

STUDENT HANDBOOK 2010 - 2011

Welcome to Ascension of Our Lord School. This handbook has been compiled to assist students in having an organized, comfortable and safe school year. It contains information for students and parents about school operations, expectations, procedures, and requirements. It is our sincere hope that you will discover the warm, Christian atmosphere within the school. We believe that when children feel safe and are treated with dignity and respect they can be expected to achieve success in any venture.

The best education is accomplished through continuous cooperation among the three major influences on our students: **the home, the parish and the school.** This cooperation also has to be grounded in strong principles of mutual respect, support and active involvement in the education of each child.

We are all partners in your child's education. We take our responsibility as educators seriously and constantly strive to be the best teachers we can be. We are counting on your support, so that together we can offer a quality Catholic education for your child.

Please read and discuss the contents of our handbook. Should you have any questions, please contact the school at 500-2075.



ASCENSION OF OUR LORD SCHOOL PHILOSOPHY

The philosophy of education at Ascension of Our Lord School is to provide opportunities for every child to develop to his or her potential. Our vision is to ensure that all of our students achieve academic success within our Catholic Community. Our motto, "Dream, Believe, Achieve: Let Your Light Shine Forth", represents a belief that if you have a dream, believe in your abilities and who you are, you can achieve anything. The light represents our uniqueness, gifts, and talents.

We believe the hallmark of a Catholic School is a deep respect for the sacredness of each individual. Educators are an important influence in fostering a truly Catholic school community based on **extraordinary respect.** This philosophy is based on two pillars:

1. Treating people better than you want to be treated

2. Doing the right thing for the right reason.

Ascension of Our Lord School is dedicated to developing a safe, effective learning environment which:

- Supports and nourishes the building of a caring community centred in Christ, with dignity for all.
- Encourages each learner to explore and develop a relationship with God, by integrating Catholicity into all activities and by promoting a sacramental life.
- Challenges all learners to strive towards their personal learning potential.
- Encourages effective partnerships among educators, learners, and parents.
- Fosters development of self-esteem, self-control, and personal responsibility.
- Nurtures learner creativity, risk-taking, reflection, and joy towards lifelong learning.
- Facilitates the development of a broad repertoire of strategies and problem solving ability.
- Incorporates the element of joy and celebration into the learning process.

I. SCHOOL INFORMATION

KINDERGARTEN SCHEDULE

A.M. Kindergarten Class Schedule

9:00	Line Up Bell
9:05	A.M. Classes Begin
11:45	A.M. Classes End
11:50	Charter Bus Leaves

P.M. Kindergarten Class Schedule

12:33	Line Up Bell
12:38	P.M. Classes Begin
3:20	P.M. Classes End
3:30	Charter Bus Leaves

ELEMENTARY SCHEDULE

Elementary students are homeroom based. Consequently, each class has its own unique timetable. This timetable is integrated with the Junior High schedule to allow for efficient use of school staff and facilities. Elementary students will have one 15 minute recess a day. This will be determined in September based on the scheduling of the timetable.

9:00	Line up/entry bell
9:05	Classes begin
10:23 – 10:38	Recess (Here or in the PM)
12:03	Lunch Bell
12:03 – 12:45	Lunch Break
12:45	Line up bell
12:50	Classes begin
2:10 – 2:25	Recess (Here or in the AM)
3:20	Classes end

JUNIOR HIGH SCHEDULE

The Junior High School timetable is based on eight class periods. Six of these periods are 47 minutes in length, with period one being a 30-minute Religion period. Students meet with their TA at 9:05 and at 3:14 each day. Students with their Teacher Advisor for daily review and homework assignments. There is only a 1-minute break between classes so students are expected to move quickly and directly to their next class. A short nutritional break is provided to Jr. High students after period 2 so they can use the washroom facilities and/or go to their lockers. Students will not have access to their lockers between classes.

9:00	Entry bell
9:05 – 9:35	Religion class
9:36 – 10:23	Period 2
10:23 – 10:28	Jr. High Nutrition Break
10:28 – 11:15	Period 3
11:16 – 12:03	Period 4
12:03 – 12:45	Lunch Break
12:45	Entry Bell
12:50 – 1:37	Period 5
1:38 – 2:25	Period 6
2:26 – 3:13	Period 7
3:14 – 3:20	Period 8 - TA
3:20	Dismissal

STUDENT AGENDAS



Grades 1-9 students purchase and use student agendas. Calgary Catholic school agendas illustrate a Catholic focus. These daily reminder booklets are an excellent form of communication between the home and school. Students are to list their homework in the book, which should be checked by parents each evening. Some classes require parents to sign each night. These are also used as hall passes for JH students.

