

Ascension Catholic Diocesan Regional School Parent/Student Handbook

FOUNDED 1842

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**Approved by
Louisiana State Department of Education
and
Catholic Diocese of Baton Rouge**

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**Accredited by
AdvancEd
Southern Association of Colleges and Schools and School Improvement**

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**Member of
National Catholic Educational Association
Association for Supervision and Curriculum Development
Louisiana High School Athletic Association
Citizens for Educational Freedom**

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Ascension Catholic Diocesan Regional School (Ascension Catholic) admits male and female students of any race, color, national, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on any national or ethnic basis in administration of the school's education policies, scholarship and financial aid programs, athletics, or any other school-administered program

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Ascension Catholic Diocesan Regional School is an Equal Opportunity Employer

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**Elementary Division: 618 Iberville St., Donaldsonville, LA 70346 225-473-8540
High School Division: 311 St. Vincent St., Donaldsonville, LA 70346 225-473-9227**

Revised 7/2018

PLEASE NOTE CAREFULLY:

The rules, regulations, policies, and other provisions outlined in this handbook are the material condition of the contractual agreement between Ascension Catholic School and the student and his/her parents/guardians. Both the student and his/her parents must sign the contract, acknowledging that they have read and do understand this handbook, and agree to be accountable for and supportive of the rules and regulations contained herein. That contract, along with the Acceptable Use of the Internet Agreement, the Buckley Amendment permission form, Drug/Alcohol Safe Environment Pledge, Permission to use a student's name and/or likeness on the Internet, e-mail information, and the Medical Information sheets must be filled out, signed, and returned to the school prior to the new school year. The handbook is on the school website and may be downloaded if desired. The information pages requiring signatures and return will also be available on the website. Failure of parents or students to adhere to the policies and provisions herein gives school authorities the right to remove a student from the school at will. Of particular concern for parents are those provisions of the contract which refer to: meeting the student's development as a Catholic, meeting the financial obligations of the tuition program, meeting the requirements of the parent participation program, and meeting the requirement that the parent(s) and student display a positive attitude at school.

In developing the rules and policies for Ascension Catholic, the administration has tried to anticipate as many circumstances and problems as possible. No list of behavioral rules or regulations can be all encompassing. In the event of any conduct by a student that is unbecoming a Christian, the administrator will have the authority to use his discretion in punishing said conduct. The system administrator is the final recourse in every disciplinary situation and may waive any disciplinary rule for just cause at his discretion.

ADMINISTRATION

**ASCENSION CATHOLIC SYSTEM ADMINISTRATOR/ELEMENTARY AND
HIGH SCHOOL PRINCIPAL:**

Mrs. Sandy Pizzolato

ASSISTANT PRINCIPAL: Mrs. Lacey Mistretta

GUIDANCE: Mrs. Megan Ourso

ATHLETIC DIRECTOR: Mr. Drey Trosclair

Note: This Handbook replaces all previous editions.

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INTRODUCTION

MISSION

Ascension Catholic educates and develops the mind, body, and spirit of each student to know, love, and serve God, self, and others in a safe and caring environment.

PHILOSOPHY

Ascension Catholic strives to enable students to become confident, self-directed, lifelong learners. Ascension Catholic accepts the responsibility for educating and developing students. Ascension Catholic is committed to providing opportunities for the growth of the whole person.

Religious education classes provide knowledge of God and the Catholic faith. Regularly scheduled prayer and worship - both private and communal – allow for spiritual growth.

Academic excellence is pursued through the study of a classic, traditional, college preparatory curriculum. Curriculum and instructional practices incorporate a variety of learning activities to assure intellectual progress of all students.

Required service projects encourage social interaction with the community as well as stewardship. Students are challenged to desire the good of others as the most important value guiding social decision-making.

Self-esteem and emotional health are enhanced by positive relationships and mutual respect among and between students and staff. By fostering respect for the dignity of each human person, including oneself, students recognize their creation in the image of God.

Physical education classes (grades K-12) assist in the health and well being of the students. Students are encouraged to participate in the multifaceted athletic program (available to grades 5-12) that not only assists in physical fitness, but also promotes a sense of competition, teamwork, and fair play.

GOVERNANCE

The Ascension Catholic System is owned and operated by the Bishop of the Catholic Diocese of Baton Rouge. All Catholic schools are under the supervision of the Diocesan Superintendent of Schools, and are operated in strict accordance with provisions of the Administrative Manual published by the Diocesan Schools Office.

Use of the term "Administration" throughout this handbook generally refers to the Administrator, Principals, Assistant Principals, and Athletic Directors.

Use of the term "Parent" throughout this handbook refers to a student's parents or legal guardians.

ASCENSION CATHOLIC DIOCESAN REGIONAL SCHOOL BOARD

The board is composed of 10 lay members (6 elected by parents of the school, the President of the Home & School Association and three appointed by the Bishop in consultation with the school Administration, School Board, and the Diocesan Superintendent of Schools). There will also be two (2) priests on the board, one appointed by the Bishop and one elected by the member priests of the deanery. The Board is advisory in nature and assists the school's administration in the formulation of policy that is not strictly the prerogative and domain of the school administration. The Board works within the boundaries of its constitution and by-laws, which outline its role and organization. A copy of the Constitution & By-Laws are available to parents upon request

ADMISSION POLICIES

Parents who seek a Catholic education for their child/children enter into a contractual agreement with the school, whereby the school agrees to enroll the child(ren) and the parents and child(ren) agree to adhere to the rules and policies of the school found in the Student/Parent Handbook and other school communications, and to otherwise fully cooperate with and support the mission and philosophy of Ascension Catholic.

Catholic schools of the Diocese of Baton Rouge are open to all Catholic children regardless of race or ethnic background. The Ascension Catholic system is operated as a single unit with a single school board and with a single budget. This structure results in a continuum, offering students a complete elementary and secondary education from the pre-kindergarten level through the twelfth grade. Families of students to be enrolled at Ascension Catholic are required to assume responsibility for the operational costs of the school by payment of tuition and fees. The capacity of each grade level at Ascension Catholic is limited.

In order to preserve our ability to give each student the individual attention we believe is necessary for academic success, to ensure that a climate of discipline prevails at our school, and because we are limited in providing special resources and other special education services, we will screen individual transcripts for academic suitability and discipline reports for disciplinary problems. Students who have been expelled from another school or with histories which include recent disciplinary problems will not be considered for admission to Ascension Catholic within the same school year.

REGISTRATION

The process/deadlines for applying for admission to Ascension Catholic, being informed of acceptance for admission, and registration/enrollment for the *next* school year, will be publicized in the second semester of each year. Typically, application for admission for pre-kindergarten through grade twelve will occur prior to March 15th.

Prior to registration, all students NEW to Ascension Catholic applying for admission to grades 1 through 12 must submit (1) Copy of most current academic transcripts; (2) Letter of discipline (*disciplinary history report*) from school where currently (*last*) enrolled; (3) Copy of most recent standardized test scores, (4) If the applicant has been evaluated for special needs, the latest evaluation (*no more than 3 years old*), (5) Copy of Birth Certificate; (6) Baptismal Certificate (*if Catholic*); and (7) Health records (*if not already included with records from previous school*). Prior to registration, all students NEW to ACHS applying for admission to grades 7 through 12 will be scheduled for an interview with the high school guidance counselor.

At the time of registration, new registrants must submit (*for Catholics*) a “*Catholic Church Parish Membership Verification Form*,” completed and signed by one’s Catholic pastor or (*for non-Catholics*) a Letter of Approval/Recommendation from one’s pastor.

TUITION & FEES

Tuition and fees are charged to help cover the cost of operating Ascension Catholic. The help of our parents and alumni with fundraising activities is also essential to meet the budgetary needs of the school since tuition and fees cover only 80% of our expenses. Information on tuition and fees is available from the school office and is published on the school’s website (www.acbulldogs.org). All families are required to sign up for FACTS, our tuition management program, whether making a one-time payment or utilizing the monthly payment plan. FACT information is included in the Registration Packet and can be found on our website. If a family opts to use our tuition plan, it must be understood that failure to meet this obligation will result in the student having to remain at home until all tuition payments are current. There will be a \$35 fee charged on N.S.F. checks issued to the school and on checks issued on closed accounts. Personal checks will not be accepted after an N.S.F. check has been returned. Thereafter, only cash, money order, or cashier’s check will be accepted for payment.

PRE-KINDERGARTEN AND KINDERGARTEN

Students will be considered for admission to the Pre-Kindergarten and Kindergarten grade levels utilizing the following prioritized criteria:

1. Catholic children with other siblings who are currently enrolled
2. Catholic children of Ascension Catholic employees
3. The first school age Catholic child of Ascension Catholic graduates who actively participate in and support their Catholic church parish and demonstrate support of Catholic education
4. The first school-age Catholic child of families who actively participate in and support their Catholic church parish and demonstrate support of Catholic education
5. Catholic siblings of Ascension Catholic graduates who actively participate in and support their Catholic church parish
6. Non-Catholic children of Ascension Catholic employees
7. Non-Catholic children
8. Prior to registration, ALL participants for admission to Kindergarten will be tested to assess readiness for this grade level.
9. At the time of registration, all NEW students accepted for admission to Pre-Kindergarten and Kindergarten must submit the following in addition to other required registration documents: (1) Copy of Birth Certificate (2) Baptismal Certificate (for Catholic children); (3) Health records; and (4) (for Catholics) completed and signed "Catholic Church Parish Membership Verification Form," or (for non-Catholics) Letter of Approval/Recommendation from one's pastor.

