Academy president will be consulted).
  - Referral to Police or Juvenile Authorities. (the pastor and/or Academy president will be consulted).

**Vandalism and Theft** Parents/guardians are held responsible for the damage or destruction of school property (e.g. loss or damage of books, equipment, etc.). The scholar and/or parent will be contacted by school personnel should any of the above take place so that proper arrangements for replacement or repair can be made.

**School Suspension** Suspension is a disciplinary action that will be administered by the assistant principals and/or principal in cases of habitual misconduct or a serious disciplinary incident. Scholars may be suspended for a variety of reasons, but all of them deal with a serious violation of discipline. The following are examples (not an exhaustive list) of types of infractions that may warrant in-school or out-of-school suspension: insubordination or disrespect, cheating, defacing or destroying property, fighting, bullying, etc.

During an out-of-school suspension, including intervening weekends, the scholar is prohibited from attending classes, contacting scholars during school hours, visiting the campus, and from contact or participation with athletic teams, events or other extra-curricular or Ascension sponsored activities/events. The scholar will not be readmitted to school following a suspension without a conference between the scholar's parent/guardian, teacher, and an administrator. Scholars are responsible for all school work missed during their suspension.

**Dismissal (Expulsion)** A scholar is subject to dismissal from Ascension Catholic School for the most serious of reasons. Offenses warranting dismissal include theft, vandalism, possession, sale, or use of drugs or alcohol, possession of any instrument which can be considered a weapon, gang involvement, threats against others, fighting, habitual truancy, habitual disrespect, tampering with fire equipment, bullying, or other serious breaches of conduct which reflect unfavorably on Ascension Catholic School or jeopardize the well-being of the school community.

The principal, in consultation with the pastor and/or Academy president, may dismiss a scholar at his/her own discretion. A scholar does not have to be on a behavior plan to be dismissed. Dismissal from Ascension Catholic School should be considered permanent.

The Christian value of sexual abstinence until marriage is taught at Ascension Catholic School. In the event that a scholar becomes pregnant during the time of being at Ascension Catholic School, that scholar will not be allowed to continue to be educated at Ascension Catholic School. If the father of the baby is a scholar at Ascension Catholic School, that scholar will also not be allowed to complete his education at Ascension Catholic School. Expulsion will take place immediately for all scholars involved in the conception. Ascension Catholic School will work with the parents to find a school for the scholar to attend after expulsion from Ascension Catholic School, if the parents so request.

## **PROGRESS REPORTS - CONFERENCES**

There will be 2 parent-teacher conferences, 3 mid-trimester progress reports, and 3 trimester final report cards. Teachers may ask parents to come for a special conference whenever there is a need. Parents may request conferences at any time as well. Promotion to the next grade level is not based on marks alone. A child is not considered to have failed if s/he does not progress to the next grade. Rather, the delay is considered as time needed to attain a particular goal. Parents will be notified well in advance that a child may not be ready for promotion to the next grade. The parents, teacher, and principal will jointly discuss retention in a particular grade, and work together to reach a final decision.

## **FINANCIAL AID**

It costs approximately \$12,000 - \$14,000 per child per year for an Ascension Catholic School education. The family responsibility portion of the tuition is \$1,400 per year. Applying for the Aim Higher Foundation Scholarship is part of the process of applying to Ascension Catholic School. This requirement is for ALL families... (NAZ families, families paying \$1,400 per year, and even if you know your family doesn't qualify for free and reduced lunch included).

It is a requirement that all parents be active in all facets of the school such as participating in fundraisers like the Marathon and Kiddie Carnival, Family Participation Hours, Curriculum Nights, attendance at the Christmas Program, and other school activities.

In support of NAZ and Ascension Catholic School's commitment to provide high-quality and accessible education to families in the NAZ zone, NAZ scholars can attend Ascension Catholic School under a full-tuition scholarship (NAZ families are responsible for all other school fees... Marathon, Kiddie Carnival, field trips, etc.).

## **PARKING LOT SAFETY**

Extreme caution is required when driving in the school parking lot. Please observe all signs and cone restrictions when entering and leaving the parking lot. Never **drive up close to the school building!** Also, when children are present and cone restrictions are in place, children should be picked up and dropped off at the curb on the same side of the street as the school to eliminate a need to cross the street. Cars may only enter the parking lot from the south entrance (17th Avenue) and leave only out of the north entrance (18th Avenue).

**To help facilitate a smooth transition of cars and scholars during morning drop-off, parking in the lot will be unavailable in the morning (EXCEPT IN DESIGNATED HANDICAP PARKING SPACES FOR THOSE WITH STATE ISSUED HANDICAP LICENSE PLATES OR PARKING PASSES).** The parking spaces will be blocked off creating a drop-off only lane. If you want to accompany your scholar into the school you will need to park on Bryant Avenue, or on one of the surrounding side streets (do not park in school bus zones on Dupont or 18th). During afternoon pick-up, parking in the lot will be available, please use extreme caution when you enter, park, and exit the parking lot.

## **RULES ON THE PLAYGROUND**

1. Show respect for others, equipment, and follow the instructions given by the playground supervisors.

2. Always stay on school grounds (the playground area and/or the blacktop only, stay away from the gardens, sidewalk, and cars in the parking lot).
3. Use equipment safely, sensibly and appropriately (traffic cones are not playground equipment, do not play with the traffic cones).
4. The school provides balls. No balls should be brought from home.
5. Balls are to be bounced only on the blacktop, not against the building or other scholars.
6. Only one person on the slides at a time; it's one-way only, slide down, do not walk/run up the slides.
7. No climbing/standing/walking on, or jumping off the top of the monkey bars.
8. Only one person on each swing, and up to three persons on the tire swing at a time.
9. Real or pretend fighting and rough play involving pushing, pulling, or tackling are not allowed.
10. When the whistle blows, stop what you are doing immediately, go to your line and prepare to enter the building quietly.
11. Leave rocks, sticks, mulch, snow, and other objects on the ground. Other than balls, there should be no throwing of objects of any kind.
12. Bring all playground equipment to the "ball box" at the end of your recess.
13. Bathroom breaks are given before going to recess, ask one of the playground supervisors to use the bathroom only in an emergency.
14. No food or drinks are allowed on the playground.
15. Show pride in your school and neighborhood by keeping the building and grounds litter-free.

## **SPECIAL EDUCATION SERVICES**

Special Education Services are offered by the Minneapolis Non-Public School Special Education Department. Children having challenges such as speech disability, hearing impairment, orthopedic disability, or learning disability are referred to Minneapolis Non-Public Schools Special Education Department. Parents are involved throughout the process of referral, assessment, and planning.