SCHOOL WEEK STRUCTURE

We follow the school district's six-day timetable structure. Consequently, each day is designated a number 1 through 6 to co-ordinate with the school timetable. The day is indicated on the calendar that accompanies the monthly newsletter.

OFFICE HOURS

The school office is open from 8:30 a.m. – 4:00 p.m. The school answering machine will record any messages before or after hours.

MAIN DOOR

The main door is reserved for parents, teachers and visitors. Students are to enter and exit through assigned entrances. Exceptions to this guideline are students who are late for school, as well as students who are leaving school early.

SAFETY AND SECURITY PROCEDURES

At Ascension of Our Lord, safety and security within our building is of prime importance. We need to be able to monitor people who enter our building. **Volunteers and visitors to the school will be required to sign in and wear an identification tag.**

To avoid congestion at the front foyer and to increase safety and security throughout the entire school, we are requesting that parents meet their children outside at a prearranged location.

Parents of kindergarten children are requested to wait outside the kindergarten doors to pick up their children once the dismissal bell rings.

Students need to enter and exit the school using the exits designated for their grade. Students who are meeting siblings can meet at the youngest sibling's classroom and exit out the youngest sibling's designated exit door.

The telephone at the main office may be used by students in emergency situations only. These measures also support your child in developing responsibility and independence. If extenuating circumstances exist, please contact the school administration at 500-2075. Thank you for your cooperation in supporting the safety and security measures at our school.

OUTSIDE SUPERVISION

Students are supervised before school from 8:45 a.m. to the entry bell, during recess and over the lunch hour. Students are NOT supervised outside after school. It is an expectation that parents make arrangements to pick up their children when school is dismissed. Please be aware of all of the special dismissal times (early holiday dismissals times) that are highlighted in the monthly calendar.

MORNING START AND END TO CLASSES

All students enter the school from the designated student entrances behind the school. Elementary students line up with their classes prior to entering the building. A line-up bell rings at 9:00 a.m. Teachers will meet their classes at this time and bring the class into the school. Junior High students enter as a group at the 9:00 a.m. bell. Please do not send your children through the main doors. Parents picking up children at 3:20 p.m. are welcome to wait outside the school doors. We wish to maintain an instructional focus up until the 3:20 PM dismissal bell.

II. CODE OF CONDUCT

STUDENT CONDUCT

Ascension of Our Lord students are expected to conduct themselves as responsible members of the school community and behave in a manner reflecting a Christian attitude. With the staff, parents, and other students, each learner shares responsibility for creating a safe, supportive learning environment.

Children grow and mature in a supportive environment and therefore our guidelines for conduct are designed to support, not restrict students. We aspire to create a school that we can all be proud to attend and where there is freedom to learn and explore in a Christian atmosphere.

Although staff and students work diligently to ensure rules and expectations are followed, students may experience difficulties from time to time. In these cases, we work closely with the student and his/her parents to address the problem and reach a resolution. Parental support is invaluable in reaching a resolution. We extend an invitation to parents and students to work with us, as a team, to address concerns early and to be pro-active. Physical, racial, sexual, and any form of psychological harassment or abuse will not be tolerated toward students or staff.

BEHAVIOR EXPECTATIONS

Students are encouraged to make proper choices with regards to respect, acting responsibly and being safe. This means students should:

- Attend school regularly and punctually.
- Show respect for the care and safety of others at work and at play.
- Show respect for other students, staff, parents, and visitors.
- Use proper names and language at all times.
- Protect the rights of others to study and learn.
- Come to class with necessary books and materials.
- Complete all in class work and assignments.
- Respect public property and carefully use and return all materials and equipment.
- See that school information to parents reaches home.
- Be diligent in pursuing his/her studies.
- Complete all homework and assignments and meet required deadlines.
- Comply with school rules.

If a student breaks the law, he/she can expect the police to be notified.