GRADES 1-8

Students will be considered for admission to the 1st through 8th grades utilizing the following prioritized criteria:

1. Students currently enrolled
2. Catholic children with other siblings who are currently enrolled or are Ascension Catholic graduates
3. Catholic children of Ascension Catholic employees
4. Catholic children transferring for a legitimate reason from another Catholic School (The Diocesan Schools Office Transfer Policy must be followed for students wishing to transfer from a Catholic school in their attendance zone)
5. Catholic children whose parents are Ascension Catholic alumni who actively participate in and support their Catholic Church parish and demonstrate support of Catholic education
6. Catholic children of families who actively participate in and support their Catholic church and demonstrate support of Catholic education
7. Non-Catholic children of Ascension Catholic employees
8. Non-Catholic children

GRADES 9 - 12

Students will be considered for admission to the 9th through 12th grades utilizing the following prioritized criteria:

1. Students currently enrolled
2. Catholic children with other siblings who are currently enrolled or are Ascension Catholic graduates
3. Catholic children of Ascension Catholic employees.
4. Catholic children transferring for a legitimate reason from another Catholic school (The Diocesan Schools Office Transfer Policy must be followed for students wishing to transfer from a Catholic school in their attendance zone.)
5. Catholic children whose parents are Ascension Catholic alumni who actively participate in and support their Catholic church parish and demonstrate support of Catholic education
6. Catholic children of families who actively participate in and support their Catholic church parish and demonstrate support of Catholic education
7. Non-Catholic children of Ascension Catholic employees.
8. Non-Catholic children

TRANSFER STUDENTS

Transfer students are admitted on a provisional basis. All records should be given to the school upon admittance. His/her attendance, discipline, and academic records will be monitored throughout the school year. If the principal feels that the student does not meet the educational standards of Ascension Catholic, the student may be asked to withdraw. All fees will be retained by the school once school has started. Failure to disclose all information concerning the educational needs of the student is grounds for removal from school. Falsifying enrollment documents in all or in part is grounds for removal.

WITHDRAWAL POLICY

Students transferring to another school from Ascension Catholic must notify the principal immediately. Records and transcripts will be withheld until the student has paid all bills and closed all transactions with the school. All fees will be retained by the school if one withdraws after school has started. Tuition can be refunded on a pro-rata basis at the time of termination until the end of the first semester. Students withdrawn in the second semester will forfeit all remaining tuition. Students who are expelled or are asked to leave will forfeit their tuition and all other fees.

PARENT CUSTODY/RELEASE OF SCHOOL RECORDS

Where custody of the student is an issue between parents, a copy of the court decree must be secured as part of a student's file. The school must know specifically who has legal custody and who has permission to sign a child out or pick a child up after school. This notification must be an official document. Also it should immediately be ascertained whether one parent alone would have agreed access to the student's school records or whether both parents have such access. Under the Buckley Amendment, either parent has the authority to secure a student's records unless a state law or court decree states otherwise. To preserve the educational environment of Ascension Catholic, employees will not be put in a situation between separated/divorced parents. When conferences are requested, only one conference will be held.

PARENT PARTICIPATION HOURS

Parents are expected to choose between the two options given below:

OPTION 1: All parents are to work a total of twenty (20) parent participation hours for the school year beginning on March 1 of the previous year and ending on the last day of February of the current school year.

- **4** Fair hours mandatory
- **4** Athletic Event hours mandatory (Middle and/or High)
- **2** Purple/Gold Club hours at major fund raising events mandatory
 - Alumni Softball Tourney
 - Alumni Golf Tourney
 - P&G Club Booth at Athletic events
- The remaining **10** hours may be earned by providing more assistance in the 3 above mentioned events or in some other service to the school.

Hours will not be carried over to the next school year. The charge for less than twenty (20) hours will be \$20.00 per hour. This fee is to be paid at registration.

OPTION 2: A family may choose non-participation. A fee of \$400.00 is to be paid for non-participation at registration.

STUDENT SERVICE HOURS REQUIREMENTS

1. Objectives:

- a. To develop an understanding of our call as part of the Body of Christ to minister to others in love.
- b. To recognize the importance of service to our school, our community, and our Church.

2. Number of hours required:

Grade Level	Church Hours	Community Hours	Total hours per semester -- year	Fair Hour required
	Fall - Spring	Fall - Spring		
9 th	3 - 3	3 - 3	6 /sem --12/yr	+2
10 th	4 - 4	4 - 4	8/sem -- 16/yr	+2
11 th	5 - 5	5 - 5	10/sem --20/yr	+2
12 th	6 - 6	6 - 6	12/sem --24/yr	+2

3. Each class will participate in a field trip during the school day that includes instruction on the following:

The Corporal Works of Mercy

- (1) Feed the hungry
- (2) Give drink to the thirsty
- (3) Clothe the naked
- (4) Shelter the homeless
- (5) Visit those in prison
- (6) Comfort the sick
- (7) Bury the dead

Seven Themes of Catholic Social Teaching

- (1) Life and Dignity of the Human Person
- (2) Call to Family, Community, and Participation
- (3) Rights and Responsibilities
- (4) Option for the Poor and Vulnerable
- (5) The Dignity of Work and the Rights of Workers
- (6) Solidarity
- (7) Care for God's Creation

4. Each grade level will visit a location where the corporal works of mercy or themes of catholic social teaching can be encountered.

Suggested locations or similar locations for each grade level.

Ninth Grade - Nursing Home Visit- interact with patients with games/songs, etc-- learn their stories.

Tenth Grade - Dignity of the human person- Visit Magnolia School for the adults with intellectual and other developmental disabilities – learn their stories.

Eleventh Grade - St. Vincent de Paul- serve in a soup kitchen—learn their stories.

Twelfth Grade - Angola- meet with Fr. Bernie, and inmates lead small groups for students.

5. Each student will complete a required written reflection.

This reflection will focus on the service provided and the lessons learned about how the experience imparted some deeper understanding of our call to be Christ's hands here on earth, whether working in His Church, in the local community, or in our school.

ACADEMIC POLICIES

REPORT CARDS

Report cards are posted on **RenWeb** at the end of each quarter. Questions regarding grades must be directed to the issuing teacher within 7 days.

PROGRESS REPORTS

Grades are updated and posted on **RenWeb** weekly. Parents and students should check **RenWeb** to keep track of student progress. Questions regarding grades should be directed to the issuing teacher within 7 days.

HONOR ROLL

Students who earn all A's will be placed on the Honor Roll of Excellence. Those who earn all A's and B's will be placed on the Honor Roll.

HOMEWORK

If a student is absent from class, he or she (or parent) is responsible for finding out the assignments by logging on to RenWeb or by contacting the teacher through email or the school office. Incomplete or late homework may result in an academic situation for the student with initial consequences outlined by the individual teacher. After repeated incidents, the student will be referred to the administrator. Homework constitutes a percentage of each nine week grade. To request homework assignments/materials parents are to call school before 9:00 AM. The assignments/materials may be picked up between 2:30 PM and 3:00 PM in the school office.

MAKE-UP WORK

For an excused absence, a student will have one day for each day missed to make up all work and tests. More time may be permitted for extended absences. It is the students' responsibility to contact each teacher and make up any missed work or tests within the allotted time frame. Failure to do so will result in a 0% on their record for work not done. Please Note: If an assessment is scheduled or due prior to the student's absence, he or she will be responsible for that assessment upon returning.

ELEMENTARY: GRADING SCALE

All grades will be expressed as letter grades. Grades are based on daily class work, homework assignments, and major grades such as tests, quizzes, (exams in 6-8), reports, and presentations. The grading scale is as follows:

93-100	A= 4 quality points
85-92	B= 3 quality points
75-84	C= 2 quality points
67-74	D= 1 quality point
0-66	F= 0 quality points

Percentages will be used to determine the student's nine weeks grade. (See chart above) If the grade results in a percentage of .5 or more, the grade will be rounded up to the next higher number (93.5 to 94=A). Quality points are used to determine final grade. A student must earn at least 4 quality points per subject, two of which must be earned in the second semester, in order to pass for the year. If a student receives an "F" for the 4th nine weeks, the student fails that subject for the year, regardless of the total number of quality points earned and the final percentage.

PROMOTION/RETENTION POLICY

Promotion

A student who has made satisfactory progress in meeting all of the requirements of one grade level will be promoted to the next higher grade level.

Kindergarten

Promotion/retention in kindergarten is a joint decision between the principal and teacher after consultation with parents. The ultimate decision concerning non-promotion is joint one between the principal and teacher.

First Grade

A student who fails reading or math in first grade is not eligible for promotion. Failure of reading or math will result in retention in the first grade.

Conditional Promotion Grades 2-8

A student failing two major subjects is not eligible for promotion. A student may pass on condition when one major subject is failed. Conditions are provided by the principal and teachers and must be met as outlined.

Major subjects in grades 1-3 are: Religion, Reading, Math, and Language.