## **MACPHAIL CENTER FOR THE ARTS MUSIC PROGRAMS**

### **Musical Trolley**

This program is offered to our Kindergarten classrooms once per week spanning throughout the school year. The class is taught by a teacher from the MacPhail Center for the Arts. It incorporates an introduction to musical instruments, vocal music, children's literature, dramatization and art.

### **Musical World**

This program is offered to our 1st graders. It is taught by a MacPhail teacher on the same schedule as Musical Trolley. It is a continuation of the skills taught in Musical Trolley on a higher, more sophisticated level.

### **Musical Adventures**

This program is offered to our 2nd graders. It is taught by a MacPhail teacher on the same schedule as Musical Trolley. It is a highly sophisticated class that seeks to enhance the scholars' understanding of rhythm, storytelling, musical improvisation, and much more.

### **Strings Program**

Scholars in grades 3-8 are eligible to participate in the after school strings program. Scholars are expected to commit to all three days of rehearsal. Some exceptions may apply; decisions made on a case-by-case basis. All instruction will happen at Ascension. Periodic field trips to MacPhail (and other venues, such as Orchestra Hall) will provide an aspirational component to the program. MacPhail will continue to provide instruments. Parents are responsible for providing transportation for their scholar(s). There is a parent component involved in the program, and solid commitment to daily music practices for the scholar is required. If the expectations are not met, the scholar jeopardizes his/her continuance of lessons. This program is funded by grants obtained through the work and generosity of MacPhail. Registration will take place in September. Once a scholar enters the program at this level, the scholar must remain in the program for the ENTIRE SCHOOL YEAR.

## **TELEPHONE USE**

Children will be allowed to use the school telephone for emergencies only. Calls by children will be limited to: sickness, accidents, delays after school due to missing the bus, etc. Scholars are not permitted to have cell phones on their person during the school day (see the Scholar Cell Phone Policy Acknowledgement and Registration Form).

If a child brings a cell phone to school s/he must turn it into the teacher first upon arrival to be locked up for safekeeping. Other technological/electronic devices must be left at home unless approved by the school personnel as an educational support device. The school will not be responsible for the loss, theft, or damage to any technological/electronic/phone devices brought to school from home.

## **RELEASING CHILDREN FROM SCHOOL**

No scholar will be released from school to any person other than the parent or legal guardian unless the school has received permission for such release. In the event that the parents are separated, the school will release the child only on the directions of the parent who has custody at that time. A current copy of custody papers should be kept on file in the school office. It should be supplied by the parent/guardian that has custody. It can be in a sealed envelope and will only be opened if needed. All scholars leaving during regular school hours must be signed out by the parent/adult in the school office (parents/guardians also sign out scholars when they pick them up from Patriot Club).

## **HOMEWORK POLICY**

Learning is continuous and homework is a part of continuous learning. Additionally, homework is a bridge that joins schools and parents. Parents are informed of what their scholar is learning and they are able to express positive attitudes towards their scholar's achievement. Each teacher independently determines homework assignments, and homework is to be completed on time. The amount of homework and the percentage that homework counts toward your scholar's grade may vary from teacher to teacher, it's important you review your scholar's teacher's homework policy and overall grading criteria and ask for any clarification if necessary.

## **LIBRARY**

Regular Library periods are scheduled so that each scholar has an opportunity to check out and exchange books. Many classes have personal classroom libraries too. All scholars are responsible for returning books on time. The scholar and/or parents will pay for lost or damaged books.

## **CARE OF BOOKS AND OTHER SCHOOL PROPERTY**

All school books must be taken home in a bag or backpack. When damage, loss, or abuse occurs, children and parents are responsible for replacement, or payment of the books, or other school property, which may be involved.

## **LOST AND FOUND**

The school does not accept responsibility for articles lost by scholars. Items found on school grounds will be put into our Lost and Found located near the main school office, and can be claimed by the scholar the next day. Articles not claimed within 30 days will be donated to charity.

## **BUS TRANSPORTATION**

The Minneapolis Public School District provides bus transportation to the scholars of Ascension Catholic School who live within our attendance area of North Minneapolis. Remember, this is a service to our scholars. The parents and the scholars have a responsibility to be at the pick-up point on time. The scholar is responsible for his/her conduct on the bus. A scholar's bus privileges can be revoked if the scholar's conduct and/or attitude creates problems for the driver or the other scholars riding the bus. Parents will be notified if the bus service is denied to their child. Parents will be given the reason and will be responsible for their child's daily transportation to and from school.

## **MINNESOTA STATE AID**

The expressed purpose of Minnesota State Aid is to promote equal educational opportunity for every school child in Minnesota and to assure all Minnesota pupils and parents the freedom of choice in education. The Legislation provides funding for three programs:

1. Textbooks, individualized learning materials, and standardized tests are available to be purchased for the use of non-public school scholars.
2. Health services and services of a school nurse are made possible through the funding.
3. Guidance and counseling services for 7th and 8th grade scholars are available. This is made possible through the services of a non-public school counselor who is available to the staff and administration.

## **HEALTH SERVICES**

Health services are provided by school personnel working under the direction of the Minneapolis Public School District, and in conjunction with health services provided through the Minnesota Law of 1975. Each year scholars attending Ascension Catholic School receive vision and hearing screenings. Scoliosis screening is done on an annual basis for scholars in grades 6 through 8. Minor injuries, which usually occur on the

playground, are first reported to the school office personnel. In a severe emergency situation, an attempt will be made to notify the parents and when necessary, 911 will also be called. We aim to keep our scholars safe in the event of critical situations. Accident reports are written for all injuries and kept on file in the main office.

If the child has contracted a contagious disease, such as strep throat, a body rash, ringworm, etc., please notify the school office. If detected at school, the child will be sent home and asked to return with a written doctor's statement confirming it's okay for them to return to school. The parents of the other children may then be cautioned so that early detection of the disease may prevent spreading

It is the policy of Ascension Catholic School that scholars with a communicable disease not be excluded from attending school in their regular classrooms so long as their attendance does not create an unreasonable risk of the transmission of illness to children or employees of the school.

## **MEDICATION POLICY**

**The policy for administering medication by school personnel is as follows:**

1. The administration of medication to scholars shall be done only in the exceptional circumstances wherein the child's health may be jeopardized without it.
2. Scholars requiring medication at school shall be identified by the parent or guardian to the principal.
3. A written statement is required from the child's physician who requests and authorizes the giving of medication in the dosage prescribed by that physician; thereby releasing the school personnel from liability should reaction result from the medication dosage. The time it is to be given, for how long it is to be given, and possible side effects are also part of the Medication Form. The Medication Form can be obtained from the school office prior to the need for one so that parents can be ready when a child becomes ill.
4. Under no circumstance may school personnel provide aspirin or any other medication to the scholars including cough drops or throat sprays.
5. Do not send your child to school with medication. We safeguard all scholars from accidental exposure to medication. Do not put medication in the scholar's backpack. Parents must transport medicines to school with the exceptions of inhalers which scholars may transport to the school and directly to the school office.

