

Ascend Online School



parent
handbook
2016/2017





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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.

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 goal 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 future while living their faith. ASCEND therefore support parents who choose this beautiful form of education for their children, and offer services and courses that encourage families to live and learn together as ‘schools of love’ and challenge youth to fully develop as human beings ‘created in the image and likeness of God.’



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 provincial Learning Standards.

Duties of Parents



In his paper, Heart of Home Education: Teaching the Catholic, 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. This home teaching of the faith is God's providential plan for restoring family life in the Western world.”

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 and encouragement, and to assess learning
- Assess and report student learning to the ministry
- Support community development through workshops, webinars and special events

ADMINISTRATION



General Staff Information

Under the direct leadership of the Bishop of Kamloops, ASCEND is part of the Catholic Independent Schools Kamloops Diocese (CISKD). The Supervision of the schools is under the management of the School Superintendent. The School Principal who oversees the day to day operations of the school reports to the School Superintendent. Supporting the Principal will be the four Coordinators for K-9, High School, Special Education and Learning Resources.

CONTACTS

General Inquires:  **1-888-839-6941**
 **(250) 376- 3363**

Role	Name	Email
Interim Principal/Superintendent	Kelly Tries	principal@ascendonline.ca
K-9 Coordinator	Mary Gallagher	mgallagher@ascendonline.ca
High School Coordinator	Joshua Schweitzer	jschweitzer@ascendonline.ca
Special Ed. Coordinator	John Davies	jdavies@ascendonline.ca
Learning Services Coordinator	Lauraine Wakely	lwakely@ascendonline.ca
Special Education Learning Resources	Erika Salas	esalas@ascendonline.ca
Administrative Assistant	DeeDee Harder	admin@ascendonline.ca
Human Resources and Administration	Marilen Bautista	mbautista@ascendonline.ca
Information Technology	Sebastian Salas	ssalas@ascendonline.ca
Course Design	Sofia Bautista	sbautista@ascendonline.ca

ACADEMIC STAFF



Role	Name	Email
Contact Teacher K - 9	Mary Gallagher	mgallagher@ascendonline.ca
Contact Teacher K – 9/SE	Lauraine Wakely	lwakely@ascendonline.ca
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Contact Teacher K – 9/SE	John Davies	jdavies@ascendonline.ca
High School Counsellor	Joshua Schweitzer	jschweitzer@ascendonline.ca
Contact Teacher HS	Justin Siray	jsiray@ascendonline.ca

IMPORTANT DATES TO REMEMBER



Kindergarten to Grade 9

September

- Discuss and sign student learning plans with contact teacher
- Establish a plan for ongoing communication throughout the year

October

- October 1—2nd half of funding available
- Submit current learning samples to establish activation for 2016-2017
- Computers and electronics will be purchased after October 15th

November

- Family visits with contact teacher
- First portfolios due during this month

December

- December 5—first term report cards

January

- mid-January to mid-February—complete and return FSAs (grades 4 & 7)

February

- Family visits with contact teacher
- First portfolios due during this month

March

- March 15—second term report cards

April

- mid-April—re-enrolment begins
- April 28 - 29—CHEC
- April 29 - May 1—All Saints Conference

May

- May 15—deadline for current year's funding & internet reimbursements
- Family visits with contact teacher, also to plan for upcoming year
- Final portfolios due during this month