Major subjects in grades 4-8 are: Religion, Reading, Math, Language/English, Science, and History/Geography.

If a student fails one major subject and has a D in one or more other major subjects, he or she may also be considered for retention. These, along with teacher recommendations and low standardized test scores, may result in retention.

HIGH SCHOOL: GRADING SCALE

The academic year consists of four nine-week periods and semester exams. All grades will be expressed as letter grades. Grades are based on daily class work, homework assignments, and major grades such as tests, quizzes, reports, and presentations.

Regular Scale	Quality Points	Honor's Quality Points
A 93-100	4	5
B 85-92	3	4
C 75-84	2	3
D 67-74	1	2
F 0-66	0	0

SEMESTER GRADES

Semester exams will be given in every class at the end of the first and second semesters. The exam will be at least 75 minutes and will be on the material covered in both nine weeks of the semester. Exam time will be extended if needed. Make-up exams for each semester are discouraged and will be given only when a student can show his or her absence was unavoidable during the regularly scheduled examination. No student will be allowed to take an exam early. No exams will be administered prior to the scheduled times.

High school semester grades will be determined by averaging the two nine-week grades with the exam grade for the semester. Semester exam grades are valued at 20% of the semester average; each quarter is valued at 40%. The following example may be used as a guide in calculating high school grades:

First	Second	Exam	Semester	Third	Fourth	Exam	Semester
84	92	78	86	77	81	70	77
40%	40%	20%	100%	40%	40%	20%	100%
168+	184+	78=	430/5	154+	162+	70=	386/5

The above results in a first semester grade of B and a second semester grade of C (regular scale).

For each semester completed, a student may be awarded ½ credit if he or she averages at least a D for that semester. If a student receives an F in semester one and a D in semester 2 and it averages numerically to at least 66.50, then one whole credit will be earned by the student. However, if the student's grade in semester 2 is below a 66.50, then that F is final, regardless of the numerical average of semester 1 and semester 2. Additionally, letter grades of F in semester 1 and C in semester 2 will average to a D for the entire course.

For failed courses, the student must pass the failed course in summer school to receive credit for that semester. A student not earning credit for the failed semester in summer school may become ineligible for readmission.

HIGH SCHOOL ACADEMIC COURSES

Freshman Year

Catholic Doctrine I	English I
Algebra I	Biology I
World Geography	Fine Arts
Health & Physical Education I	
Band I	

Sophomore Year

Catholic Doctrine II	English II
Geometry	Physical Education II
Earth Science	Band II
Spanish I	American History

Junior Year

History of Religion	English III
Algebra II	Speech I
Physical Education III	Chemistry
Biology II	Spanish II
Band III	Publications I
	Computer Elective

Senior Year

Catholic Doctrine IV	Advanced Math/Calculus Block
Physical Education IV	Advanced Math
Physics and/or Bio II	Civics
English IV	Computer Elective
Publications I or II	Band IV
Algebra III	Speech I
Environmental Science	

1. Course offerings are subject to change based upon the number of students and faculty availability.
2. Electives may be chosen from a year below current level.
3. Advanced Math/Calculus can only be taken by teacher recommendation only with a "B" or above in Algebra II.
4. Virtual school courses can be taken when special circumstances exist and must be approved by the principal only.

COLLEGE CREDIT BY DUAL ENROLLMENT

College credit is available through dual enrollment during junior or senior year. To participate, students must meet with the guidance counselor and must get a signed approval from the principal. Tuition and fees are set by the college and are the parents' responsibility.

HONORS COURSES

The number of students and faculty availability determines honors sections. Class lists will be based upon GPA, teacher recommendations, and standardized test scores.

GPA AND CLASS RANK

Grade point average (GPA) is determined by averaging the semester grades for all courses. Quality points awarded for grades are:

A=4 B=3 C=2 D=1 F=0

Final weighted GPA's will be used to determine class ranking.

However, due to the number of Dual Enrollment courses accepted, Valedictorian and Salutatorian will be determined according to the following:

The 24 units of credit required for graduation will be used with the following criteria below:

The number of A's the students received for semester grades for all four years of high school will be counted. (The student with the highest number will receive the highest ranking.)

If a tie still remains, the number of A's the students received for all nine weeks will be counted. (The student with the highest number will receive the highest ranking.)

If a tie still remains, individual scholarship award criteria will be used.

In order to be qualified and considered for valedictorian and salutatorian recognition, students must take any honors courses offered each year in math (Calculus Block), science (Biology II or Physics), and English.

ACADEMIC BANQUET

In order to reward academic achievement, ACHS holds an annual Academic Banquet where subject awards and academic jackets/bars are presented to eligible students. To be eligible for an academic jacket/bar, a student must have a minimum 3.86 GPA (high honor roll) for the preceding school session. This banquet is traditionally held in September to recognize accomplishments of the previous school year.

HONORS GRADUATE

An honors graduate is a student that maintains a 4 year cumulative GPA of 3.5 to 3.85. A student that maintains a 4-year cumulative GPA of 3.86 — 4.0 is considered a graduate with highest honors. Both levels of honors students are recognized with an honor stole at graduation. In figuring GPA, semester grades from all subjects taken during the four years of high school are used. A "C" grade in the last semester of the senior year automatically disqualifies a student from graduating with honors.

GRADUATION REQUIREMENTS

A student is required to earn 24 units of credit total for four years of enrollment at ACHS, and participate in Senior Retreat in order to graduate. The above stated is required to participate in the graduation ceremonies.

Catholic Christian Doctrine I, II, III, IV	4 units
English I, II, III, IV	4 units
(English IV or DE English I Composition (under the supervision of an Ascension Catholic English IV teacher)	
Mathematics	4 units
Shall be Algebra I, Geometry, Algebra II, and one of the following options: Advanced Math, Calculus, Algebra III, or DE College Algebra (under the supervision of a certified Ascension Catholic Math Teacher)	
Health/Physical Education	2 units
Science	4 units
Shall be Biology I, Physical or Earth Science, Chemistry, and one of the following: Physics, Environmental Science, Earth Science or Biology II.	
Social Studies	4 units
Shall be American History, Civics, World Geography, Church History (Catholic Doctrine III).	
Foreign Language	2 units
Arts-Fine Arts Survey	1 unit

NOTE: The Board of Regents and TOPS (Taylor Opportunity Program for Students) require completion of a specific high school curriculum. For Board of Regents information, visit <http://www.regents.la.gov/> . For TOPS requirements, please visit <http://www.osfa.la.gov/> .

OBLIGATIONS

At the end of each semester, students who have outstanding obligations such as cafeteria fees, library assessments, delinquent tuition, bus transportation fees, student service hours, return of school-owned materials, class projects, etc. will not be allowed to take exams as scheduled until these obligations are satisfied. Seniors will not be allowed to participate in graduation ceremonies with outstanding obligations.

COMMUNICATION

PARENT COOPERATION

Catholic schools operate under contract law. The *Parent/Student Handbook* is the printed contract between the parents of students and the school. The school's goals, policies, regulations and student activities shall be incorporated into the handbook. It is required that the parent and the student sign a statement that they have read the handbook and agree to abide by, and be governed by, the policies, rules, and regulations set forth therein. Uncooperative and unacceptable conduct includes, but is not limited to, speaking about school policies, practices, personnel, etc., in a derogatory manner and/or posting negative comments on social networks. Failure to abide by the regulations and policies of the Parent/Student Handbook, by either the student or his/her parent, may result in the student's removal from the school.

RENWEB

RenWeb is the school's database and primary means of communication with parents. It includes all grade information, school newsletters, directory, calendar and much more. Parents are encouraged to use the mobile app for RenWeb in order to keep in touch with all school news.

WEBSITE

The school's website www.acbulldogs.org can be used as a resource for parents and students. The school's general calendar, athletic calendar, and other information will be updated throughout the school year.

PARENT-TEACHER CONFERENCES

- Teachers or parents may request a conference. Parents are asked to email the teacher or contact the school office to make an appointment for a teacher conference.
- For any special concerns, parents should speak to the teacher first, prior to contacting an administrator. If the need to contact an administrator should arise, appointments may be made by calling the school office at least one day in advance. Parents who arrive in the school office without an appointment will not be given an audience with an administrator upon demand.
- The faculty and staff of Ascension Catholic accept telephone calls only during school and office hours. We ask that parents not call teachers at home or call/text on their cell phones.

MESSAGES TO STUDENTS

The office staff will not disturb a class to deliver messages to students. Exceptions are made only in the event of emergencies. Elementary students may not call parents, relatives, or neighbors for forgotten materials. 7th-12th grade students are allowed to call home using the designated phone in the office during recess and lunch. If a parent brings to school a forgotten item, class will not be disturbed to call the student to the office. The office staff will place the item in a teacher's mailbox with no guarantee the student will receive it. It is important that students learn responsibility by bringing all materials to the school themselves, in a timely manner.

VISITORS

All visitors to the Ascension Catholic Primary and High School campuses must first report to the office, sign the visitor's log and receive a visitor's tag from school personnel. Parents are not allowed in classrooms once the first bell has rung. If a parent has been invited to a classroom by the teacher, he/she must sign in at the office upon arrival. Parents and grandparents may visit for lunch during the school day. Visitors who share lunch time with students may not remain on campus during recess time.