## **CHILD ABUSE AND NEGLECT**

An employee of Ascension Catholic School who has knowledge or reasonable cause to believe that a scholar is the victim of physical/emotional abuse, or neglect shall immediately convey the information to the principal. All educators are mandatory reporters and as such this information will also be reported to the Academy president and Child Protective Services (CPS).

Remember that this includes a child who is tardy or absent repeatedly. The school shall keep the name of the reporter confidential. Only a court order following an investigation may release the name of the reporter to the alleged perpetrator. As provided in the Minnesota Statutes section 626.556, subd.11 and section 626.557, subd. 12.

## **FIELD TRIPS/OUTINGS**

Permission slips signed by a parent or guardian are required, and must be received by the teacher on the date specified. Participation on field trips and outings may be forfeited by a scholar because of misbehavior in class, lack of classroom work, excessive tardiness to school, or problems on a previous outing.

## **REGISTRATION/EMERGENCY FORMS**

Registration Forms are filled out online by a parent or guardian when the child is enrolled in school. If changes occur, it is the responsibility of the parent or guardian to notify the school in writing immediately. This safeguards the child if an emergency arises. Please make sure your contact information in PowerSchool is always up to date.

## **BREAKFAST AND LUNCH PROGRAM**

Ascension Catholic School has a breakfast and lunch program available for scholars. All Kindergarteners eat breakfast free.

Please see the current school year's menu for breakfast and lunch meal prices.

Families can find out if they qualify for free or reduced meals by filling out the proper government form at Registration or in the school office. It is best when all families take the time to fill out this form as many that thought they would not qualify find they do. It saves the family a lot of money and scholars receive nutritious meals daily. Scholars bringing a bag lunch may buy milk for \$.25. Scholars buying hot lunch, get one-half pint of milk with the lunch. If they want more than one they also have to pay \$.25. **Parents must pre-pay for all scholar meals using e-funds online, or paying in the school office.** Scholars bringing lunches may not bring sugary sweets, or lunches that need heating.

## **ASCENSION ATHLETIC POLICY**

The Ascension Athletic Program is designed to be a part of the total development of the children in the school and parish. Our primary emphasis is on education and moral development. We are members of the Robbinsdale School District youth athletics program. To this end, the purpose of the Athletic Program is to develop moral attitudes, physical skills, and a sense of responsibility, sportsmanship, and self-discipline.

1. Scholars must be in 7th or 8th grade, and open to both boys and girls of the Ascension School or parish. Ascension teams are subject to all the rules and regulations of the Robbinsdale School District.
2. There are high educational expectations placed upon athletes in Ascension School, thus it is expected that an athlete will work to the best of his/her ability on academic subjects. If a scholar is not working up to the best of his/her ability, the teacher is responsible for notifying the principal, who will in turn notify the Athletic Director. A plan will be worked out to aid the child in improving his/her work habits (see the Extra-Curricular Activity Participation Policy in the Family Handbook).
3. There are equally high expectations placed on athletes in Ascension School to conduct themselves in accordance with school policies and procedures concerning behavior and attitude. Should a child have behavioral problems, the staff involved will monitor the child's behavior and attitude. Then a decision will be made regarding eligibility.
4. Truancy and unexcused absences from school may result in suspension from the team. Misconduct, while participating in, or in attendance at an athletic event, may lead to suspension from the team and/or school.
6. All scholars who participate in athletics will be governed by the Ascension School Discipline Policies and Procedures.
7. Proper care of uniforms, equipment, and facilities is expected. Participants must pay for lost or damaged items.
8. Coaches will be responsible for the conduct of their teams.
9. The Athletic Director is responsible to notify the scholars, coaches, teachers, and principal regarding suspensions or problems that occur during practices and games.
10. Players and parents of players shall show good sportsmanship by having respect for officials, spectators, or other players.
11. Players and parents of players shall refrain from using obscene language or

gestures in league activities.

12. All players, parents of players, and coaches must have a signed Code of Conduct on file at the school for each sport in which there is participation.

13. If a player is absent during a regular school day, excused or unexcused, that player may not participate in practice or play in a game on that day.

14. Parental concerns should be discussed with the Athletic Director only. Our coaches are volunteering their own time. All situations should be dealt with by exercising courtesy and respect.

### **CARE OF OUR TECHNOLOGICAL TOOLS**

Policies and procedures for technology use are developed to keep all of the equipment in excellent working condition and available to all scholars in our school. Scholars without signed notices and agreements will not be allowed to use this equipment for anything other than assessment. At the beginning of the school year, each family will be required to sign an agreement acknowledging the expectations surrounding this equipment.

All families will be responsible for the care of this technology. Any scholar intentionally or accidentally breaking any of this equipment will be held responsible for the replacement of the equipment. This is a costly endeavor so it is the hope of Ascension Catholic School that every family will have a serious conversation with their child/ren about the care needed when using these educational tools.

# Ascension Catholic School Scholar Code of Conduct

**Scholars will be rooted in their faith, prepared for high school academic success, and possess the necessary social-emotional tools to thrive. As a scholar at Ascension Catholic School I will:**

**Be a part of the Solution...** When I see a problem, I will own the problem, and strive to solve it.

When I make mistakes, I learn from them. I admit I am wrong. I apologize when I offend others. I accept the consequences of my actions. Then I take actions to grow from the experience.

**Help Others and Myself Succeed...** I will grow and succeed by being confident and believing in my potential, giving my all and being proud of my effort, relaxing, and finding the balance between school, social life, work, and activities.

I help others to succeed by being my true self. I display honesty and integrity. I am spiritual and express my faith. I set goals for myself beyond what is expected and am not satisfied with accomplishing the minimum. I get involved in school activities. I have a positive attitude and avoid judging others. I focus on learning and not just getting good grades. I challenge myself to move outside my comfort zones and to take healthy risks. I avoid the influence of negative peer pressure.

I also will help others succeed. I will be a role model who inspires others to become the best they can be. I make a positive difference by going out of my way to serve others and use my talents for the common good.

**Communicate "You Matter..."** Each person matters. I recognize and appreciate others' achievements and different needs; I make connections with others by being friendly and welcoming. I respect everyone by listening, being on time, being inclusive and aware of others' feelings, and by valuing their differences and opinions.

Because my school matters, I take pride in Ascension Catholic School: I respect my school and parish property and buildings; I protect its reputation by making good choices both in and out of school.