June

- June 15—final report cards

IMPORTANT DATES TO REMEMBER



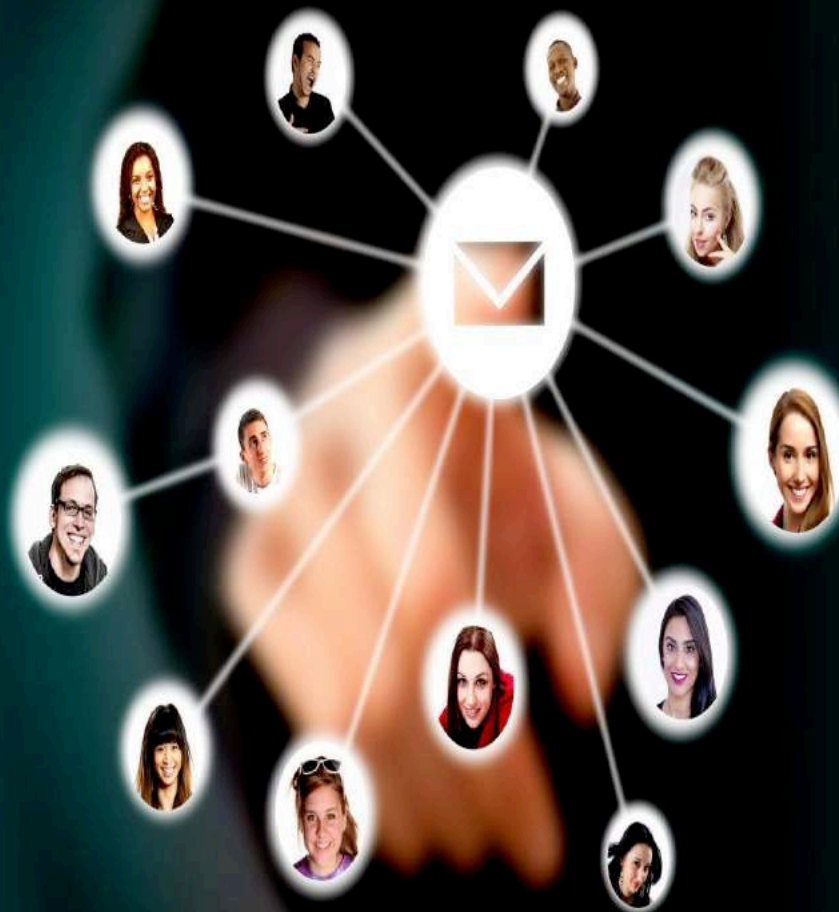
High School

Term #1

- September 30: Activate courses (complete 10% of coursework).
- October 31: English 12 Provincial Exam (electronic exam; 9:00am-11:00am).
- January 24: English 12 Provincial Exam (electronic exam; 9:00am-11:00am).

Term #2

- February 15: Activate courses (complete 10% of coursework).
- April 6: English 12 Provincial Exam (electronic exam; 9:00am-11:00am).
- May 11: English 12 Provincial Exam (electronic exam; 9:00am-11:00am).
- June 23: English 12 Provincial Exam (electronic exam; 9:00am-11:00am).
-



ENROLLED VERSUS REGISTERED

Here are the differences between the two programs:



Distributed Learning (Enrollment)	Homeschooling (Registration)
<ul style="list-style-type: none">• Learning is supervised and directed by a teacher certified in British Columbia, who works with students and families to develop and implement student learning plans.• Students work with teachers throughout the year and receive provincial letter grades, report cards and a permanent student record just as they would in a local school.• Teachers, parents and students communicate regularly, and teachers visit families at least twice each year to offer support.• Upon meeting requirements for graduation, students receive a British Columbia Dogwood graduation diploma.• Students receive up to \$1000 for learning programs and resources.	<ul style="list-style-type: none">• Learning is directed and supervised by parents or guardians, who are solely responsible for student learning.• Student progress and programs are not reviewed by the Ministry of Education.• Families work independently.• Students do NOT receive a British Columbia Dogwood graduation diploma.• Families who register receive \$150 for learning programs and resources, per family.

ADMISSIONS



To enrol, parents must complete several forms, all available on our website. There are also three other enrolment forms, available as follows:

- [Residency](#)
- [K-9 Parent Agreement](#)
- [Resource Loan Agreement](#)

Parents also need to submit a proof of residency and a copy of children's birth certificates to admin@ascendonline.ca.

Cross Enrolment



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



CURRICULUM FUNDING



Purchase Order Numbers

Families are provided with purchase order numbers when they enrol, which can be used at various vendors and suppliers see our website for a list of vendors. If a vendor will not sell an item using a PO, families must arrange purchases through their contact teacher.