ATTENDANCE POLICIES

ABSENCES

Louisiana State Law requires that a student must attend eighty (80) days of class per semester in order to receive passing credit. The student who misses more than ten (10) class periods of the same subject during a semester is not eligible to receive passing credit in that class. A decision of "no credit" results in an F grade. Once a student is absent more than what is acceptable, the school cannot give credit regardless of whether the absences are excused or unexcused. Only extenuating circumstances of the most serious nature will be considered in waiving this state law. An "extenuating circumstance" is not a doctor's visit, chronic illness, out-of-town trip for personal family business/pleasure/etc., matter of convenience, suspension, and more as determined by the administration. Appeals must be made directly to the assistant principal who will make a recommendation of decision to the principal.

PROCEDURES AND POLICIES

Elementary K-6: Immediately upon returning to school following an absence, the student must always submit an official doctor's excuse and/or a written note from his/her parent(s) or guardian to the school office stating the specific dates of absence and the reason for the absence. The administration will determine if the absence is excused or unexcused. Notes/excuses will not be accepted after 3 school days after returning from an absence. Any student absent or that leaves school due to illness will not be allowed to participate in any school function/sport that day. Furthermore, student must be present in order to participate in any school function after school hours.

Parents must sign children in or out in the office when bringing them in late or taking them out early. Students who are signed out at the end of the instructional day or after holiday parties or special activities are not considered an early dismissal and it does not count against the student for perfect attendance. Students signed

out early for other reasons such as illness, appointments, etc., cannot be considered for perfect attendance. Students who have medical or dental appointments which cannot be scheduled outside of school hours should bring a written excuse to the homeroom teacher at the beginning of the school day stating the time and the reason for dismissal. The student will be called to the office when the parent arrives. Parents must come to the office to sign a child out if leaving early. Please make every effort to schedule appointments after school or during vacation time.

Tardy Policy for Elementary Campus: It is the responsibility of the parents to insure that the child gets to school on time. It is very important that students arrive at school and be in class on time. Students who arrive after the second bell are considered tardy. Students cannot be considered for perfect attendance if they are signed out early, or are tardy. Students must be signed in and out of school if arriving late or leaving early. An admission slip must be received from the office when arriving late for school. Students who are tardy will receive a Behavior/Consequences report using the following guidelines per semester: A detention will be assigned after 5 unexcused tardies and each one thereafter within a semester.

7-12th Grade: Students are required to sign in if entering after the tardy bell or leaving before dismissal. Failure to sign in/out may result in a disciplinary referral. Parents are not required to sign in students on the High School Campus.

- A parent must notify the school office by email or phone at 225-473-9227 ext 1 by 8:00 A.M. when a student is absent.
- **Returning from an Absence**-Immediately upon returning to school following an absence, the student must always **submit an official doctor's excuse and/or a written dated note** from his/her parent(s) or guardian to the school office stating the specific dates of absence and the reason for the absence (**phone calls cannot be accepted as official documentation for absences or tardies**). The administration will determine if the absence is excused or unexcused. Notes/excuses will not be accepted after 3 days of returning from an absence. An **admission slip** will be given to the student which must be presented at the beginning of each class missed.
- **Early Dismissal**-students must submit an early dismissal request in writing by their parent or guardian before homeroom to receive an early dismissal slip to be presented to their teacher. This procedure helps avoid disruption of instructional time. Upon returning from an early dismissal, student must present another written excuse by a Dr. or parent stating the reason for the early dismissal. An **admission slip** will be given to the student which must be presented at the beginning of each class missed. Written documentation must be filed in the student's attendance files for justification of all absences and tardies.
- **Tardies**- A student is considered absent from first period class if he/she misses twenty (20) minutes or more of class time. Arriving at school "less than 20 minutes late" is considered being TARDY. A detention will be assigned after 5 unexcused tardies and each one thereafter within a semester. A meeting with the principal may be required to resolve excessive tardies with parents and student.
- Students are required to attend Mass on scheduled Mass days. Signing in tardy after Mass without a Dr. Excuse will result in an immediate detention.
- Students who leave school after 4 periods due to illness **will not** be allowed to participate in or attend extra-curricular activities that same day.

- All students, including student athletes, are required to be in attendance at school and on time in order to participate and attend any school contest or function. In addition, student athletes are required to be on time the day following a late night game ("sleeping in" is not an excuse). Three or more tardies after a game will result in a student sitting out of their next scheduled contest/function.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Eligibility for extra-curricular activities requires students to maintain a minimum of 2.0 GPA. If a student fails to meet this minimum standard at the nine weeks mark, he or she will be placed on probation for the succeeding progress report (4 ½ weeks) period if the grade point average is at or above a 1.5. Any student who has a grade point average less than a 1.5 will be immediately removed from that activity without a probationary period. If the student has not met the standard by progress report time, he or she will be removed from the activity immediately. Furthermore, if a student fails more than one subject by the end of a nine week period, he or she will be dismissed from all extra-curricular activities without a probation period. A student will not be allowed to miss a class for an extra-curricular in which he/she received a grade of "F" on the preceding 9-week report card. Additionally, students who participate in extra-curricular activities must display a positive attitude in class and must not be discipline problems. Representing ACHS is a special privilege and, as such, only those who deserve to represent ACHS will do so. The administrative team reserves the right to suspend a student's participation in an extra-curricular activity if it feels that the student has not lived up to the high standards expected of an ACHS student.

Co-Curricular and Extra-Curricular Activities

The following extra-curricular clubs and organizations are available for students at ACHS. Any student interested should contact the designated faculty sponsor.

1. National Honor Society (higher academic standards apply)
2. Teens for Life
3. Quiz Bowl
4. Beta Club (higher academic standards apply)
5. Student Council
6. Cheerleading
7. Dance Team
8. Band
9. Athletics (Grades 5-12)

STUDENTS INVOLVED IN EXTRA-CURRICULAR ACTIVITIES

Students involved in extra-curricular activities should be leaders, positive examples, and role models in and out of school. Participation in extra-curricular activities is a privilege, not a right. Whether at home, at school, or in society, negative behavior usually results in privileges being revoked. As a result, the school administration, in consultation with the respective coach or moderator, shall impose those consequences listed in the student handbook's discipline section and in addition to those consequences may also impose any other consequence deemed appropriate by the school administration.

UNIFORM & PERSONAL APPEARANCE POLICY

The Uniform and Personal Appearance Policy at Ascension Catholic is designed to reflect a commitment to the school's values. The *Administration will make a final determination of policy based on the letter and the spirit of the policy.* **Uniforms may be purchased at Jakes in Thibodaux, Uniform Post in Gonzales, Young Fashions in Baton Rouge, Academy Sports, M&M Monogramming in Donaldsonville, and Legends in Donaldsonville.**

UNIFORMS – for both Females and Males K-12

SLACKS	Standard khaki slacks (Elder, Tulane Outfitters, K-12, Universal brands, French Toast, Austin or <u>Dickies from Jakes ONLY</u> . No other khaki brands are acceptable.)
BELTS	Plain black, brown, maroon, or tan leather or canvas belts are to be worn with pants or shorts with loops. Belts may not have frayed edges or grommets. Belts and buckles must be plain with no logo, characters, writing, etc. The end of the belt may not hang down—it must be tucked into a loop
SHOES	Tennis shoes (no high or mid tennis shoes are allowed) that are solid white, brown, black, navy, maroon, or gray may be worn. A combination of these colors is allowed but <u>no</u> other colors will be allowed. Shoe laces must be the same colors listed and must be tied at all times. No other style of shoe may be worn for elementary division. 7-12 th students may also wear oxford and loafer style shoes. No high-tops or boots.
SOCKS	Solid white, maroon, or gray socks are to be worn, <u>free of symbols and logos</u> . All socks should be mid-calf style. (Girls only: Solid beige, white, maroon, black, or gray hosiery may be worn under uniform socks on cold weather days.) No anklets, footies, or sports socks are permitted.
SWEATERS	Solid white, maroon, or gray pullovers or cardigans may be worn, free of symbols and logos. Sweaters must be worn as designed, i.e. not tied around waist or shoulders, slipped over arms only, etc.
SWEATSHIRTS	A burgundy sweatshirt with the school crest will replace any other sweatshirt previously worn. Sweatshirts must be worn as designed.
JACKETS/COATS	Students are to wear the Charles River lightweight navy jacket (zip up style) or a gray fleece with an AC logo available <u>ONLY</u> at Legends in Donaldsonville or M&M Monogramming. <u>White 1/2" block style first name (Sue) or first initial and then last name (S. Jones) monogramming can be done on the right chest.</u> In extremely cold weather (40 degrees or below), a heavy jacket may be worn. This heavy jacket must be free of logos and symbols. No camouflage, denim, or sweatshirt material is allowed.
ACCESSORIES	Solid white, maroon, gray, or black gloves, scarves, and hats may be worn during cold weather (40 degrees or below). <u>Baseball style caps are never allowed on campus.</u>
P.E. UNIFORMS	Students in grades 7 th -12 th are to wear a gold T-shirt and purple shorts. First initial and last name must be on back of shirt.
BLAZERS	Grades 9-12 must wear a black blazer (Executive Apparel) with school crest patch on Mass days and on other specified occasions.