**Honor the Absent...** Honor people, especially when they are not present, and I avoid gossip.

Scholar's signature:

Date:

**Church of the Ascension and Ascension Catholic Academy:**

**Ascension Catholic School**

**St. John Paul II Catholic Preparatory School**

**St. Peter Claver Catholic School**

**St. Pascal Regional Catholic School**

**SCHOLAR ACCEPTABLE USE POLICY FOR  
TECHNOLOGY ASSETS AND SERVICES**

Church of the Ascension and Ascension Catholic Academy believes the Internet offers vast, diverse, unique resources to scholars. Our goal in providing assets and services, including but not limited to computers, mobile labs, tablets, as well as access to the Internet and other electronic information, programs, textbooks, services and networks, collectively known as Scholar Acceptable Use Policy for Technology Assets and Services, is to promote education excellence.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. Church of the Ascension and Ascension Catholic Academy has taken precautions to restrict access to inappropriate material.

In addition, the smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict guidelines. These guidelines are provided in this document so that parents and scholars are aware of the responsibilities you acquire using the Church of the Ascension and Ascension Catholic Academy Technology Assets and Services. In general, this requires efficient, ethical and legal utilization of the network resources,

The signature(s) at the end of this document indicates the party (parties) who signed has (have) read the terms and condition carefully and understand(s) their significance.

**Internet- Terms and Conditions of Use**

**1. Acceptable Use** - The purpose of the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of Church of the Ascension and Ascension Catholic Academy Technology Assets and Services must be in accord with the educational objectives of Church of the Ascension and Ascension

Catholic Academy.

a. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

b. Church of the Ascension and Ascension Catholic Academy Technology Assets and Services should not be used for political or commercial purposes. Church of the Ascension and Ascension Catholic Academy Technology Assets and Services should not be used for private or free email services, except for approved use as directed by Church of the Ascension and Ascension Catholic Academy faculty and administration.

c. Scholars using Church of the Ascension and Ascension Catholic Academy Technology Assets and Services should not engage in any use that disrupts the educational or administrative goals of Church of the Ascension and Ascension Catholic Academy,

**2. Privileges** - The use of Church of the Ascension and Ascension Catholic Academy Technology Assets and Services is a privilege, not a right and inappropriate will result in cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of Church of the Ascension and Ascension Catholic Academy may request the system administrator to deny, revoke, or suspend a specific scholar user at any time.

**3. Digital Citizenship, also known as Network Etiquette** - Scholars are expected to abide by the generally accepted rules of digital citizenship (network etiquette). These include, but are not limited to the following:

a. A scholar should NOT reveal his/her full name, age, photo(s), parents' names, personal address, phone numbers, address(es), phone number, and/or school's name for yourself or another.

b. Illegal activities are strictly forbidden.

c. Scholars will have limited access to email for educational purposes ONLY. Note that electronic mail (email) is not guaranteed to be private.

1. Be polite. Messages of any kind should not be abusive to others.

2. Use appropriate language. Do not swear, use vulgarities or any

other inappropriate language.

d. Instant messaging, personal messaging, and all aspects of social media are prohibited unless otherwise directed by Church of the Ascension and Ascension Catholic Academy faculty and administration. Messages relating to or in support of illegal activities may be reported to the authorities.

e. Users shall not access and/or download any text, pictures, or engage in any online communication that includes materials which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or services to minors prohibited by law, presents a clear and present danger or will cause the commission of unlawful acts or the violation of lawful school regulations.

f. If a scholar accidentally accesses material which is prohibited under this policy, he/she should immediately notify the teacher or the system administrator to avoid penalty or punishment.

g. Do not use the network in such a way that you would disrupt the use of the network by other users.

h. All communication and information accessible via the network should be assumed to be accessible and viewable by Church of the Ascension and Ascension Catholic Academy.

i. Users shall respect all copyright laws and license agreements. Copyrighted software, pictures, or music shall not be downloaded for any use which violates the copyrights of that material.

j. Actions will be taken if any violation occurs with a school-issued or personal account.

**1. Security** - Security on any computer system is a high priority, especially when the system involves many users. If a scholar feels he/she can identify a security problem in the Church of the Ascension and Ascension Catholic Academy Technology Assets and Services, he/she must notify a system administrator. Do not demonstrate that problem to others. Do not use another individual's account under any circumstance. Do not allow any person other than the account holder to use the scholar's Church of the Ascension and Ascension Catholic Academy account. Do not attempt to gain access to server information not open to the public. Attempts will result in cancellation of user privileges. Any user identified as a security risk or having a history of

problems with other computer systems may be denied access.

**2. Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or ANY of the above listed agencies or other networks that are connected to any of the Church of the Ascension and Ascension Catholic Academy Technology Assets and Services. This includes, but is not limited to, the uploading or creation of viruses. User may not damage the Church of the Ascension and Ascension Catholic Academy Technology Assets and Services.

**3. Church of the Ascension** and Ascension Catholic Academy makes no warranties of any kind, whether expressed or implied, for the services it is providing. Church of the Ascension and Ascension Catholic Academy will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or services interrupted caused by negligence, errors, or omission by the user. Use of any information obtained via the Internet is at your own risk. Church of the Ascension and Ascension Catholic Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **Scholar Acceptable Use Policy for Technology Assets and Services Agreement**

The signature(s) at the bottom of this document indicates the party (parties) who signed has (have) read the terms and condition carefully and understand(s) their significance.

I understand that Church of the Ascension and Ascension Catholic Academy believes the Internet offers vast, diverse, unique resources to scholars. Our goal in providing assets and services, including but not limited to computers, mobile labs, tablets, as well as access to the Internet and other electronic information, programs, textbooks, services and networks, collectively known as Scholar Acceptable Use Policy for Technology Assets and Services, is to promote education excellence.

I understand that with access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. Church of the Ascension and Ascension Catholic Academy has taken precautions to restrict access to inappropriate material,

I understand that the smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict guidelines. These guidelines are provided in the Scholar Acceptable Use Policy for Technology Assets and Services so that I am aware of the responsibilities I acquire using the Church of the Ascension and Ascension Catholic Academy Technology Assets and Services. In general, this requires efficient, ethical and legal utilization of the network resources.

I understand and will abide by the Scholar Acceptable Use Policy for Technology Assets and Services. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Scholar's Full Name:

Grade:

Scholar's Signature:

Date:

### **Parent or Guardian Agreement**

As the parent/guardian of this scholar, I have read the Scholar Acceptable Use Policy for Technology Assets and Services. I understand that this access is designed for educational purposes. Church of the Ascension and Ascension Catholic Academy has taken precautions to eliminate controversial material. However, I also recognize it is impossible for schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision when my scholar's use of Church of the Ascension and Ascension Catholic Academy Technology Assets and Services is not in a school setting. I hereby give permission to issue an account for my child and verify that the information contained on this form is correct.