Criminal Record Checks

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





FUNDING GUIDELINES

Important things to remember:

- 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 \$1000 for learning programs and resources.
- Schools are not permitted to transfer curriculum funds directly to a family. This means that parents cannot buy things, then submit receipts and expect reimbursement. All purchases with curriculum funds must be completed by March 30th. The only exception to this deadline is funding deadline for Special Education of June 15th.
- 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> Third Party Service Providers</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 Equipment and Sporting Goods - Trampolines, Skis, Canoes, Kayaks, Swing Sets, Bikes, Pool• Tutoring (Except for Special Ed)• Electronics and Hardware - High-end Computers, Cameras, Welding Equipment• Printer Ink and Cartridges• Microscopes• Laminator• Safety equipment
<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>	

PROGRAM OPTIONS



INDIVIDUALIZED COURSES (Kindergarten - 12)

This is for students who wish to have complete control over their learning. Outcomes 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. There is a funding allocation for materials to help cover course outcomes once the teacher has approved the learning plan. Family POs may not be used for high school students.



ONLINE COURSES (Grades 10 - 12)

These courses are delivered completely online through Moodle, and may require focused Internet research; thus, there is no paper-based text or workbook involved. Once enrolled, students are given a Moodle 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 a 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 10% of their course work), the text will be sent to them. ASCEND supplies all required course materials for this delivery mode.





STUDENT INFORMATION SYSTEMS



Genius, an online database managing student, parent, and teacher information records, acts as the school's central student information system (SIS). School administration uses Genius to track current and new enrolment and registration of students, student learning plans (SLPs), report cards, curriculum funding allocation and balances, and school-wide communications for internal and ministry-reporting purposes.

Moodle is a free, open-source platform which delivers online, textbook-based, and individualized high school courses for grades 10-12. ASCEND's Moodle site can be accessed through an internet browser on a computer or mobile device.

Zoom is ASCEND's preferred video-conferencing software and supports audiovisual communication on multiple platforms (PC, Mac, Linux, Chrome OS, Android, and iOS). High school teachers in particular use Zoom to hold weekly webinars and to provide learning support.

REQUIRED COURSES

K-9 Required Courses

Grades	K to 4	5 to 7	8	9
Applied Design, Skills and Technology			**	**
Arts Education	Yes	Yes	**	**
Career Education	Yes	Yes	Yes	Yes
Second Language	No	Yes	Yes	Optional
Language Arts	Yes	Yes	Yes	Yes
Math	Yes	Yes	Yes	Yes
Physical Education	Yes	Yes	Yes	Yes
Religion	Yes	Yes	Yes	Yes
Science	Yes	Yes	Yes	Yes
Social Studies	Yes	Yes	Yes	Yes

High School (Grades 10-12) Graduation Requirements



Dogwood Required Courses (52 credits)

Language Arts 10 (English 10)
 Language Arts 11 (English 11)
 Language Arts 12* (English 12)
 Mathematics 10* (Foundations of Math 10 or Apprenticeship & Workshop Math 10)
 Mathematics 11 or 12 (Foundations of Math 11/12, Pre-Calculus 11/12, or Calculus 12)
 Social Studies 10- a Social Studies 11 or 12 (Social Studies 11, History 12, or Geography 12)
 Science 10
 Science 11 or 12 (Biology 11/12, Chemistry 11/12, Physics 11/12, or Earth Science 11)
 Physical and Health Education 10
 Two of Career Education 10, 11, or 12
 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)

ASCEND Required Courses (12 credits)

Religion 10
 Religion 11
 Religion 12

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 admission.

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, an application through which pictures and videos can be uploaded onto a private server, gradually building an electronic portfolio throughout the school year. So far feedback on Freshgrade has been very good from both families and teachers.

*When submitting photos and videos, families are reminded to annotate pictures and videos with explanations to provide context and avoid erroneous assumptions.



SPECIAL EDUCATION



ADDITIONAL LEARNING SERVICES

- 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 IEP's:

- 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.

Graduating with an IEP

- A child can still graduate with an *adapted* IEP. A child with an adapted IEP can write provincial exams in grades 10 and 12 but may need to extra time, a reader or a scribe.

APPENDIX



Common Abbreviations

Abbreviation	Definition
ASCEND	All Saints Catholic eSchool Network Delivered Online
DL	Distributed Learning
Genius	The database used for reporting student progress and for transcripts
FSA	Foundation Skill Assessments, written in grades 4 and 7
HS	High School
IEP	Individual Education Plan (written for students with special education needs)
PLS	Provincial Learning Standards
SE	Special Education
SLP	Student Learning Plan

APPENDIX



School Subscriptions—please see the attachment for specific login info for each:

[Curio](#)—an educational website created by CBC. Great for exploring the arts, business, history and geography, as well as sciences and current events. *News in Review* is available in French/English.