PROGRESSIVE DISCIPLINE PLAN

The school's primary goal is to educate, which requires acceptable levels of self-discipline. If students resort to inappropriate behaviour, or if they make poor choices, consequences are necessary. In these cases, we make every effort to develop natural consequences, matched to the specific problem.

Students who exhibit violence will be dealt with promptly and parents will be informed.

In cases where we are working with a student discipline problem, our focus is on helping students learn important skills, strategies, and attitudes that will allow them to avoid difficulties and experience success in this area. In assessing consequences, we do our best to treat all students fairly and consistently. We also do our best to help students take responsibility for their actions and to support them in developing a plan of action to encourage acceptable behaviour. Our plan reflects the progressive discipline philosophy of the Catholic Board, where repeated infractions result in increased consequences.

Students, who feel unsafe at any time, should immediately approach a supervisor or teacher for assistance.

Parental support in reviewing expectations for behaviour, supporting "at-school" consequences, implementing "at home" consequences, or having a follow up discussion with their child, is a critical part of this process.

DISCIPLINARY PROCESS

Students who do not maintain a level of conduct acceptable to the school community may find themselves subject to corrective actions. **In serious offences, the procedural steps outlined below may be shortened considerably depending on the seriousness of the situation.** Police or the School Resource Officer may be contacted depending on the situation:

- **INFORMAL TALK** - School personnel (teacher, counsellor, support staff, school administrator) will talk to the student and try to reach an agreement regarding how the student should behave.
- **RESTRICTION OF PRIVILEGES** - The student is denied the opportunity to participate in recess or school activities. After school, recess and/or noon hour detention(s) may be assigned as a consequence of inappropriate behaviour. Students may also complete school and community service.
- **PARENT CONFERENCE** - School personnel will contact the student's parents to communicate the inappropriate behavior. For a serious offence, a conference may be held between the student, parent and teacher. During this conference an agreement must be reached as to how the behavior will be corrected. The student may also serve an "in-school" suspension.

- **SUSPENSION** - Suspensions are made when it is necessary to remove the student from class or school. In accordance with School Board Policies and regulations, students may be suspended for the following reasons:
 - open opposition to authority
 - wilful disobedience
 - habitual neglect of duty
 - use of improper or profane language
 - conduct injurious to the moral tone or well being of the school.

Teachers or Administration may call parents during any of the above steps.

CALGARY CATHOLIC SCHOOL DISTRICT STUDENT DRESS AND APPEARANCE CODE

The purpose of the Calgary Catholic School District Dress and Appearance Code is to provide a positive and safe learning environment that will reflect our virtues of decency, modesty and respect. Students' dress and appearance shall be appropriate for educational activities and not cause a disruption to the educational process.

The Dress and Appearance Code states, but not limited to the following:

- Outerwear (i.e. coats, jackets etc.) sunglasses, hats or headgear shall be left in lockers.
- Emblems, printing/writing on attire shall be in harmony with Catholic values and beliefs.
- Shorts and skirts shall be in good repair and of appropriate length (Mid Thigh).
- Appropriate footwear shall be worn at all times (flip flops).

Clothing, jewelry, piercings or accessories that create a safety or health concern, or cause, or threaten to cause disruption to the educational process are prohibited.

Specifically, the following are prohibited:

- Skirts or shorts shorter than mid thigh.
- Midriff shirts, halter-tops, spaghetti straps, muscle shirts.
- Garments revealing bare back, shoulders, low necklines, or those made of sheer or fishnet fabrics.
- Clothing or accessories that depict or symbolize alcohol, drugs, violence, gang associations or inappropriate language/messages.
- Heavy or spiked chains.

Students not complying with the Dress and Appearance Code will be asked to change into more appropriate attire (usually gym strip). It will be viewed as defiant behavior if the student repeatedly violates the Dress and Appearance Code. Consequences, as outlined in our school's Progressive Discipline Plan shall range from a verbal reminder to a suspension from school.

Please note: All elementary students will follow the same dress and appearance code as our Junior High students.

SMOKING

School Board regulations prohibit smoking at Ascension of Our Lord School. Smoking in or around the school is viewed as a serious danger to the health and safety of the school.