Parent or Guardian's Full Name:

Parent or Guardian's Signature:

Date:

**Social Media / Digital Communications Policy Church of the  
Ascension and Ascension Catholic Academy:  
Ascension Catholic School**

**St. John Paul II Catholic Preparatory School**

**St. Peter Claver Catholic School**

**St. Pascal Regional Catholic School**

**Communicating through Social Media and Related Technologies**

In today's fast-paced society, providing safe, open and effective methods of communication becomes essential for scholars as they prepare themselves in an academic environment for real world applications. The Church of the Ascension and Ascension Catholic Academy administration acknowledges the timely benefits and efficiency that social media offers and embraces the new methods of communication in today's academic and social communities.

The Church of the Ascension and Ascension Catholic Academy support the use of social media by employees, scholars and parents by providing this document. All Parish and Academy stakeholders (scholars, parents, teachers, employees, volunteers and visitors) who engage in social media must do so in a manner that is safe, responsible, and civil.

Examples of social media include but are not limited to Facebook, Twitter, and LinkedIn; YouTube, Instagram, Vimeo, SnapChat, Flickr, and Shutterfly. Email and text/instant messaging, while not considered social media, are also covered by this policy.

1. Our parish and academy mission and vision guide all facets of our work and, along with safety, integrity and responsibility, are at the core of this policy.
2. All existing policies and behavior guidelines extend to activities related to Church of the Ascension and Ascension Catholic Academy in the online environment, as well as on parish and school premises. Parish and academy stakeholders should become well-versed in these social media guidelines and related policies including, but not limited to: Justice in Employment and Code of Conduct, Employee Acceptable Use Policy for Technology Assets and Services, Scholar Acceptable Use Policy for Technology Assets and Services, Scholar Cell Phone Policy Acknowledgement and Registration.

Scholar and Family Privacy should be protected when posting photos, videos and audio files. For the protection and safety of all in the parish and academy community, those using parish and academy social media sites should not identify scholars by their full names. Pictures of recognizable children, require parental authorization via the online school registration system or a Permission for Publication form.

### **Social Media Policy - All Stakeholders (Scholars, Employees, Parents, Volunteers, and Visitors)**

In posting material on parish and academy sponsored sites, stakeholders agree that they **WILL NOT:**

Post personal phone numbers, email addresses or other confidential information of scholars, employees, parent, volunteers, or any person other than him or herself. (If a Church of the Ascension or Ascension Catholic Academy employee or parent chooses to post their individual, private contact information or that of their children for any reason, they must be aware that the information will be available to the public and that it is

therefore subject to misuse.) Post material that administration or site administrators determine is threatening, illegal, harassing, obscene, defamatory, slanderous or hostile toward any individual or entity. Post material that infringes on the rights of the parish or academy or any individual or entity. Post material that violates the privacy of an individual stakeholder and/or his or her intellectual property without prior approval. Post material that promotes or advertises a commercial product, solicits business or membership or seeks financial gain or other support for any business group or organization, except those that are officially sponsored or approved by the parish or academy.

Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via parish and academy sponsored sites.

Allow any other individual or group/organization to use stakeholders' identification for posting or viewing comments unless approved by parish or academy and such use will benefit the parish or academy. Post comments under multiple names, an alias or false identity for any intent, including malicious intent.

Parish and academy reserve the right to undertake any or all of the following:

Ban posts from stakeholders who violate this Social Media Policy. Parish and

academy may affect such bans by refusing posts from specific email or IP addresses or through other means, as necessary. Remove or edit postings, photos, videos, audio, data files or comments at any time, whether or not they violate this policy. Church of the Ascension and Ascension Catholic Academy will follow the investigative process as named in the HR manual. Illegal issues are not investigated; they are reported immediately to a Principal, Director of Instruction or President of the Academy as named in the HR Manual.

Parish and Academy Athletic Teams/Clubs/Organizations: Volunteer photographers (including parents) of parish or academy scholars **who are acting in a parish or academy capacity** must submit photographs to the parish and academy Communications Manager or an employee he or she designates. The Communications Manager or designated employee will determine appropriate use of the photographs or video.

Photos, videos and audio files that may defame, damage, degrade, or harm any individual, group, or entity, including, but not limited to, the presence or mention of

alcohol, drugs, smoking, illegal behavior or any content deemed inappropriate for the Church of the Ascension and Ascension Catholic Academy community are a violation of these guidelines and will be destroyed. If a scholar, parent, employee, or visitor chooses to post and label or "tag" a child's name in association with a photo, video or audio file that is posted on an official parish or academy site, that information will be available to the public and is, therefore, subject to misuse. Any harm caused by such an identification is the liability of the user and not of the parish or academy.

Any abusive behavior involving social media of Church of the Ascension or Ascension Catholic Academy stakeholders should be reported to one of the following:

- Academy or Parish: Patty Stromen at (612) 424-6202 or [patricia@ascensionmpls.org](mailto:patricia@ascensionmpls.org)
- Academy: Pat Exner at (612) 203-8303 or [pexner@ascensionsmpls.org](mailto:pexner@ascensionsmpls.org)
- Ascension Catholic School: Benito Matias at (612) 521-3609 or [bmatias@ascensionschoolmn.org](mailto:bmatias@ascensionschoolmn.org)
- St. John Paul II Catholic Preparatory School: Tricia Menzhuber at (612) 789-8851 or [tmenzhuber@johnpaulschoolmn.org](mailto:tmenzhuber@johnpaulschoolmn.org)
- St. Peter Claver Catholic School: Terese Shimshock at (651) 621-2273 or [shimshock@stpclaverschool.org](mailto:shimshock@stpclaverschool.org)
- St. Pascal Regional Catholic School: Inna Collier Paske at 651-776-0092 or [icollierpaske@stpascalschool.org](mailto:icollierpaske@stpascalschool.org)

## **Social Media Policy – Site Managers**

We consider site managers as those responsible for creating and maintaining the official social networking sites of Church of the Ascension and/or Ascension Catholic Academy. All official Church of the Ascension, Ascension Catholic Academy School and/or Parent social networking sites must be approved by the Communications Manager, and contents should adhere to the governing rules and the following Social Media Policy guidelines:

- Logos and graphics used on the site must be consistent with branding standards and usage guidelines, and copyright permissions must be followed. Sites that accept comments or postings shall be monitored by the Communications Manager or his or her designee to ensure that information displayed fits within parish and academy guidelines and is appropriate to the subject matter of the page. The site managers are able to immediately delete or remove any posting or publication that may be inappropriate or offensive to Church of the Ascension, Ascension Catholic Academy, and/or our shared Catholic values.

Site managers who leave employment of Church of the Ascension and Ascension Catholic Academy must relinquish all rights to post on social media/websites in any way that appears officially associated with Church of the Ascension and Ascension Catholic Academy.

