

PARENT and STUDENT



HANDBOOK

Table of Contents

- I. Introduction—Mission, Duties of Parents and Teachers
- II. Administration—Staff Contacts
- III. School Calendar
- IV. Enrolment Options
- V. Admissions Requirements and Cross-Enrolment
- VI. Curriculum Funding—PO Numbers and CRC Requirements
- VII. Program Options
- VIII. Student Information Systems—My Ed, Canvas, Zoom
- IX. Required Courses
- X. Student Learning Plans (SLPs)
- XI. Special Education
- XII. Foundation Skills Assessments
- XIII. School Policies
- XIV. Appendices—Common Acronyms, Internet Subscriptions, Accredited Suppliers

I. INTRODUCTION

ASCEND is a Catholic educational community developed with you and your family in mind. It stands for All Saints Catholic eSchool Network Delivered Online. Under the leadership of the Bishop of Kamloops, ASCEND is part of the Catholic Independent Schools Kamloops Diocese (CISKD).

ASCEND Online is the first Catholic home education option in Canada directly supported by a Catholic diocese—the sixth school to operate under the direction of the Catholic Independent Schools of the Kamloops Diocese. Founded by His Excellency Bishop David J. Monroe in April 2011, ASCEND is truly a blessing to families by affirming the ‘domestic Church’ in education. Our mission at ASCEND is to build a community of families dedicated to living a life in Christ through faith, family, and home education.

ASCEND offers a full-service K-12 Catholic Distributed Learning (DL) program for those who want to maximize their educational options and meet BC’s Ministry of Education requirements for graduation with a Dogwood diploma.

Our world needs young people with the skills and integrity to compete in the global economy while living their faith. ASCEND supports parents who choose this beautiful form of education for their children and offers services and courses that encourage families to live and learn together as ‘schools of love’.

The Ascend Vision—We put faith and family first. We acknowledge and support the sacramentality of marriage and family life, and the role of parents as the primary educators of their children.

The Ascend Mission—Our mission at ASCEND is to support and affirm families who choose to learn together at home by extending flexibility and choice, while at the same time correlating student learning to the BC curriculum, core and curricular competencies.



Duties of Parents

In his paper, Heart of Home Education: Teaching the Catholic Faith, Fr. John A. Hardon (S.J.) writes, “Our primary duty as Catholics is to share our faith with others. This primary duty for parents is to teach the Catholic faith to their children.”

Duties of Contact Teachers

- ❖ Collaboratively plan student learning and resource allocation with families
- ❖ Communicate weekly with families throughout the school year (both in-person and through various technologies such as email, phone, Skype and Freshgrade)
- ❖ Visit families during the year to offer support encouragement, and to assess learning
- ❖ Assess and report student learning to the ministry
- ❖ Support community development through workshops, webinars, and special events



and



II. ADMINISTRATION

General Inquiries — 1-888-599-5775, **Fax:** 1-604-357-1844

Role	Name	Email
School Pastor	Monsignor Jerry Desmond	desmondj@telus.net
Principal	Lynn Hale	principal@ascendonline.ca
Vice Principal	Dina Fiset-Kinzel	dfisetkinzel@ascendonline.ca
Office Manager	DeeDee Harder	admin@ascendonline.ca
Special Education Coordinator	Merryn Denholm	mdenholm@ascendonline.ca
K - 9 Academic Advisor	Mary Gallagher	mgallagher@ascendonline.ca
Grad Academic Advisor	Joshua Schweitzer	jschweitzer@ascendonline.ca
K - 9 Learning Services	Lauraine Wakely	lwakely@ascendonline.ca
10 - 12 Learning Services	Dina Fiset-Kinzel	dfisetkinzel@ascendonline.ca
Subscriptions	Erika Salas	esalas@ascendonline.ca
Student Records	Rebecca Demonte	rdemonte@ascendonline.ca
Information Technology	Sebastian Salas	ssalas@ascendonline.ca
Resource Centre	Gaylene Woodland	library@ascendonline.ca

ACADEMIC STAFF

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Teresa Bell	tbell@ascendonline.ca