ID's For Grades 7-12, ID's must be worn as instructed throughout the entire school day.

RAINY DAY ATTIRE Grades 7-12- umbrellas and rain boots are permitted on heavy rainy days.

UNIFORMS – FEMALES

- JUMPERS Maroon/gray plaid uniform style for Grades K-4 ONLY.
- SKIRTS Maroon/gray plaid skirts may be worn. The hem of the skirts must be at least to the top of the knee. They may not be rolled up at the waist. Girls must wear skirts on Mass Days. Slacks are permitted on Mass days during extremely cold weather (40 degrees or below).
- SHORTS Maroon/gray plaid walking shorts may be worn instead of the uniform skirt. These shorts must not fit tightly and the hem must be at least to the top of the knee. They may not be rolled up at any time.
- BLOUSES White blouses with pointed or button down collars or white knit shirts with a collar are to be worn. All blouses and shirts must have the school crest. No oversized blouses or tight fitting blouses are permitted. Blouse tails must be tucked inside the waistline at all times. A plain white short sleeved t-shirt only may be worn under the blouse or knit shirt. P.E. shirts or any other shirt with printed material are not to be worn under blouses or shirts.
- HAIR Hairstyles should be neat, clean, and moderately styled. No extreme or fad styles or colors are permitted. Bangs must be above the eyebrows. Bows, ribbons and headbands are to be school uniform colors (maroon, gray, white, or uniform plaid).
- JEWELRY Jewelry may only include a simple wristwatch (without processing capabilities), ring, and necklace worn inside the shirt. NO BRACELETS ARE ALLOWED for K-6. One bracelet per wrist is allowed for 7-12. Earrings that are a simple style may be worn. Long dangling loop earrings are not permitted. Only one earring per earlobe is allowed. No secular medallions or symbols may be worn. No other facial jewelry besides earrings may be worn. No tattoos are allowed.
- MAKE UP Girls in elementary grades (K-8th) may not wear any make up or fingernail polish to school. For girls in grades 9th-12th moderate make-up may be use. Fingernails should be kept to a moderate length and may be colored neutral or clear if desired. Decorations on the nails are not allowed. NO POINTED nails allowed.

UNIFORMS – MALES

- SHORTS Standard Khaki slacks (A+, Elder, Tulane Outfitters, Universal brands, French Toast, Austin or Dickies from Jakes ONLY. No other khaki brands are acceptable.) Boys must wear long pants on Mass days.
- SHIRTS White or burgundy pullover knit shirts or white oxford cloth dress shirts (long or short sleeve) with the school crest must be worn. All shirts must have a collar. Shirts must be tucked inside the waistline at all times. A solid white t-shirt only may be worn under the shirt and may not extend past the top layer uniform shirt. P.E. shirts or any other shirts with printed material are not to be worn under uniform shirts.

HAIR	Students are to have clean, properly combed, neat hair that is cut in an even and moderate collar-length style. Extremes of any kind will not be allowed. No radically tapered styles, grooves, lines, high-tops, or V-cuts. Hair must be cut above the ears and no longer than the top of the collar. Bangs must be above the eyebrows. No designs in eyebrows are allowed. The administration has the final judgment on hairstyles.
JEWELRY	<u>Earrings and other facial jewelry may not be worn.</u> Jewelry may only include a simple wristwatch (without processing capabilities), ring, and necklace worn inside the shirt. No secular medallions or symbols may be worn. <u>NO BRACELETS ARE ALLOWED for K-6.</u> <u>One bracelet per wrist is allowed for 7-12.</u> Tattoos are strictly prohibited. <u>No body piercing of any kind is allowed.</u>
SHAVING	<u>9th-12th grade:</u> All male students are required to keep a completely clean-shaven face with sideburns not to exceed the earlobe. Sideburns must follow the natural width of the hairline, but will not exceed a width of 3/4 of an inch. No mustaches, beards or goatees are permitted. Students who come to school unshaven will be required to shave in the school office and will be written up. Those students who have legitimate medical problems as a result of shaving must present a doctor's note attesting to the problem.
TIE	A uniform tie is required for Mass days and other occasions designated by the principal. Ties are available through the school office for \$20. 7 TH & 8 TH graders are to wear a long sleeve white shirt with no logos with a purple tie.

DRESS CODE FOR DRESS DOWN DAYS

The intent of having Dress Down Days is to provide the students with a change in appearance either as a reward or to heighten awareness for a particular issue. Dress down does not mean "anything goes". Students have a responsibility to dress appropriately on all occasions and a Dress Down Day is a special occasion that merits special attention. In general, all uniform regulations apply to Dress Down days. Students who choose not to participate in the Dress Down theme must adhere to the daily uniform policy.

DRESS CODE FOR DANCES AND OTHER SPECIAL EVENTS

EVENTS OF SEMI-FORMAL OR FORMAL ATTIRE (SCHOOL DANCES, PROM, ETC.)

BOYS: Dress shirt and tie and/or coat or tux.

GIRLS: Homecoming is not a formal affair-dresses should not appear to be formal in any manner. Sunday dress is recommended. Other recommendations: skirt with blouse, dress pants with blouse. Normal uniform policy will be enforced for homecoming attire, such as length of skirt or dress (touching the knee), no see-through material or open designs, etc.

- The dress should be high enough in the front to prevent the show of any cleavage. No backless dresses. No dresses or tops that reveal any part of the mid-riff area or the body. The solid fabric of the back of the dress should reach as high as mid-back and should completely cover the back from mid-back to waist. The dress may not have any open designs cut out of the dress to reveal bare skin from the top to the bottom of the dress. (Ex. Diamond shapes cut out of the bodice of the dress).
- Two-piece dresses are not allowed.

- Dresses and skirts that are not full length should be in keeping with the school dress code of being no shorter than the knee, the dress must touch the knee. If dress slacks are worn as semi-formal or formal attire, they may not be tight or form fitting.

NOTE: Students who arrive at a special school event in violation of the above guidelines will not be allowed to enter. Parents will be called and the students sent home.

DISCIPLINE/CODE OF CONDUCT

BEHAVIOR

Ascension Catholic students are expected to identify themselves in a way that gives honor to the school, their families, themselves, and their Church. No student has the right to harm the reputation of the school or its faculty and students in any way. Since Christ is our Master Teacher, each of us must develop a sense of loyalty, honor, and truth, as He would have us understand them.

DISCIPLINE STRUCTURE

Philosophically, Ascension Catholic's discipline system is designed to provide increasingly more severe penalties for those who break the rules. We do believe that "kids will be kids" and so have accounted for the natural exuberance of teenagers. We also believe, though, that students must learn rules in order to not only have a productive learning environment in the classroom, but to be ready to grow as mature and responsible young adults. In the end we hope that frequent exposure to and reinforcement of our Catholic values, combined with the role models of school and family, will enable our students to achieve a behavioral standard that is truly exemplary. If we produce young adults who possess the self-discipline to act in a virtuous civic manner fully in line with our Catholic values, then we will have succeeded where many today fail.

Rules and regulations are as explicit as possible. However, when continuous, new and/or unusual situations occur during the year, the administration has the authority to use its discretion to address these circumstances and to administer unspecified consequences to bring about expected behavior. Policies are subject to interpretation and revision by the administration whose decision is final.

DISCIPLINE PLAN (Elementary Pre-K- 6th)

OVERVIEW

Pre-School through grade three: Teachers use a system of rewards and consequences within their classrooms. After communication with parents and with continued misbehaviors, students may receive disciplinary referrals with consequences as stated in referrals.

Grades 4-6: Each teacher will have his/her own discipline plan. The discipline plan will be communicated to students and parents at the beginning of the school year. A disciplinary level may be used when appropriate. Social levels are used by teachers within the scope of their classroom discipline plan for minor misconduct. The consequences are listed on each level and parents are required to sign them as received. Social Level II's are issued by the administration for more serious offenses. Communication of discipline can be one or more of the following: a written document, an email from the teacher or administrative staff, or a phone call.

Grades 7-12: Teachers will use the disciplinary referral system. A disciplinary referral is a notice sent by the teacher to the school administration informing them of the student's negative behavior. The disciplinary referral will indicate the infraction, the time and place of the infraction, and a brief explanation of the circumstances. Three copies of the referral notices are made: an original that stays in the office, and two that are sent home to the parents, one of **which is to be signed and returned to the office by the next school day.**

DETENTION

Students may serve morning or afternoon detention. Students who have morning detention must be on time. Students who have afternoon detention must be picked up immediately after detention. Students in after-school care may not go to day care if they have been in detention. These students must be picked up on time as noted on the referral.

SUSPENSION

It is the student's responsibility to make up missed work and tests. The grade given will be the grade earned or 66%, whichever is lower. (There will be no academic consequence for students who are suspended in grades through 6th grade.) On any graded work or tests a student makes up because of an out-of-school suspension, the grade earned will be their actual grade or a grade of 66%, whichever is lower. The suspension may be in-school or out-of-school and may range from one to three days depending on the severity of the disciplinary violation. Three suspensions in a school year may result in expulsion. Students may not participate or attend any extra-curricular school activities from the time they are suspended until the time they are reinstated in school. For an out-of-school suspension, the student will receive and complete a disciplinary packet to be completed and turned in upon returning to school. Failure to complete the packet will result in further disciplinary actions.