## **Social Media Policy – Employees/Educators**

1. Parish and academy employees who engage in social networking must be aware that they are on a public medium. Therefore, as outlined in their signed position description, they should conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals, or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, such that it can embarrass the Church or give rise to scandal.

The employee must uphold the school's value of respect for the individual and not make defamatory statements about Church of the Ascension and Ascension Catholic Academy, its employees, its scholars or their families, or members of the parish or school community.

1. When using a social media site, a parish or academy employee should not include current parish youth, academy scholars or alumni as "friends" or "followers" (or any other similar terminology used by various sites) until the alumni reaches the age of 18 years. (This rule does not apply to employees and scholars within the same family when contacting one another.)

2. Employees are not permitted to "chat" with or contact scholars by means of text message, instant message or any personal messaging application. (This rule does not apply to employees and scholars within the same family when contacting one another.) Employees should communicate with scholars only in person or via their work-issued email, G Suite for Education, or a school- or parish-approved medium. 3. Social media must not be used to communicate academic assignments to scholars.

Among the reasons:

Scholar access to social networking sites is restricted on the ACA campus network

Parents may not permit scholars to use social media sites. Some families may have limited or no access to the Internet.

1. Teachers should use Google for Education G Suites, or a school- or parish-approved medium. as the only form of communication with scholars in and outside of school, i.e. scholar email addresses, Google Sites, as classroom websites, etc. Communication with scholars should never be with personal email or text.

2. Communications with parents of current scholars should be limited to academy-approved mediums. Having parents as “friends” or “followers” on personal social media profiles is not recommended. Employees should not post pictures of scholars on personal social media accounts even if a parent gives permission to do so. (This rule does not apply to employees and scholars within the same family.)

**Employees must use academy-approved mediums in the creation of classroom websites that must be approved by the Communications Manager.**

1. Only a select group of employees are authorized to publicly speak on behalf of Church of the Ascension or Ascension Catholic Academy. When approached by members of the media, parish and academy employees must refer media to the Communications Manager, who will consult with administrators as needed. Refer to Chapter 2 and the section on “Press and Media Inquiries of the HR Manual.

2. As a parish or academy employee, make it clear when posting beyond parish- or academy-sponsored social media sites that you are representing yourself and not speaking on behalf of the parish or school.

3. Employees will treat all parish and school records, including scholar grades, as confidential and will not post them on social media sites.

4. If an employee maintains or participates in any online community that extends to parents, alumni, colleagues or other constituents, he/she must exercise good judgment about all content that is shared.

5. Where no policy or written guidelines exist, employees should use professional judgment and act appropriately. Employees will seek the guidance of their supervisor when uncertain as to acceptable practices.

Additionally, employees should apply the rules of the Church of the Ascension Code of Conduct to the social media environment. Expectations regarding harassment, scholar relationships, employee conduct, professional communication and confidentiality also apply online, including but not limited to:

- An employee should not make statements that would violate this policy. An employee may not disclose any confidential information obtained during the course of his/her employment, about any individuals or organizations, including scholars and/or their families.

- An employee may not participate in spreading rumors or false information. If an employee's activity on a social networking site, blog or personal website violates this policy, the employee will be asked to cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action including possible termination.

## **Social Media Policy - Scholars/Religious Education Participants**

1. First and foremost, scholars with parental permission to use social media are always encouraged to exercise the utmost caution.
2. Scholars are prohibited from accessing social media sites using personal devices during the school day or during Religious Education classes.
3. Scholars may be granted limited access to social media sites deemed acceptable for academic purposes by using parish or academy technology and assets, only with prior authorization from parents (See: Scholar Acceptable Use Policy for Technology Assets and Services) and while under the direct supervision of a parish or academy employee, volunteer or catechist.
4. Scholars who participate in online interactions must be aware that their social media conduct and posts are subject to the same behavioral standards set forth in the *Code of Conduct for Scholars*.
  - Social media venues are public. What is contributed leaves a digital footprint for all to see. Scholars should not post anything they do not want fellow scholars, friends, parents, teachers or future employers to see.
  - Scholars must be safe online. Personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates and pictures should not be provided to strangers. Passwords or access codes should not be shared with anyone except parents or teachers. Scholars should understand that how they represent themselves online is an extension of oneself, one's family and school. Scholars should not misrepresent themselves by using someone else's name or picture. Scholars may not use social media sites to publish disparaging or harassing remarks about Church of the Ascension and Ascension Catholic Academy community members, athletic or academic contest rivals or any individual or group.

1. To protect the privacy of all stakeholders, scholars may never photograph or record parish or academy community members at off-campus events for online publication or distribution without the knowledge and consent of those being recorded or photographed.
2. On campus during school hours or during religious education - scholars must have the approval of a staff member or religious educator to photograph or record anyone.
3. Scholars will sign and accept the Scholar Cell Phone Policy Acknowledgement and Registration.
4. Use of cell phones/devices in the classroom or locker room is prohibited unless approved by school staff.
5. Scholars must not use other people's ideas, thoughts, property or work without their permission. Copying and pasting the work of others violates copyright laws. It is good practice to hyperlink written sources, Scholars must be aware that pictures, videos, songs and audio clips may also be protected under copyright laws. Permission to use these items is often required. (Example: Buying a song on iTunes may not give the authority to copy it and distribute it to others or to put it on YouTube.) Scholars must become well versed in this Social Media Policy as well as related policies including but not limited to: Code of Conduct for Scholars, Scholar Acceptable Use Policy for Technology Assets and Services, Scholar Cell Phone/Electronic Device Policy Acknowledgement and Registration.

Scholars who do not abide by these terms and conditions may lose their opportunity to access online sites and to use Church of the Ascension and Ascension Catholic Academy technology.

Continued failure to abide by these Church of the Ascension and Ascension Catholic Academy policies may result in disciplinary action as described in the Family Handbook or as determined by the school administration - including suspension or expulsion.

## **Social Media Policy - Parental Guidance**

Church of the Ascension and Ascension Catholic Academy strongly recommend that parents, as partners in education, actively monitor their child's social media use. The following guidelines should be followed:

- Be aware of all the devices your child is using to access the Internet (smartphone, laptop, tablet, game console, etc.).
- Be aware of any passcodes needed to gain access to your child's technology devices and/or accounts.
- Emphasize the public nature and connectedness of everything on the Internet and the dangers that exist.
- Discuss the permanence behind posting comments, pictures and video. Even if an item is removed, a digital footprint will remain.
- Talk with your child about his/her privacy settings, and work together to adjust them appropriately.
- Make sure that all private information such as birthdate, full name, address, phone numbers, school information and location is closely guarded.
- Review your child's "friends," followers and contacts lists; make sure you are aware of who they are in contact with.
- Ensure that your children follow policies set forth by Church of the Ascension and Ascension Catholic Academy.