III. 2020 - 2021 School Calendar

September — Planning for the new school year

Tuesday, September 8th — Welcome to the new school year

Monday, September 14th — School Prayer at 10 o'clock (via Zoom)

October — Share learning samples with your teacher

October 1st - November 13th — FSAs (grades 4 and 7)

Monday, October 5th — School Prayer at 10 o'clock (via Zoom)

Monday, October 12th — Thanksgiving

October 30th — Last day to mail FSA to school office

November — Celebrate ongoing learning

Monday, November 2nd — School Prayer at 10 o'clock (via Zoom)

Thursday and Friday, November 5th and 6th — Parent/teacher interviews hs

Monday, November 11 — Remembrance Day

December — Observe Advent and celebrate Christmas

Monday, December 7th — School Prayer at 10 o'clock (via Zoom)

December 19th - January 3rd — Christmas Break, ASCEND office closed

January — Revisit and adjust the year's goals

Monday, January 4th — School Prayer at 10 o'clock (via Zoom)

Friday, January 29th — End of Term 1 (High School)

February — Celebrate some special days

Monday, February 1st — School Prayer at 10 o'clock (via Zoom)

February 7th – 14th — BC Catholic Schools Week

Monday, February 15th — Family Day

Wednesday, February 17th — Ash Wednesday

March — Spring Break

Monday, March 1st — School Prayer at 10 o'clock (via Zoom)

March 15th – 26th — Spring Break

April — Celebrate Easter and the new learning that spring can bring

Friday, April 2nd - 5th — Easter Triduum

Monday, April 12th — School Prayer at 10 o'clock (via Zoom)

Thursday and Friday, April 15th - 16 — Parent/teacher interviews (HS)

Thursday, April 30th — Last day to purchase curriculum for 2020 - 2021

May — Wrap up final units of study for the year, and begin plans for 2020 - 2021

Monday, May 3rd — School Prayer at 10 o'clock (via Zoom)

Monday, May 20th — Victoria Day

Friday, May 28th – Saturday, May 29th — BC Home Learning Conference

June — Celebrate the year of growth and learning, and plan for 2020 - 2021

Monday, June 7th — School Prayer at 10 o'clock (via Zoom)

IV. ENROLMENT VS. REGISTRATION

Registering as home learners with ASCEND — Parents deliver instruction at home independently, with no obligation to follow the provincial curriculum and no teacher relationship.

For Distributed Learning with ASCEND — Students work in collaboration with a teacher, as well as parents, to develop a learning plan according to the provincial learning standards. Students in Grades 10 – 12 complete provincially-approved courses as they work towards a BC Dogwood diploma.

V. CROSS-ENROLMENT/ENROLMENT FEES

Students in Grades 10 – 12 may choose to take courses at ASCEND exclusively, or blend their program with courses from various schools, as high school courses are funded on a course-by-course basis.

ENROLMENT FEES

Please note that as of the 2020 - 2021 academic school year, we are charging a tuition fee of \$100 for one student or \$200 per family, payable upon acceptance by cheque, and mailed to ASCEND Online 635a Tranquille Road, Kamloops BC, V2B 3H5.

For students who cross-enroll, we are charging \$50 per course to a maximum of \$100 per student, or \$200 per family.

If you require tuition assistance, please contact the school principal at 1-888-599-5775, extension 6.

VI. CURRICULUM FUNDING

Curriculum funds are provided to BC schools by the provincial government to purchase educational resources, equipment, and activities that allow students to successfully fulfill the goals set out in their Student Learning Plans (SLPs). Students enrolled in Kindergarten – Grade 9 have a curriculum budget of \$700 for learning programs and resources.

Families are provided with purchase order numbers when they enroll, which can be used at various vendors and suppliers ([see our website for a list of vendors](#)). If a vendor does not sell an item using a PO, families may also arrange purchases through their teacher.

Schools are not permitted to transfer curriculum funds directly to a family. This means that parents cannot purchase resources, then submit receipts and expect reimbursement. All purchases with curriculum funds must be completed by April 30th or, for students with special needs, June 15th.