PROBATION

Students who present problems for the teachers may be placed on probation. The terms of probation will be sent out in a letter that will be signed by the student, parents, and administrative team. Failure to achieve the goals of the probationary conditions may result in the student being asked to leave.

EXCESSIVE VIOLATIONS OF THE DISCIPLINARY POLICY

Once a student accumulates three suspensions during the school year a conference will be held. The purpose of the conference will be to determine the future of the student at Ascension Catholic. The following are examples of possible consequences for excessive violations:

1. Immediate expulsion
2. A period of probation during which the student must strictly abide by the specific terms and conditions determined by the review committee. Such terms may include the convening of a second conference with representatives of the administration and faculty to consider immediate expulsion for any one of the following reasons:
 - a. continued violations
 - b. any additional offense which results in a suspension

If the student is allowed to return to school, he/she will not be allowed to do so until the conference has been held, a decision has been reached, and the student and his/her parents have signed an agreement to comply with the terms and conditions determined by the review committee of faculty and administration.

EXPULSION

Expulsion means that the student has refused to accept the code of discipline necessary for learning in accord with the rules and regulations of Ascension Catholic Schools. A student may also be asked to leave ACHS if his/her parents refuse to cooperate with the school administration. Only the administrator has the authority to expel a student. Students may be expelled from Ascension Catholic for either of the following reasons:

1. A student, after having been suspended, may be expelled upon the recommendation of the principal.
2. A student who has violated any of the specific policies in this handbook that contain a proviso for expulsion.

CHEATING

To cheat means to be dishonest with oneself or to enable another to be dishonest in carrying out assignments and activities, thereby contributing to a false impression or a false grade. Cheating includes any of the following: copying homework; allowing one's homework to be copied; cheating on tests of any kind in any manner; illicitly giving or getting test question answers; and plagiarism. A student caught cheating will be given a disciplinary

referral and sent to the administrator who will assign appropriate consequences. A student caught cheating on any test or assignment will be given a grade of "0".

STUDENT CONDUCT OFF CAMPUS & WHILE TRAVELING TO AND FROM SCHOOL

ACHS students will conduct themselves off campus in a manner consistent with their status as members of the ACHS community and with the philosophy, policies, goals, and commitments of ACHS as set forth in this Student/Parent Handbook.

Violations of civil or criminal law involving moral turpitude or other conduct that in the professional opinion of the ACHS administration would reflect or cause discredit to the reputation of ACHS by being contrary to the moral, religious, or orthodox ethical principles of the Roman Catholic Church, or the philosophy, policies, goals, and commitments of ACHS as indicated in the Student/Parent Handbook make a student subject to corrective action, including suspension and expulsion.

Activities prohibited by this regulation include, but are not necessarily limited to, the following:

- Attending, sponsoring, or participating in activities either in public or at private residences, where alcoholic beverages or narcotics are illegally sold, purchased, possessed, or consumed; and
- Committing or attempting to commit acts of vandalism that affect a person's life, health, or property.

Students violating these regulations are subject to corrective action, including suspension or dismissal.

While traveling to and from school, students must likewise conduct themselves according to the behavior principles enunciated in this Student/Parent Handbook.

HARASSMENT/BULLYING/HAZING

To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge prohibit harassment, hazing, or bullying of any kind. All school community members are to treat everyone with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all Catholic school students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication whether currently in use or any new electronic devices that may be developed in the future.

Definitions:

1. Harassment is unwelcome offensive conduct, whether physical or verbal, that is directed toward another person or group of persons when the person exhibiting the behavior knew or should have known that it would cause the person or persons to whom it was directed to be fearful, anxious or emotionally upset as a result of the behavior. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with school performance whether the interference is direct or indirect, unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.
2. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any of the above stated forms of harassment that are of a sexual nature are considered sexual harassment when they are unwelcome and create an environment or that causes an atmosphere that affects a student's school performance in any way or affects a student's ability to take advantage of the school's programs.
3. Hazing is a form of harassment that involves intentional, knowing, or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain, or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team, or other group. Culpability includes hazing practices mandated or voluntarily entered into by any party.
4. Bullying behavior is the repeated harassment and targeting of another person or group of persons with the intent to cause emotional, physical, or psychological harm.

Procedures for Identification

A student is exposed repeatedly and over time, to negative actions on the part of one or more persons, and has difficulty defending himself or herself.

Procedures for Reporting

1. When a student reports that he/she is or has been the target of bullying, harassment, or intimidation, the staff member will respond by reporting the incident to administration.
2. Student reports will be documented using the Bullying, Harassment, and Intimidation form.
3. Students or parents may report bullying, harassment, or intimidation in person or electronically using the Bullying, Harassment, and Intimidation form.

Procedures for Investigating

1. All reports should be written using the Bullying, Harassment, or Intimidation Reporting Form. Reports must be investigated by the school principal or their designee upon receipt of a reporting form. This form is available in the Guidance office and on RenWeb and may be submitted electronically.
2. Other related complaints, if any, will be reviewed in making a determination as to whether bullying, harassment or intimidation has occurred.

Consequences- Students identified as displaying bullying, harassment, or intimidating behavior will be subject to disciplinary actions including, but not limited to, detention, suspension, probation, and/or expulsion.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. Retaliation may result in immediate dismissal from the school.

POLICY REGARDING ILLEGAL DRUGS, SUBSTANCES, CONTRABAND, AND UNAUTHORIZED ITEMS (REFERRED TO HEREIN AS THE "POLICY")

PURPOSE OF POLICY

This is to notify all students that the use of, possession, concealment, transportation, promotion, or sale of the following items or substances are strictly prohibited from school premises:

- Illegal drugs, controlled substances (including trace amounts), look-alikes, and designer drugs
- Alcoholic beverages
- Unauthorized beverages
- Any stolen property
- Drug paraphernalia
- Unauthorized prescription drugs, except under the conditions specified in this policy
- Weapons

SEARCHES AND INSPECTIONS

Ascension Catholic reserves the right at all times while on the premises and properties described above and as circumstances warrant, to have school searches and inspections of students' persons, lockers, and possessions by school administrators or authorized search-and-inspection specialists in the presence of school administrators for the purpose of determining if such students or other persons are in possession, use, transportation, or concealment of any of the prohibited items and substances identified in this POLICY. A search and inspection may also include and require fifth grade through twelfth grade students to submit to a urine/hair drug screen test and/or a breath scan test for alcohol. Counseling will be available for all students to minimize their anxiety and apprehension. These tests will be utilized under the following circumstances:

- Part of random sample drug test
- Part of an overall search and inspection of a student or group of students
- When a school administrator suspects that a student is intoxicated, using, or under the influence of drugs or alcohol
- When a student is found in possession of suspected illicit or unauthorized drugs and/or alcohol or when any of these items are found in an area controlled or used exclusively by designated students

- Following a serious accident or incident in which safety precautions were violated or careless acts were performed

Searches (including urine/hair drug screening/breath scan alcohol test) and inspections by school administrators or by search-and-inspection specialists, in the presence of administrators, will be conducted at any time without prior announcement. Searches will be performed with concern for the personal privacy of each student.

Entry onto the premises of Ascension Catholic constitutes consent to the recognition of the right of Ascension Catholic administration to implement the policy as described herein.

SCHOOL POSITION FOR POLICY VIOLATORS

No student search, urine/hair drug screen /breath scan alcohol test, or inspection will be conducted without written consent (given at time of registration); however, a student who refuses to submit to a search, urine/hair drug screen, inspection, or is found in possession, use, or transportation of any illegal substances or contraband on Ascension Catholic property or any of the above-mentioned drugs or unauthorized items, will be subject to immediate expulsion. Any person participating in an extra-curricular activity or having business with Ascension Catholic who refuses to submit to a search, urine/hair drug screen/breath scan alcohol test, or is found to be in possession of any illegal substance, contraband, school property, or any of the above mentioned drugs and unauthorized items, will not be allowed on the premises, or if present, will be removed and not be allowed to return to the premises of Ascension Catholic.

Illegal substances, drugs, stolen property, alcohol and unauthorized items discovered through these searches and inspections will result in the proper law enforcement authorities being advised in this regard.

This POLICY is made for the maximum safety and well-being of all students, faculty, and staff. The assistance and cooperation of all students, parents, faculty, and staff, for the achievement of this goal is vitally important for the health and well-being of our children, and is greatly appreciated by the school administration. To this end, all students and parents will be asked to sign an acknowledgment stating their understanding and acceptance of this ACHS DRUG POLICY AND POLICY ON SUBSTANCE ABUSE, consenting to submit to all of its requirements, including urine/hair drug screening/breath scan alcohol test, and agreeing to comply with the terms and conditions stated herein for employment with or enrollment in this school.

STUDENT OFFENSES AND DISCIPLINE

In the event a student is found to be using, distributing, or in possession of any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law and/or alcoholic beverages while in school or at a school-related function, the student shall be subject to the ACHS discipline code and may be expelled at the discretion of the principal. If the student does remain at ACHS, he or she shall seek evaluation. If treatment is indicated and/or recommended, the student must agree to the treatment if he or she is to remain enrolled in ACHS.