PERSONAL ITEMS/TOYS

Students are asked not to bring personal items (i.e. Heelies, toys, trading cards, expensive jewellery, computer games, radios, discmans, MP3s, & iPods etc.) to school. Also, laser pens are not allowed at school due to potential eye injuries. Parents are advised to ensure that their own home insurance policy covers any items of value they send to school.

All other personal items should be labelled. Should clothing and other personal items get misplaced, Lost and Found boxes are located in each wing of the school. Students and parents are encouraged to look through these boxes. Unclaimed items are sent to charity at Christmas, Easter, and in late June.

All students who ride bicycles to school should have a secure lock and use the bike racks. Scooters, rollerblades and skateboards are acceptable. Students must walk their bikes and carry scooters, rollerblades and skateboards on school property due to the possibility of injury to other students. (School property is defined as our field, tarmac, sidewalks and pathways.)

Junior high students are not to use backpacks or bags for books and materials between classes. **Cell phones should be turned off and remain in lockers or backpacks during the school day. Items may be confiscated, returned at a later time, or parents may be contacted to pick up the item if these requests are ignored.**

RESPECTING OUR NEIGHBOURS

Parents are also asked to review with their children that the yards that surround our school are "off limits". Students must remember that this is private property. Should a situation develop where a ball or personal item ends up in one of our neighbour's yards, students should approach a supervisor for assistance. Students are asked to continue their excellent record at maintaining a "good neighbour" rapport with our surrounding homes and properties.

JUNIOR HIGH LOCKERS

1. The Calgary Catholic School District, through its agent Ascension of Our Lord School, provides lockers for student use and convenience. **The school owns and controls the lockers.** Students are welcome to use the lockers to store items. If possible, lockers will be assigned to students near their meeting room for their Religion/Teacher Advisor period.
2. The school reserves the right to search a student's locker at any time.
3. In using a locker, it is agreed and understood that the use of the locker is at the student's own risk and that the Board, its administrators, school administrators, teachers and other employees are not in any way responsible for loss or theft of any goods or articles stored in the student's locker.
4. Locks can be purchased at the school. Combination numbers of all locks must be given to the TA and office. If a lock is lost, students must replace the lock as soon as possible. Locks that use keys are not to be used without special permission from administration. If granted, a spare key must be left at the office.

It is essential that combinations are not shared with anyone. The school is not responsible for items/money that is lost, misplaced or stolen.

REPORTING OF ACHIEVEMENT

Our focus is teaching and learning. Part of this process involves evaluation. An extremely important part of that focus is evaluation of learning and the student's achievement. Teachers communicate in a variety of ways with parents about their child's progress, including:

- Formal report cards
- Parent teacher interviews
- Student or teacher written notes in the student's agenda
- Telephone conferences
- Conferences in person
- Parental feedback

Parents help us to build a comprehensive learning profile for our students by keeping us informed and by working with us to maintain effective communication between home and school.

HOMEWORK

Homework is any task assigned by teachers that students complete during non-school hours. The Calgary Catholic School District recognizes well-planned homework in Grades 3-12 can be a meaningful part of a student's learning. Time spent on homework may vary from one student to the next. Parents who have concerns with homework expectations should contact their child's teacher or the school principal to discuss the situation and the options available. The Calgary Catholic School District finalized a homework regulation in consultation with its community for 2010-2011. You can find more information about the District's homework regulation at www.cssd.ab.ca.



III. SCHOOL PROCEDURES

PARENTAL ROLE

The education of children is a shared responsibility and one that requires a supportive and co-operative relationship between the home and the school. This is the primary ingredient needed for a successful schooling experience and the instructional team at Ascension of Our Lord School welcomes active parental involvement in the education of the child.

PARENT VOLUNTEER PROGRAM

Parents are encouraged to volunteer at Ascension of Our Lord School. Research indicates that parental involvement in the educational process impacts positively on the attitude and conduct of children in the school. Please note that prior to volunteering in the school or on any off campus activities during school hours (e.g. field trips); parents must have attended a "**Volunteer Orientation**". The orientation does not have to be repeated year after year, however, **Volunteer Application Forms must be completed yearly.**

VISITORS TO THE SCHOOL

Parents and visitors are to report to the school office, which is located by the Main Entrance. **All parents and visitors are required to wear Visitor/Volunteer nametags provided by the office.** This procedure enables us to minimize disruptions to our programs and ensures a degree of safety for our students. If you need to speak with a staff member, please wait at the main office and have them locate the staff member and check if they are available to meet. When possible, please pre-book a time to come in and meet with the staff member to ensure they are available.