FUNDING GUIDELINES

Curriculum funds may be directed towards any curriculum, activity or equipment supported by the SLP (Student Learning Plan), in accordance with the following directions:

ALLOWED	NOT ALLOWED
<p><u>(Subject to \$600 Ministry Cap)</u> <u>Third Party Service Providers</u></p> <ul style="list-style-type: none"> • Music Lessons • Swimming Lessons • Drama Classes • Art Classes <p>Consumables</p> <ul style="list-style-type: none"> • Art/Science materials • Educational Software <p><u>(Not subject to \$600 Ministry Cap)</u></p> <ul style="list-style-type: none"> • Textbooks part of the curriculum • Computer or Equipment Loans/Lease • Lease of Musical Instruments, Sewing Machines, Sport Equipment etc. 	<ul style="list-style-type: none"> • Animals & Animal Food • Gift Cards • Utilities, Food, Clothing and Gas • Purchase of Musical Equipment, • Purchase Oversized Sporting Equipments and Sporting Goods -Trampolines, Skis, Canoes, Kayaks, Swing Sets, Bikes, Pool • Tutoring (Except for Special Ed) • Electronics, Cameras and Hardware • Printer Ink, Cartridges • Laminator • Microscopes
<p><i>Note: These are just examples and may not cover all items. Please refer to your child's Contact Teacher for more info.</i></p>	

Criminal Record Checks

Ministry of Justice criminal record checks are mandatory for all service providers or volunteers in contact with students – according to the Ministry of Education. All third-party service providers such as dance, karate, or skating instructors, must undergo and pass a Criminal Records Check, or provide ASCEND with a copy of their company’s criminal record check policy. CRCs must be on file before activities may commence or payment is issued. Note that RCMP checks are not considered valid – ONLY those through the Ministry of Justice.

Please refer service-providers to our website for instructions on how to file an application online: <http://ascendonline.ca/criminal-record-check>

VII. PROGRAM OPTIONS — High School (Grades 10 - 12)

ONLINE COURSES (Grades 10 - 12)

These courses are delivered completely online through Canvas, and may require focused Internet research; thus, there is no paper-based text or workbook involved. Once enrolled, students are given a Canvas account through which they access all course content. ASCEND supplies all required course materials for this delivery mode.

TEXT-BASED COURSES (Grades 10 - 12)

These are based on school-approved texts and/or workbooks, which are loaned to each student for the term. Usually, the first few assignments are posted online so students can start the course once they enroll. Once they have activated the course (submitted 5% of their course work), the text will be sent to them. ASCEND supplies all required course materials for this delivery mode.

INDIVIDUALIZED COURSES (Kindergarten - 12)

For students who wish to have complete control over their learning. Standards are met through an individual course of study proposed by the student. A Student Learning Plan (SLP) is drafted with a teacher, which guides the student through established ministry guidelines for course credit.

Grade 10 - 12 courses in this category typically include electives in the Fine Arts, Applied Skills, Physical Education, and English courses.

VIII. INFORMATION AND COMMUNICATION TECHNOLOGIES

MyEd BC is ASCEND's central information system, managing student, parent, and teacher records to track current and new enrollment and registration, and school-wide communications for internal and ministry-reporting purposes.

Canvas is a learning platform which delivers online, textbook-based, and individualized high school courses for grades 10-12, as well as resources and learning plans for families enrolled in the Kindergarten - Grade 9 program. Canvas can be accessed at <https://ascendonline.instructure.com/>

Zoom is ASCEND's preferred video-conferencing software. High school teachers in particular use Zoom to hold weekly webinars and to provide learning support.

Destiny is a resource management system for ASCEND, offering library resources to families upon request.

IX. REQUIRED COURSES

KINDERGARTEN - GRADE 9

Following is the list of required courses for students in Kindergarten - Grade 9. Please note that while there are standards to be met in each subject-area, students may in practise blend sub- jects together (for instance, incorporating art, music or drama into science and social studies activities, or vice versa).

Grades	K to 4	5 to 8	9
Applied Design, Skills and Technologies	***	Yes	Yes
Arts Education	Yes	Yes	Yes
Career Education	Yes	Yes	Yes
Second Language	No	Yes	Optional
Language Arts	Yes	Yes	Yes
Math	Yes	Yes	Yes
Physical Education	Yes	Yes	Yes
Religion	Yes	Yes	Yes

***Although there are a variety of competency standards tied to the K-5 ADST program, content is integrated into other subject areas as appropriate.