In the event a student is found to be under the influence of or in possession of a counterfeit or falsely represented controlled dangerous substance while in school or during a school-related function, the student shall be subject to the ACHS discipline code and seek evaluation. If treatment is indicated and/or recommended, he or she must agree to the treatment in order to remain enrolled at ACHS.

In the event a student is found to be verifiably under the influence of any of the aforementioned drugs or substances while in school or during a school-related function, the student shall be subject to ACHS discipline code, and shall seek evaluation and, if indicated or recommended, treatment. The principal retains the right to expel any student for a violation of the drug policy. Zero tolerance is our goal.

USE OF DRUGS AND ALCOHOL ON OR OFF CAMPUS

The school will not condone the possession, use, delivery, transfer, or sale of unauthorized drugs or alcohol on or outside the school campus. Students who drink alcohol or take illegal drugs are subject to the provision of this disciplinary code, including expulsion. Expulsion is instant and automatic in the case of a SINGLE OFFENSE of possession of an illegal chemical substance with the intent to distribute.

The administration has the right, based on reasonable belief, to search students' books, bags, purses, lockers, or cars in pursuit of illegal or unacceptable substances for the sake of the safety of the student body and to reinforce school policy.

Students who are on medically prescribed drugs must register at the school office if they are taking any medicine. Teachers may not dispense any kind of medication or pills to a student.

FIRST OFFENSE

- Parent/guardian will be immediately notified.
- If deemed necessary, a drug screen will be administered according to the DRUG POLICY.
- Parent/guardian will be called for a conference with the administrator.
- Student must be suspended from school for 3 days (Expulsion may be recommended).
- Student may be placed on probation for one semester under the supervision of the administrator. The probationary status will be evaluated and determined by the administrator.
- The student must agree to see the school guidance counselor and/or chaplain, and follow their recommendations.
- The student and family must agree to a drug/alcohol assessment provided by an approved agency, and follow up on its recommendations. Written assessment of the agency must be provided to the school.
- The above procedure must be completed in 15 days.
- Failure to agree to the above provisions may lead to more severe consequences including expulsion.

SECOND OFFENSE

- Student will be subject to the ACHS Discipline Code.
- Parents and/or law enforcement agency will be contacted.
- A conference with the administrator and counselor will be required of the student and parent. A recommendation for expulsion will result from a second offense.
- In the case of expulsion, the student may be admitted the next school year if the family and student agree to treatment and direction from a qualified counselor, and if the student submits to and passes a drug-screening test for six (6) consecutive months prior to being readmitted.

LAW ENFORCEMENT NOTIFICATION

As outlined in Act 861 of the Louisiana Legislature, pertaining to Substance Abuse in the school system, the following is a reprint of Section C.2 of that law: "Any person having reasonable cause to believe that a student has manufactured, distributed, or possessed with intent to distribute, a controlled dangerous substance, shall report such fact to the principal of the school, who upon finding that there is reasonable cause to believe that the student has manufactured, distributed, or possessed with intent to distribute, a controlled dangerous substance, shall report such information to the appropriate law enforcement agency."

NOTIFICATION ON POSITIVE DRUG SCREENS

When a student's drug screen results are positive, the principal will notify the parents and student as soon as possible. The actual student/parent conference will take place in the least threatening environment possible with strong consideration for confidentiality. At the conference, the parents and student will be told that the test results are presumptive and that if they desire a second test it must be done within the following day at their expense.

MEDICATION IN SCHOOLS

Ascension Catholic will enforce vigorously the current policy on medication in the schools. This policy states:

1. Children will not be allowed to have any medication in their possession on the school grounds. Teachers and principals have the right to take the medication from the child and contact the parent(s) for appropriate information.
2. Parents may administer prescribed medication by checking into the office to do so.
3. For long-term medication, the school-designated person may administer the medication only if the parent signs the Medication Policy form. It states:

- a. The medicine must be prescribed by a physician, who advises the school that it is NECESSARY for the child to be given the medicine at school. This advice must be obtained by having the doctor's signature on file.
- b. The medicine must be brought to school by an adult in the original container with label showing name of medicine, dosage, child's name, and the time to be given.
- c. The school or designated person administering the medication is not responsible for any unintentional mistake or oversight in keeping or giving medicine.

PREGNANCY POLICY

Ascension Catholic is concerned with the Christian moral development of the individual and the student body as a whole. We strive to provide an atmosphere that stimulates and fosters the growth of Christian values and principles, in particular a respect for life. Pre-marital sex and pregnancy for unmarried students is not in keeping with Christian values and principles and is not considered acceptable for Catholic high school students. Should a pregnancy occur, every possible measure will be taken to encourage counseling, health care, continued education, and direction to help the student make a mature decision in accordance with the directives of the Roman Catholic Church. In the event of pregnancy, the following guidelines will be followed:

1. The school will work on an individual basis with any student who becomes pregnant or fathers a child.
2. Once a pregnancy is known, it is to be reported to the school immediately. Every effort is to be made by the students and the families to be discreet about the situation so that it can be handled in the best manner possible.
3. The final decision on all matters will be made by the administrative team in consultation with the resident pastor of Ascension of our Lord Church Parish and the Diocesan Superintendent of Schools.

ABORTION POLICY

An ACHS student will be subject to expulsion for active or passive participation in an abortion. Christian teaching considers abortion to be the killing of an innocent human life, regardless of the circumstances by which the unborn child was conceived. When it is discovered that a student has had or been party to an abortion while enrolled at ACHS, the circumstances of the case will be evaluated by the administration on an individual basis, and every effort will be made to counsel the individuals involved towards reconciliation and respect for human life.

GUIDANCE DEPARTMENT

Services are available to aid students in spiritual, personal, academic, and present and future educational matters.

Services

Counseling, both individual and group, includes areas of concern such as academic progress, family adjustments, self-esteem, grief, communication, anxiety, and high school/college/career planning.

Testing

Standardized tests given at Ascension Catholic include EXPLORE, PLAN, PSAT, ACT Aspire, and ACRE. Interpretation of scores is provided for both parents and students.

Appointments

A student or parent may request an appointment with the counselor by contacting the office.

Conferences with teachers

Parents should request a conference with a teacher through email or a phone call to the office. The guidance counselor can serve as a liaison.

Students with Special Needs

Any parent who is interested in receiving classroom accommodations for a student with a current documented special need (learning or other), should contact the guidance office for more information.

TECHNOLOGY POLICY

Part of the mission of Ascension Catholic is to provide a full range of technology tools, services, and experiences to further opportunities for faith development, academic excellence, and personal growth. Each ACHS graduate should possess skills in using a wide variety of technology; they also should have developed habits that ensure their use of technology is efficient, respectful, legal, and safe. The technology policy and Acceptable Use Policy contains standards that foster our mission and goals. Each year, all Ascension Catholic students must read and agree to abide by these standards.

POSTING INFORMATION ON THE INTERNET

All schools within the Diocese of Baton Rouge reserve the right to discipline any student for the posting of information on the Internet by that student regardless of the origin of the post. Disciplinary action can be taken as a result of any information or photographs in any format related to any school, faculty/staff member and/or student within the Diocese of Baton Rouge on any website, social media, email or other messaging system that is deemed threatening, harassing, or spreading false, defamatory or morally inappropriate material. Any student who fails to adhere to this policy is subject to disciplinary action, including expulsion. In situations where laws may have been violated, civil authorities may be notified.

CHROMEBOOKS AND AC EMAIL AND NETWORK USE

Students using AC Chromebooks, laptops, desktops, iPads, email or Internet access are representatives of the school and are expected to act in a manner consistent with the school's goals and values. The Technology Policy and Chromebook User Agreements will be issued and must be signed and agreed upon each year by the student and parent. Communications on the Internet and via email reflect on the school and must not damage the reputation of AC. The school has the right to review and monitor all activities, e-mail correspondence, and material created by students on computers. The same rules that apply with regard to common courtesy and respect for people and property also apply with regard to use of the school computer network and the Internet. **IMPROPER USE MAY RESULT IN THE LOSS OF COMPUTER PRIVILEGES AND/OR OTHER DISCIPLINARY ACTION.** The student will only use the Internet under the supervision of a teacher or staff member. Ascension Catholic will use a "site blocker" to limit access to Internet sites that it determines are objectionable. Students will not install unauthorized software or download unauthorized files on school computers. Students must not participate in chat rooms, games, social networking sites or any other site deemed inappropriate for educational purposes. Inappropriate or threatening comments are a reflection on AC and can result in serious disciplinary actions including, but not limited to, suspension, expulsion, and, in extreme cases, legal action. Furthermore, any communication outside of school by parents or students via the internet, including social media sites, should never reflect negatively on the school or its staff members. Any such negative publicity will result in administrative action, which may include expulsion.

CELLPHONES/SMART WATCHES

Cell phones may be brought to school but must be turned off during the school day for students in 5th-12th grades. Cell phones may not be used during the school day. Anyone texting, making calls, answering calls, viewing social networking sites, or any other use will result in disciplinary action and the phone will be confiscated and will require a parent to pick it up. If the phone makes a noise, the phone will be checked for activity during the school day. **Smart Watches are not allowed** on campus at any time. Violations of policy will result in disciplinary action and the device will be confiscated and will require a parent to pick it up.