VISITOR PARKING

All parking spots in the main parking lot and beside the drop off lane are reserved for school staff. Parents are asked to park on the street in designated areas only. Signs indicating areas off limits to parking are clearly indicated.

DROP OFF LANE

Ascension of Our Lord School is fortunate to have a "drop off lane" for parents. Please enter this drop off lane from the south entrance and exit from the north. Also, **please do not leave your car unattended** as it causes a backup of cars waiting to use the lane. At a School Council meeting on January 21, 2009, it was decided that the drop off lane be closed to all vehicles during the hours of 8:30 - 9:00 am and 3:00 - 3:30 pm. The lane would be used for its original intention which is bus student drop off and pick up. This would open up more parking at the front of the school on Harvest Hills Drive. Delivery vehicles and those with handicapped cards would continue to use the drop off zone and the handicapped parking spots. Due to safety concerns, parents should refrain from entering the parking lot to drop off children. Instead, use the drop off lane provided. Stopping or parking in the bus zone is strictly prohibited.



Parents and community members are advised to follow all parking and drop off regulations. City police regularly observe and ticket traffic violators.

NOTE: It is also important that we respect our neighbours near the school by not parking in front of driveways.

ATTENDANCE

The responsibility for regular and punctual attendance, which is necessary for satisfactory school progress, rests with the student and parents. Unsatisfactory attendance, including tardiness, will be dealt with according to school board procedures.



This can include referral to the District Attendance officer.

PROCEDURES TO FOLLOW WHEN ABSENT

When a student will be absent from school, **parents need to notify the school** by telephone or by written notification prior to an absence. The answering machine records messages when the office is closed. The school will call and follow up on all absences which are not reported in by 9:00 a.m. Phone calls must be specific as to the reason for absence.

PROCEDURES TO FOLLOW WHEN LATE

Students who are late, either in the morning or afternoon, must report to the school office and obtain a late slip. Parents should send a written note or phone the school to explain why the student is late. A record is kept of all lates during the year. Students who have an unexcused late will receive a detention.

PERMISSION TO LEAVE SCHOOL

Any student wishing to leave the building during school hours due to illness, doctor's appointment, etc. must obtain permission from the office. Written notification and/or a phone call regarding appointments must be given to the school or parents will be contacted before students are allowed to leave.

LUNCH HOUR

Ascension of Our Lord School offers a supervised lunch program to students who remain at school. The cost of this program is described in the fee information sheets distributed at the beginning of the school year. Students who do participate in our lunch program must abide by the rules of the school. Any student not abiding by these rules may have his/her lunchroom privileges removed.



All Elementary students who remain at school for lunch are not allowed to leave the school grounds and must eat in the gymnasium. Junior High students may leave the school grounds if parents give written permission.

RECESS/LUNCH HOUR

All children are to go outdoors at recess and during the noon break unless inclement weather prevents such. Inclement weather is when outside conditions are extremely cold, extremely windy or when there is a heavy rainfall. A decision will be made by administration or designate prior to recess/noon break.

If weather conditions become inclement while children are outside, the supervisors have the authority to immediately bring children into the school. Otherwise, students will be encouraged to go outdoors at recess or noon break since it is felt that children who are well enough to be at school should be well enough to go outdoors. In extreme cases following extended illness, a parent or guardian may send a note and arrangements will be made to accommodate such children. **At all times, students should be dressed appropriately for the weather or possible changes in the weather.**

IV. GENERAL INFORMATION

RELIGIOUS PARTICIPATION

As a Catholic school, religious education is an integral part of our school day. All students are expected to participate in our Religious Education program, daily prayer and many prayer services over the course of the school year.

SACRAMENTAL PROGRAM

Ascension of Our Lord School works closely with our local parish to ensure all eligible students receive the sacraments. Parents need to register their children for the sacraments at Ascension Parish. Special notices are sent home indicating when and how to do this. It is common for students in grade 2 to receive their First Communion, grade 4 to receive First Reconciliation and grade 6 to receive Confirmation. If your child has missed these sacraments, you are encouraged to contact Ascension Parish (295-8100).