HIGH SCHOOL (Grades 10-12) Graduation Requirements

Completion of high school requires students to successfully complete the following provincial graduation requirements. Each student must acquire 80 credits from a combination of required courses and elective course. To graduate from ASCEND Online, all students must complete Religion at each grade level. Overall, a minimum of 16 credits must be completed at the Grade 12 level. All students must complete the two literacy and math skills assessments.

1. Dogwood Required Courses (52 credits)

- a Language Arts 10 (English 10)
- a Language Arts 11 (English 11)
- a Language Arts 12* (English 12)
- a Mathematics 10*
- a Mathematics 11 or 12
- Social Studies 10
- a Social Studies 11 or 12
- Science 10
- a Science 11 or 12
- Physical and Health Education 10
- CLE (Career Life Education)
- CLC (Career Life Connections including Capstone)
- an Arts Education 10, 11, or 12 and/or Applied Design, Skills & Technologies 10, 11, or 12 (please see "Course Selection" page under "High School" tab on school website for options)

2. ASCEND-Required Courses (12 credits)

- Religion 10
- Religion 11
- Religion 12

3. Elective Courses (16 credits)

*Completion of these subjects' skills exams is compulsory.

Note: A student may opt for a School Completion Certificate if they wish to receive a transcript of courses they have completed to use for post-secondary admissions.

X. STUDENT LEARNING PLANS

Building the SLP

Student Learning Plans (SLPs) document all aspects of student learning. They are legal documents by which contact teachers record learning for the Ministry of Education. SLPs are also living documents, revisited throughout the year as necessary. Reporting is portfolio-oriented to the school year.

Communicating Learning

At ASCEND we value and honour the opportunity we have to work with families, and realize that it takes time and effort to build a relationship of trust. Ongoing communication is key to building that relationship so that accomplishments and progress can be celebrated together, and difficulties addressed and supported with care and sensitivity. It is up to each family and contact teacher to collaboratively build a plan for communication throughout the year.

Building Portfolios

As the year progresses, it is good to maintain a record or portfolio of learning. There are many ways to build portfolios. This year we are encouraging families to try Freshgrade or use Canvas, both applications through which pictures and videos can be uploaded onto a private server, gradually building an electronic portfolio throughout the school year.

XI. SPECIAL EDUCATION

Sometimes students require additional learning support. Our learning resource team will collaborate with families and teachers to develop individual education plans (IEPs) for students that require special testing, programs, services or learning adaptations. An Individual Education Plan (IEP) is an educational plan that adapts or modifies a student's learning goals according to specific abilities and needs.

There are two types of IEPs:

Adapted IEP — This is the most common. Students follow the learning standards for their grade, but may need some adaptations, such as someone to read the material to them or scribe for them.

Modified IEP — Students with modified IEPs are not expected to achieve the learning standards for their grade, but work at their own pace on individualized learning goals.

Both parents and teachers are welcome to refer students to learning services for various program planning and resource recommendations using this form:

https://docs.google.com/forms/d/1_U8XikS4Ln9WNXQDJ9HdBvSOS4xz4LEjXgtVE3-IkUY/edit

Graduating with an IEP

A student with an **adapted** IEP may still work towards the standard Grade 12 Dogwood Diploma, and write provincial exams in grades 10 and 12, with some adaptations (for example extra time, a reader or a scribe).

XII. FOUNDATION SKILLS ASSESSMENTS (FSAs)

FSAs are mandatory assessments administered across BC to all students enrolled in grade 4 and 7, assessing reading comprehension, writing skills, and math fluency. More information about FSAs can be found at <https://www.bced.gov.bc.ca/assessment/fsa/>.