GENERAL INFORMATION/POLICIES

ASBESTOS

Reports on the Asbestos Surveillance and Maintenance Program that is in effect at Ascension Catholic are available in the high school office to anyone who wishes to review them.

CAFETERIA-CHILD NUTRITION PROGRAM

Meals are provided by the Child Nutrition Program. The Diocesan Child Nutrition Program website: www.cnpbr.org Pre-Kindergarten and Kindergarten students are provided a daily snack. Prices for breakfast, lunch, and the Pre-K and K snacks are published at the beginning of the school year.

You pay pay for meals in advance by the week or month at www.myschoolbucks.com. Register and setup an account for your child through this website. You still have the option of sending a check or money order in an envelope to school with your child's name and grade written on the envelope.

The Free/Reduced Meals Program is available for any student in the Baton Rouge Catholic Diocese. Parents are encouraged to research eligibility and information may be found on the Child Nutrition website stated above. The school receives federal Title I grant monies based on the number of students enrolled in this program. Any student may apply any time during the school year. Applications may be completed online at www.applyforlunch.com. Applications must be made each year, as they are not carried over from year to year. Only one application is needed per household.

CHAPERONES AND VOLUNTEERS

Volunteers and chaperones for Ascension Catholic are invaluable. All room mothers/fathers, field trip chaperones, volunteer coaches, and anyone who has the potential to be alone with a student, are mandated by the Diocese of Baton Rouge to complete the four stated requirements below. The paperwork to complete each item must go through Mrs. Wendy Poirrier at the High School Office.

1. Louisiana State Police Background Check with fingerprints (results are sent directly to the school)
2. EAPPS Volunteer Application, found on the Diocese of Baton Rouge's website: www.diobr.org.
3. Safe and Sacred on-line test, found on the Diocese of Baton Rouge's website: www.diobr.org.
4. Code of Ethics, found on the Diocese of Baton Rouge's website: www.diobr.org.

All paperwork (numbers 2-4 above) must be completed and turned in to Wendy Poirrier, High School Office Secretary.

CHEWING GUM/SUNFLOWER SEEDS

Gum and sunflower seeds are not allowed on campus.

ECOLOGY

Students should keep the school grounds clean and neat as befits a Catholic school. Students should automatically pick up any trash they see even if they did not put the item on the ground. Students are not permitted to eat or have soft drinks in the classrooms, gym, library, office, or on the premises of Ascension Catholic Church.

EMERGENCY AND EVACUATION PROCEDURES

Ascension Catholic Primary and High has a crisis management plan. As a part of this plan, fire and emergency drills are conducted on both campuses on a regular basis. In the event of an emergency, the first priority of the school administration is to keep students safe and out of harm's way. Evacuation procedures are part of the crisis management plan.

FIELD TRIPS

Field trips are part of the curriculum of the school and are connected to lessons taught. Field trips are privileges afforded to students; no student has the absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Written permission on the proper form from a parent is required before a student participates in the trip. Telephone calls in lieu of proper written permission forms will not be accepted.

FUNDRAISING

The principal must approve all fundraising activities after review by the administrative team. A full account of the amount raised and how it has been spent must be provided to the principal as soon as the project has been completed.

GYMNASIUM

Students are not permitted inside the gym unless a faculty member is present. Students may request permission from the principal to use the gym for various activities.

HOMECOMING

The primary purpose of Homecoming is to welcome back all those who have graduated from ACHS. The staging of various activities on the part of the students creates a welcoming atmosphere. A Homecoming Court is elected from among the seniors as the chief welcoming committee representing the student body. The Homecoming Court will be responsible for welcoming back former graduates of ACHS prior to and during the game and throughout the remainder of the school year.

The guidelines for choosing the Court are as follows: Only seniors may serve on the Court. Freshmen through seniors will vote for the Court by secret ballot on the basis of their religious commitment, academic achievement, service to the school, commitment to building community, and activity in a church parish. The number of Court members is limited to 20% of the size of the senior class with a maximum of 12 boys and 12 girls chosen. The administration reserves the right to make the final determination as to who can serve on the Homecoming Court. The members of the senior class will elect the Homecoming King and Queen from among the members of the Court by secret ballot. The girl who receives the most votes will be introduced and crowned Homecoming Queen at the beginning of the half-time ceremonies at the Homecoming football game. The boy receiving the most votes will be introduced and crowned Homecoming King at the Homecoming dance.

INSURANCE

Information on insurance is given out at the beginning of each school year. Accident insurance covering students during school hours, when going to and from school, and at all school-sponsored activities is provided to all students. This is a secondary policy only.

LIBRARY

When a student checks out a book or article from the library, he or she is responsible for that item. A fine per day is charged for any item that is not returned on time. Lost articles must be paid for in full. Exams will not be taken if the student owes fees or has not turned in a library book. Students may not bring candy, drinks, or food into the library.

MESSAGES

No messages should be called in to school unless there is an emergency situation. A child will not be called to the phone for any reason except for an emergency.

MONEY AND VALUABLES

All students are advised against bringing large sums of money, rings, bracelets, necklaces, or other jewelry or valuable items to school. If you inadvertently bring something valuable, you should at your earliest opportunity, ask the secretary to keep it in the office safe until you can collect it before you go home. Ascension Catholic will not be responsible for any loss or theft of such items while you are at school.

OUT OF CLASS PASS

In order to leave class at any time, a student must receive an Out-of-Class Pass from the teacher. No one is to leave class without a pass. The restroom should be used before school, at break, and at lunch recess. Class time is for educating our students; therefore, interruptions should be kept at a minimum.

PARKING

Students must register their automobiles through the office by purchasing an ACHS permit. Parking permits are \$15.00. The permit is to be visible in your car in order to park in the designated zones. A non-registered vehicle will be charged \$5 each time it is parked in a school zone. Due to limited parking space, seniors and juniors will be given priority. After that, sophomores will be allowed to register based on a lottery system if necessary. As soon as car is parked, students are to exit the vehicle and immediately proceed to school.

The student parking zone is located at Ascension of Our Lord Church. Only registered students may park in the designated areas of the parking lot, making sure that all entrances/exits to the lot remain unblocked. No students should park directly at the entrance to the Perpetual Adoration Chapel in the rear of the church building. Do not block access of the garbage truck to the dumpster at the rear of the church building. Students must enter and exit the parking lot on St. Vincent Street only. Students are not allowed to park on the grass.

When using the parking lot, students must be especially attentive to safe, defensive, and courteous driving procedures. Equally as important, students must be good neighbors to those who live in the areas adjacent to the parking lot and to those visiting the Perpetual Adoration Chapel. This means that there will be no loud music or loud noise from tires or engines as you enter and leave the parking lot. The parking lot will be closely monitored for compliance with all the above rules. Violators will lose their privilege of driving a vehicle to school as well as their parking privilege, and be subjected to other penalties if violations continue to occur.

If a student changes vehicles or begins driving to school after the school year begins, s/he must register the vehicle immediately.

Students are NOT to park in any other area including on the grass.

Students are never to drive on the second and third block of St. Vincent Street during the school day (including before and after school).

RELEASE OF STUDENT INFORMATION

Student names and pictures may be used in diocesan publications, school publications or the website or released to newspapers unless a written letter is sent to the office requesting that this information not be released. Demographic information will be released to other schools in the diocese unless a written letter is sent to the office requesting that this information not be released.

SCHOOL BOUNDARIES

The Ascension Catholic campuses are located at 311 St. Vincent Street and 618 Iberville Street, Donaldsonville, LA 70346. In addition to the school buildings proper, the school premises include the area between the gym and the library along St. Vincent Street, the grounds and parking lots at Ascension Catholic Church and field house and grounds on Williams Street. Ascension Catholic is a CLOSED CAMPUS SCHOOL. A student is not allowed to leave the campus during school hours without permission of the principal. Students may not visit with anyone on the street at any time during the school day. Visitors to Ascension Catholic must report to the office immediately and receive permission from the principal to come on campus.

SCHOOL PROPERTY

Every student is held accountable and responsible for books, computers, lockers, locks, etc., issued to him or her during the school year. If a student loses or damages an item belonging to the school, he or she must pay adequate compensation. Students are not permitted to deface school property or in any way abuse what does not belong to them. Respecting other people's property is a core civic value and one fully in line with Catholic doctrine.

PRINCIPAL'S RIGHT TO AMEND

The regulations and other provisions outlined in this handbook are a material condition of the contractual agreement between Ascension Catholic, which follows the Diocesan Administrative Manual, and each student enrolled in the school and his/her parents/guardians. In developing the rules and policies for Ascension Catholic, the administration under the guidance of the Advisory Board has tried to anticipate as many issues as possible. (It is impossible to list every rule for every circumstance.) But as new and unusual situations may arise, the principal will have the authority to use their discretion in whatever circumstances the handbook rules do not precisely apply. Further, the Ascension Catholic principal reserves the right to amend this handbook for a cause that, in their judgment is just. If a change is made, parents will be notified. In this handbook, wherever the term "parent" is used, "parent(s) or guardian(s)" is implied. Failure to abide by the regulations and policies of the Parent/Student Handbook, by either the student or his/her parent, may result in the student's removal from the school.