As new media and applications are constantly being developed, diligence and regular review are required for your child's safety,

If your child refuses to grant you access to his/her accounts, Church of the Ascension and Ascension Catholic Academy strongly recommend that you have them deactivate the accounts.

## **Social Media Policy - Parent/Guardian Actions**

Parents/Guardians should model responsible, respectful, safe and civil use of social media.

- Parents/Guardians have the right to request that photos or other information posted of or about their children on Church of the Ascension or Ascension Catholic Academy official websites and social media sites be removed.

- Parents/Guardians must respect directives initiated by the Church of the Ascension or Ascension Catholic Academy to remove any photo, document, comments, data file, or link that violates this policy.

## **Process for Reporting Abuse – Cyber Bullying, Bullying or Incident**

Church of the Ascension and Ascension Catholic Academy administration considers abusive behavior, bullying and cyber-bullying to be serious matters and will investigate all grievances, which could lead to suspension or expulsion of scholars, termination of employees, end of volunteer relationships and possible legal action. Because of the fast-paced nature of postings, stakeholders are encouraged to immediately report any posts they deem inappropriate to:

- Academy or Parish: Patty Stromen at (612) 424-6202 or [patricia@ascensionmpls.org](mailto:patricia@ascensionmpls.org)
- Academy: Pat Exner at (612) 203-8303 or [pexner@ascensionmpls.org](mailto:pexner@ascensionmpls.org)
- Ascension Catholic School: Benito Matias at (612) 521-3609 or [bmatias@ascensionmnschool.org](mailto:bmatias@ascensionmnschool.org)
- St. John Paul II Catholic Preparatory School: Tricia Menzhuber at (612) 789-8851 or [tmenzhuber@johnpaulschoolmns.org](mailto:tmenzhuber@johnpaulschoolmns.org)
- St. Peter Claver Catholic School: Terese Shimshock at (651) 621-2273 or [shimshock@stpclaverschool.org](mailto:shimshock@stpclaverschool.org)
- St. Pascal Regional Catholic School: Inna Collier Paske at 651-776-0092 or [icollierpaske@stpascalschool.org](mailto:icollierpaske@stpascalschool.org)

In summary, this policy is an effort to protect and guide all Church of the Ascension and Ascension Catholic Academy stakeholders from harming themselves, others or our community. Any specific situation not covered in this policy should be handled in the spirit of this document.

## RECEIPT OF

### **Social Media / Digital Communications Policy Church of the Ascension and Ascension Catholic Academy:**

**Ascension Catholic School**

**St. John Paul II Catholic Preparatory School**

**St. Peter Claver Catholic School**

**St. Pascal Regional Catholic School**

I HAVE RECEIVED A COPY OF:

**Social Media / Digital Communications**

I understand that these policies supersede and cancel any other Social Media / Digital Communications policies. By my signature below, I have read, understand, accept, and will comply with the Social Media / Digital Communications Policies.

Scholar Name:

Scholar Signature:

Date:

**Scholar Cell Phone Policy**  
**Acknowledgement and Registration**  
**Church of the Ascension and Ascension Catholic**  
**Academy:**

**Ascension Catholic School**

**St. John Paul II Catholic Preparatory School**

**St. Peter Claver Catholic School**

**St. Pascal Regional Catholic School**

- All scholars who wish to have a cell phone on any Ascension Catholic Academy school premises must register the cell phone by submitting a copy of this Cell Phone Policy Acknowledgement and Registration, signed by the scholar and at least one guardian. It is a violation of this policy to possess an unregistered cell phone on any Ascension Catholic Academy school premises.
- Scholars in all grades, K-8, may possess a cell phone on school premises.
  - All cell phones must be powered off at all times during academic school hours and turned into their teacher upon arrival to school.
  - No cell phones are allowed outside of the classroom's designated cell phone storage area during school hours.
  - All cell phones must be on silent, not in use, and in a scholar's backpack before and after school hours while on school grounds.
  - Scholars must have permission to use their cell phone for any reason when on school premises, whether inside or outside of the building.
- No picture phone or other photographic device may be used at any time without the consent of the teacher or other adult supervising the scholar's activity.
- Violation of this policy will result in the confiscation of the electronic device, which must be picked up by a parent/guardian.
- A scholar may NOT take pictures/video with phone/device or any app that takes pictures of any scholars with or without their permission on school premises and/or on the school bus.
- A scholar may NOT take pictures/video with phone/device or any app that takes pictures of any teachers without their permission on school premises or at any school functions (field trips, athletic events, etc.).
- If a scholar uses a cell phone, picture phone, electronic device with a camera or other photographic device in a manner compromising, embarrassing or

hurtful to another, this may result in loss of privileges, removal from class, or an immediate meeting with the parents and/or suspension and/or expulsion.

- Church of the Ascension and Ascension Catholic Academy will follow the investigative process as named in the Academy policy. Illegal issues are not investigated by the Academy, they are reported immediately to a Principal, Director of Instruction, President of the Academy, and/or the police department

Scholar's Signature:

Parent/Guardian's Signature:

Phone Make and Model:

Phone Number:

Date:

**Important Reminder: A parent/guardian must update the office with changes in phone number or model.**

# Extracurricular Activity Participation Policy

Ascension Catholic School believes in the philosophy that participation in extracurricular (choir, sports, MacPhail, etc.) is a privilege, not a right. This privilege is granted to scholars who uphold the ideals of leadership, display good citizenship, meet expectations of the school community and abide by the rules and regulations, and commit themselves to academic success.

Participants in extra-curricular activities represent more than themselves when they compete or perform. People often judge our community by the conduct and attitude displayed by athletes or performers, whether the scholars are in or out of school. Therefore, scholars involved in extracurricular activities or special events are expected to maintain a high standard of conduct and follow all rules as outlined in the Ascension Catholic School handbook and any rules iterated by the event/team organizers, coaches and leaders.

All scholars are expected to behave in a mature way at any extra-curricular event. It is expected that our scholars and all spectators will only use cheers that are appropriate and positive. Harassment of game officials or coaches and players will not be tolerated. Any scholar found misbehaving at any extra-curricular event may lose the right to attend such events with further consequences possible.

Any scholar involved with violence related to poor sportsmanship at athletic contests or any special event will be subject to dismissal from school. Scholars who wish to participate in extracurricular activities must remain academically eligible. Scholars with 3 or more "Ds" or "Fs," in any combination, will automatically be under academic review. Scholars under academic review will have their grades and behavior reviewed by a teacher committee, an administrator, and/or the athletic director(s) to determine eligibility to continue their participation in extracurricular activities. If a scholar is determined to be ineligible (poor grades due to missing assignments, poor attendance, etc.) that scholar may NOT practice, compete, or perform.