XIII. SCHOOL POLICIES

ASCEND Online school has a number of policies in place to protect students. Parents have the responsibility to ensure that your children are aware of such policies. Specific details on each policy can be found on the ASCEND website: <http://ascendonline.ca/about/our-policies/>

You may also ask your child's teacher for more explanation with regard to the following policies:

- ❖ Acceptable Use Policy
- ❖ Academic Integrity Policy
- ❖ Equivalency, Challenge and External Credit Policy
- ❖ Independent Directed Studies Policy
- ❖ Assessment and Resubmission Policy
- ❖ Assignments and Exams Policy
- ❖ Plagiarism
- ❖ Grade Promotion and Benchmarks Policy
- ❖ Fire and Earthquake Policy

XIV. INTERNET SUBSCRIPTIONS

ASCEND Subscriptions	Username	Pass-
<p>Formed offers hundreds of Catholic resources, including video, audio, and e-books to help families grow in the Catholic faith.</p>	—	Parish Code: MR8V34
<p>NatureKids offers quarterly digital copies of <i>NatureWILD</i> magazines as well as a guide to curriculum connections, linking <i>NatureWILD</i>'s content to BC's learning standards.</p>	—	Stay tuned for the next issue of NatureWILD Magazine
<p>The Canadian Reader (Grades 3-5) and What in the World (Grades 5-7) both explore current events and are available for downloading monthly in both French & English.</p>		Password will be sent out monthly in canvas
<p>Exambank is a great resource for testing, especially for students writing FSAs (in grade four and seven). Can also be used to assess grade level achievement in different subject areas.</p>	ascender	afmly7
<p>BrainPOP offers a variety of games, animated movies, and activities for upper elementary and middle schoolers. BrainPOP Jr. also available for K-3 students.</p>	—	For IXL Math Brain- POP, and Learning A – Z, please contact your teacher for a login.
<p>IXL Math (K-12) offers a diversity of engaging math questions and real-world scenarios to provide extra practise. Organized by grade.</p>	—	For IXL Math, BrainPOP, and
<p>Learning A - Z - Reading Eggs and Math Seeds make learning reading and number sense interesting and engaging for kids, with great online games and activities..</p>	—	Learning A – Z, please contact your teacher for a login.

ERAC Resources Access various subscriptions below from http://ciskd.ca/virtual-learning-commons/	User name	password
Access Learning.com (k-12)	Ascend	faith
Gale in context (gr.8-12) www.galepages.com/aos	n/a	Aostudent
Know BC series (K-12) Knowbc.com.knowbc	Ascend	Faith
National geographic kids (K-7) http://infotrac.galegroup.com/itweb/39sbo?db=NGMK	Ascend	faith
EBSCO and Explora (K-12) https://search.ebscohost.com/Login.aspx	Ciskd	Ebsco
Worldbook Encyclopedia (K-12) www.worldbookonline.com	Ascend	faith
Curio.ca (k-12)	1.Create an account at curio.ca/en/account/register 2.Enter the access code A23W-RXPG 3.Click on the link mailed to youto activate.	

XV. RESOURCE SUPPLIERS

Anchor Academic Services	1-800-276-0078	Surrey, BC	www.ads-academic.com
Blue Mantle Educational Supplies	1-877-858-6833	Kemptville, ON	www.bluemantle.ca
CHER (Canadian Home Education Resources)	1-403-243-4443	Calgary, AB	www.canadianhomeeducation.com
Ave Maria	1-800-704-7454	Prince George, BC	www.avemariahealth.com
Butterfly Wings and Wishes	1-780-462-1839	Edmonton, AB	www.butterflyab.com
Canadian Distributor for World Book			ben.minuk@shaw.ca
Canadian Tire (Prince George)	1-250-964-8258	Prince George, BC	www.canadiantire.ca
Cariboo Book Bin	1-250-392-7079	Williams Lake, BC	N/A
Cornerstone Learning Resources	1-800-337-4181	Kelowna, BC	www.cornerstonelearning.ca
Cowichan Valley Regional District	1.800.665.3955	Duncan, BC	http://www.cvrld.bc.ca/
Discovery Toys (Lisa Woo)	1-250-477-9891	Victoria, BC	www.toylady.com
Education Station South	1-780-490-4681	Edmonton, AB	www.educationstation.ca
Excellent Resources	1-877-825-7414	Mill Bay, BC	www.excellentresources.net