SCHOOL COUNCIL

Ascension of Our Lord School Council meets once per month throughout the school year (except December and the month of Easter). Parents are encouraged and welcome to attend meetings and become involved in the numerous projects that the council undertakes. Please watch for meeting dates and School Council updates on the website.

NEWSLETTERS

A general school newsletter will be issued during the first week of every month during the school year to inform parents of school activities and affairs. The newsletter is available for viewing on-line at <http://www.cssd.ab.ca/schools/ascension/>. Paper copies of the newsletter will be available at the office. The newsletter will also include a detailed calendar listing special events, holidays, early dismissal dates, and celebrations. Other items are also sent home throughout the year. It is extremely important that students ensure that these items are taken home and shared with parents.



TRANSPORTATION

CHARTERED BUS SERVICE (Elementary)



A charter school bus serves elementary students who live in the areas of Country Hills and designated areas of Harvest Hills. To qualify, elementary students must live over 1.2 km. from school. There is a fee for this service.

NOTE: As our community continues to grow and new roads and houses are built, the charter bus service is continually revised. Changes to this service will be communicated to students and parents.

SCHOOL BUS RULES AND REGULATIONS

Students riding on the bus must remember that they are responsible for their conduct to the bus driver and through him/her to the Principal of the school. Violation of any of these rules may lead to a bus suspension.

- The driver is in full charge of the bus and his/her directions must be obeyed.
- The driver will report any misconduct to the Principal of the school concerned, who will take appropriate action.
- The driver may assign specific seats to students at any time.
- While the bus is in motion, pupils must not extend arms or heads out of windows, try to get on or off the bus, and must remain seated.
- Students must not throw paper or other waste materials on the floor or out of the windows of the bus.
- While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
- Pushing, fighting, smoking and the use of obscene language on the bus are prohibited.
- Students must not distract the bus driver.
- Students causing wilful damage to a bus will be held fully accountable.
- When leaving the bus, students must observe the instructions of the bus driver. They should not cross the road without having a clear view in both directions.

HEALTH SERVICES

A public health nurse is assigned to Ascension of Our Lord School. The nurse's duties are mainly to aid students in maintaining good health. Students who become ill or injured during school hours are asked to report to the main office so that parents can be notified. Students may be allowed to utilize the nurse's room on a temporary basis when given permission to do so at the office.

The school will not send home any student without the parent or guardian giving permission. **UNDER SCHOOL BOARD PROCEDURES THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR ADMINISTERING ANY MEDICATION, UNLESS THE PARENTS OBTAIN PRIOR APPROVAL.** All requests for the administration of medication to students shall be made through the principal.

For further information concerning the health services offered by the public health nurse or for the nurse's scheduled time at Ascension of Our Lord School, please call the school at 500-2075.

EMERGENCY PROCEDURES

If students become acutely ill or are seriously hurt at school, staff will make every effort to contact parents at home or at work. Should these efforts fail, we will attempt to contact the "emergency contact" numbers you provide us. Therefore, **it is imperative that we have current working phone numbers at all times.** Please forward changes to the office staff. When needed, the school will call for an ambulance. The district has insurance that will cover the cost of the ambulance, however, the bill is sent directly to the parents. Once paid, the parent contacts the insurance company directly to get reimbursed.

V. STUDENT SERVICES

TEXTBOOKS AND SCHOOL SUPPLIES

Students are required to supply their own pencils, pens and paper. Textbooks are supplied. All students are expected to take proper care of their textbooks. Students who deface or lose textbooks, or return damaged textbooks will be expected to pay replacement costs before a new book is issued. Other supplies necessary at various grade levels will be requested on the first day of school.

LIBRARY



Our library's mission is to ensure that library services provided enable students and staff to become effective users of ideas and information. Our philosophy is that all students in the school shall have equal, open, and on-going access to the library's resources and programs. Students may borrow library resources for one week. Materials may be renewed or reserved as required. Our librarian is available from 8:45 am until 1:45 pm to assist students and staff. The library is open until 3:13 PM.

INTERNET USE

The Internet is available for research in the library, the adjoining computer room and in most classrooms. All students and staff are required by the Calgary Catholic School District to sign an Acceptable User Policy (AUP) before gaining computer access. Due to the potential safety risk, "chat" lines and personal email (i.e. Facebook, Hotmail, Yahoo, MSN, Nexopia) are off limits to students.