Eligibility will be determined by the Friday following the third Monday of each month. After being ineligible for two weeks scholars may request permission to resume participation in their extra-curricular activities if they can demonstrate two consecutive weeks of significant academic improvement.

Scholar's Name:

Parent's Signature:

Date:

# SCHOLAR AND PARENT/GUARDIAN FAMILY

## HANDBOOK SIGNATURE PAGE

PLEASE SIGN AND RETURN THIS PAGE TO YOUR SCHOLAR'S CLASSROOM TEACHER BY WEDNESDAY, OCTOBER 19, 2022.

I have read this handbook with my parent/guardian and I understand both my rights and responsibilities as a learner and member of this school community. I pledge to:

- Respect myself, others and this place.
- Contribute to the learning environment.
- Follow school and classroom procedures.
- I have read, understand, and will abide by the **Code of Conduct and Discipline Policy** as stated in the Family Handbook.
- I have read, understand and will abide by the **Scholar Acceptable Use Policy for Technology Assets and Services** as stated in the handbook. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.
- I have read, understand, accept, and will abide by the **Social Media/Digital Communications Policy** as stated in the handbook. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.
- I have read, understand and will abide by the **Scholar Cell Phone Policy Acknowledgement and Registration Policy**.
- I have read, understand and will abide by the **Extra-Curricular Activity Participation Policy**. I understand that my ability to participate may be revoked if I violate this policy.

Scholar's Full Name:

Grade:

Scholar's Signature:

Date:

**Parent/Guardian**

I, the parent/guardian of \_\_\_\_\_

have read the handbook with my child. I understand that I am in partnership with the school in guiding the education of my child. I will participate fully in this effort in order to help my child succeed as a learner and member of this community. I will support the policies and procedures of the school. I pledge to:

- See that my child attends school regularly and on time.
- Communicate with the school and my child's teachers on matters that affect my child's learning.
- I have read, understand, and will abide by the **Code of Conduct and Discipline Policy** as stated in the Family Handbook.
- I have read, understand, accept, and will abide by the **Social Media/Digital Communications Policy** as stated in the handbook. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.
- I have also read, understand and will abide by the **Scholar Cell Phone Policy Acknowledgement and Registration Policy**. I understand and agree to the terms of these policies.
- I have read, understand and will abide by the **Extra-Curricular Activity Participation Policy**. I understand that the ability for my child to participate may be revoked if the policy is violated.

Parent/guardian printed name:

Parent/guardian signature:

Date:

**TECHNOLOGY AGREEMENT**

As the parent/guardian of this scholar, I have read the **Scholar Acceptable Use Policy for Technology Assets and Services**. I understand that this access is designed for educational purposes. Church of the Ascension and Ascension Catholic Academy have taken precautions to eliminate controversial material. However, I also recognize it is impossible for schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision when my scholar's use Church of the Ascension and Ascension Catholic Academy Technology Assets and Services if not in a school setting. I hereby give permission to issue an account for my child and verify that the information contained on this form is correct.

Parent/Guardian's Full Name:

Date:

Parent/Guardian's Signature:

## Ascension Catholic School Discipline/Referral Levels

	Level 1 – (Non-referred/Non-recorded)	Level 2 – (Non-referred/Recorded)	Level 3 – Major Violations (Referred/Recorded)	Level 4 – Illegal Violations (Referred/Recorded)
	<ul style="list-style-type: none"> <li>▪ Running</li> <li>▪ Loud voices/yelling</li> <li>▪ Off-task behavior</li> <li>▪ Name calling</li> <li>▪ Noise making</li> <li>▪ Insubordination</li> <li>▪ Out of seat</li> <li>▪ Missing homework</li> <li>▪ Disruptive</li> <li>▪ Breaking cafeteria rules</li> <li>▪ Breaking playground rules</li> <li>▪ Inappropriate behavior in the bathrooms</li> <li>▪ Chewing gum or eating candy</li> <li>▪ Sleeping</li> <li>▪ Unauthorized cell phone use (confiscated and turned into the office for parent pick up)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lying/cheating</li> <li>▪ Indirect, inappropriate language/gestures</li> <li>▪ Inappropriate dress</li> <li>▪ Spitting</li> <li>▪ Third Level 1 Offense</li> <li>▪ Direct, inappropriate language/gestures</li> <li>▪ Overt defiance</li> <li>▪ Property destruction/misuse</li> <li>▪ Theft</li> <li>▪ Skipping class</li> <li>▪ Reference in conversation, writing or pictures to weapons or acts of violence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fighting/physical aggression</li> <li>▪ Harassment/bullying</li> <li>▪ Forgery</li> <li>▪ Internet misuse/cyberbullying</li> <li>▪ Ongoing repeated level 1 and 2 offenses</li> <li>▪ Spitting on people</li> <li>▪ Taking pictures/video without consent</li> </ul>	<ul style="list-style-type: none"> <li>▪ Drug use/possession</li> <li>▪ Weapon use/possession</li> <li>▪ Truancy</li> <li>▪ Arson</li> <li>▪ Bomb threat</li> <li>▪ Extreme property damage/vandalism</li> <li>▪ Combustibles</li> <li>▪ Assault/threats</li> </ul>

## Ascension Catholic School Discipline Process

	Level 1-	Level 2-	Level 3- Major Violations	Level 4- Illegal Violations
Addressing the Behavior	<p><b>Teacher-handled</b> The teacher addresses the behavior using classroom management strategies, redirection.</p>	<p><b>Teacher-handled</b> The teacher addresses the behavior using logical consequences and redirection (apology of action, take a break, or loss of privilege, etc.).</p> <p><b>Note Home-</b> The teacher sends a note home with the scholar to be signed, and teacher also calls parent/guardian. Turn a copy in to the Assistant Principal after it gets signed.</p>	<p><b>Office-managed</b> Send the scholar to the Assistant Principal to address the behavior.</p>	<p><b>Office-managed</b> Send the scholar to the office where the principal will address the behavior.</p>
Forms	<p><b>No form-</b> Incidents can be noted and shared with scholar success team (SST) and/or others when necessary.</p>	<p>Supervising adult notifies parent/guardian and/or sends note home, and the supervising adult should inform the primary teacher of the offense.</p>	<p><b>School Referral-</b> Send a referral form with as much information as possible to the Assistant Principal with the scholar(s).</p>	<p><b>School Referral-</b> Send a referral form with as much information as possible to the Assistant Principal with the scholar(s).</p>
Recess/ Lunch Plan	<p>Supervising adult will address/correct behavior.</p>	<p>Supervising adult will send the scholar(s) to the Assistant Principal.</p>	<p>Supervising adult will send the scholar(s) to the Assistant Principal.</p>	<p>Supervising adult will send the scholar(s) to the Assistant Principal.</p>