Fun Family Phonics	1-604-617-4936	Surrey, BC	www.funfamilyphonics.com
Gingerbread Toys	1-888-521-8697	Prince George, BC	www.gingerbreadtoys.ca
Grouse Mountain	1-604-980-9311	Vancouver, BC	www.grousemountain.ca
Homeschooling Canada	1-778-809-3710	Surrey, BC	http://homeschoolcanada.ca
Island Blue Print	1-250-385-9786	Victoria, BC	www.islandblue.com
K&K Bookstore	1-250-542-8880	Vernon, BC	N/A
Kerrisdale Comm. Centre	1-604-257-8100	Vancouver, BC	www.vancouver.ca
Kool and Child	1-888-390-1775	Nanaimo, BC	www.koolandchild.com
Living Books for Life (Jan- is Scott)		livingbooksforlife.com	Email: livingbooks@shaw.ca
Lighthouse Books	1-604-576-1874	Surrey, BC	Email: lighthousebooks@shaw.ca
Loaves and Fishes	1-800-663-4840	Kelowna, BC	www.loavesandfishes.ca
Lynx Leisure	1-888-238-5812	Calgary, AB	www.outdoorgames-n-sports.ca
Mathusee	1-250-590-6761	Victoria, BC	Email: mathusee@shaw.ca
Nadine's Fine Art	1-250-542-8544	Vernon, BC	www.nadinesfineart.com

Northern Toybox	1-250-782-1411	Dawson Creek, BC	toybox@pris.bc.ca
Northwoods Press	1-519-456-0470	Woodstock, On	www.donnaward.net
Opus Art Supplies	1-800-663-6953	Vancouver, BC	www.opusartsupplies.com
PG Laser	1-250-562-9653	Prince George, BC	www.pg-laser.ca

Planet Kids	1-250-339-3422	Comox, BC	www.planetkidstoys.ca
Powell River Academy of Music	1-604-485-9633	Powell River, BC	www.powellriveracademy.org
Reading Roots Literacy	1-403-210-1970	Calgary, AB	www.readingroots.ca
Science and Nature Co.	1-604-532-0777	Langley, BC	www.scienceandnature.ca
Scholar's Choice	1-800-265-1095		www.scholarschoice.ca
Speedee Printers	1-800-667-9633	Prince George, BC	www.speedee.ca
St. Andrew's Books	1-800-663-7161	Vancouver, BC	www.standrewschurchsupply.com
St. Joseph's Christian Books	1-778 471 6100	Kamloops, BC	Email: stjosephscbgcs@shaw.ca
St. Francis Books	1-705-432-8420	Cannington, ON	www.stfrancisbooks.com
Schoolhouse Teaching Supplies	1-250.385.9030	Victoria, BC	www.schoolhouseteaching.com
Sunrise Marian Distribution	1-800-884-1171	Welland, ON	www.sunrisemarian.com

Vernon Teach and Learn	1-866-545-3611	Vernon, BC	www.vernonteachandlearn.com
The Learning House	1-519-524-5607	Victoria, BC	www.learninghouse.ca
Teacher's Learning Store	1-877-206-2066	Abbotsford, BC	www.thetls.com
Teacher's Tool Chest	1-604-539-9772	Langley, BC	Email: sales@teacherstoolchest.ca
The King's In Bible Store	1-250-563-8836	Prince George, BC	www.kinsin.org

Usborne (Kalyne McIver)		Vancouver Island	www.usborneonline.ca/mamakalboo
Usborne (Kathy Russell)	1-888-464-5544	Kamloops, BC	www.usborneonline.ca
Usborne (Charlene Loxam)	1-250-681-4145		Email: cloxam@yahoo.ca
Usborne (Jen Viscount)	1-250-640-0890	Prince George, BC	www.booklady.ca/jen
Van Dusen Botanical Garden Association	1-604-257-8335	Vancouver, BC	www.vandusengarden.org
Wintergreen Learning Materials	1-800-268-1268	Bradford, ON	www.wintergreen.ca
Winterland Ski	1-250-546-9333	Prince George, BC	N/A
Wisdom Homeschooling	1-780-741-2113	Derwent, AB	www.wisdomhomeschooling.com
Wiseowl Toys	1-250-392-1164	Williams Lake, BC	Email: wiseowltoys@shaw.ca