SCHOOL TELEPHONE

School telephones are for school business. Students may use the phones in emergency situations only. Arrangements for rides or going to a friend's house are not emergency situations. Students will not use a cellular phone or paging device during instructional hours inside the school. Cell phones should remain off and in lockers and backpacks until the end of the school day.

VENDING MACHINE

Vending machine are located in the school. Junior High students can use the juice/water machine at lunch hour and after school. Elementary students will only be able to use the machines after school. Please bring proper denominations of money, as the office does not have change.

SCHOOL STORE

The store is located in the gym area. Students may purchase various lunch items during the first part of lunch hour. The list of items that we sell is limited and is only intended to supplement a student's lunch.

SCHOOL COLORS

School colours are burgundy and gold. Interscholastic teams are called "Lightning".



INTERSCHOLASTIC SPORT PHILOSOPHY

(JUNIOR HIGH)

Involvement in the interscholastic athletic program requires extra time and effort on the part of the staff and students. This involvement, while encouraged, is voluntary and beyond the scope of the regular school day.

Those students participating on the school teams represent Ascension of Our Lord School. As the total school program is also reflected in the interscholastic athletic program, each student is selected for a team not only for athletic ability but also because of a positive attitude and good conduct in all areas of school life. Students must also be making satisfactory progress in their studies. Students whose attitude or behaviour is deemed to reflect poorly on the school will be removed from the team.

FIELD TRIPS

Field trips are an integral part of the total curricular offering of the school. Parents will be notified about any trips as the need arises. In some instances, parents may be asked to contribute a small fee to cover some of the costs (e.g. entrance fees, cost of bus, etc.) All field trip forms must be submitted to the teachers by the stated deadline or the student will not be permitted to attend.



SCHOOL PATROL (ELEMENTARY)

Grade 5 & 6 students are selected and trained to enhance safety for children crossing streets on their way to and from Ascension of Our Lord School. THEIR DIRECTIONS ARE TO BE OBEYED BY ANYONE CROSSING STREETS WHERE THEY ARE LOCATED.

STUDENT ACCIDENT INSURANCE

The Board provides student accident insurance through a District-appointed insurance company.

Note: Alberta Health Care covers basic medical expenses but does not necessarily provide for such things as dental work, eyeglass repair/replacement, or costs associated with long-term disability. If an ambulance is used to transport a student, the bill is sent directly to parents. The district does have insurance for this. Parents are reimbursed through the insurance company and have to deal with them directly.

PLAYGROUND

The stakeholders of Ascension of Our Lord School support a safe and caring school environment. Therefore, we expect students to play in an appropriate manner on the playground equipment. All of the rules of the school apply on the playground. For example, students are to respect themselves and others. Students should take turns using the equipment and utilize the equipment for its intended use. In addition, there are specific rules of which students should be aware. For example, students using the playground should not wear scarves as they can pose a hazard. Similarly, gum and other food items may present a choking hazard and are therefore not permitted on the play structure. During inclement weather, the playground structure may be slippery. Students are to get the approval for usage from the supervising teacher on these bad weather days. Students that are hurt on the equipment should seek out or send someone to seek out a supervising teacher immediately for assistance. Students are not allowed on the playground after school without parental supervision.



CRITICAL INCIDENT RESPONSE PLAN

Ascension of Our Lord School regularly practices fire drills and Emergency Security Procedures in preparation for any critical incident.

WHOM DO I CALL?

*General inquiries or concerns related to your child's instructional program, behavior, special needs, health problems, social issues, assignments, homework, etc. should be directed to your child's teacher or teacher advisor. He/She is in the best position to have the overall picture of your child as a learner and student and to be aware of the specifics of any day-to-day events.

*General inquiries related to school events or procedures can be directed to the office personnel.

*General inquiries related to School Board policies, local school questions, or Transportation should be directed to school administration.

Parents: please read and sign the Note to Parents section.

Note to Parents

Understanding the policies and procedures that are outlined in this handbook is crucial for a year of learning.

Please take the time to review the contents of this handbook with your child or children. If you would like to suggest any changes, please contact the school.

We have read and discussed the Ascension of Our Lord School Handbook.

Parent's Name: _____

Student's Name: _____

Date: _____