[Enchanted Learning](#)—offers a range of printable materials, including French, Spanish, human body, animals and geography resources. Geared more towards younger age ranges.

[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.

[What in the World](#) (Grades 5-7) and [Canadian Reader](#) (Grades 3-5) both explore current events and are available for downloading monthly in both French & English.

Gord Neufeld DVD Lending Library—some great resources here on various aspects of parenting. Please go to <http://special.ed.ascendonline.ca/lending-library/dvd-library/> for a list of available resources.

Recommended Resources—for a list of resources recommended and used by other families with Ascend, please go to <https://packingforthefuture.wordpress.com>.

- **SE Subscriptions**—although these are available through our SE program, they extend to all students on a first-come first-serve basis. There is no associated cost, so parents and students are highly encouraged to try them out:
- [Mathletics](#) (Spellodrome is part of the subscription)
- [Learning A-Z](#)
- [IXL Math](#)
- [BrainPOP](#), [BrainPOP Junior](#), [BrainPOP Espanol](#)
- [Reading Eggs: A Learn-to-Read Program](#)
- [Math Seeds](#)
- [Kurzweil](#), a text-to-speech literacy program (schoolwide)
- [Susan Barton Reading and Spelling System](#)—a tutoring program for those who struggle with reading and spelling
- [Fast ForWORD](#)—builds cognitive skills to remediate difficulty with reading. Based on principles of neuroplasticity (limited)

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LEARNING KITS

ASCEND has a number of K-9 resource kits available. After reading the [Lending Library Policy](#) you may request a kit online, at <http://ascendonline.ca/k-9kits/>.

Borrowing Ascend Learning Kits (Q&A)

Who Can Borrow?

- All enrolled ASCEND families are eligible to borrow library kits.

During which months can we borrow from the ASCEND library?

- Families may request kits between September 1st and April 15th.
- All materials must be returned to the Ascend office by May 31st for the end-of-year inventory.

How do we borrow?

- Once you have viewed our lending list, you can place an order online.
- Families may have no more than 2 kits signed out at one time.

How do we reserve an item?

- Families may reserve an item in the library's collection by placing a hold. A
- maximum of four holds may be placed within the system at one time.
- Holds may be placed through the website or by phoning the Ascend office.
- If there is more than one hold on an item, subsequent holds will be placed in chronological order.
- Reserved items will be processed after outstanding borrowed items have been returned.

How do we renew an item?

- Item(s) can be renewed by emailing or phoning the Ascend office.
- Item(s) cannot be renewed if a hold has been placed on them, and must be returned by the due date.
- A renewal cannot be made if there are other overdue items.

- How are kits delivered?
- Library kits and resource items are compiled into a zippered bag and mailed in a Tyvek envelope.

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ACCREDITED RESOURCE SUPPLIERS

Company Name	Ph#	City/Province	Website
Canadian Vendors			
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 only)	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
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 Community Center	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 (Janis 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



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Opus Art Supplies	1-800-663-6953	Vancouver, BC	www.opusartsupplies.com	Vernon Teach and Learn	1-866-545-3611	Vernon, BC	www.vernonteachandlearn.com
PG Laser	1-250-562-9653	Prince George, BC	www.pg-laser.ca	The Learning House	1-519-524-5607	Victoria, BC	www.learninghouse.ca
Planet Kids	1-250-339-3422	Comox, BC	www.planetkidstoys.ca	Teacher's Learning Store	1-877-206-2066	Abbotsford, BC	www.thetls.com
Powell River Academy of Music	1-604-485-9633	Powell River, BC	www.powellriveracademy.org	Teacher's Tool Chest	1-604-539-9772	Langley, BC	Email: sales@teacherstoolchest.ca
Reading Roots Literacy	1-403-210-1970	Calgary, AB	www.readingroots.ca	The King's In Bible Store	1-250-563-8836	Prince George, BC	www.kinsin.org
Science and Nature Co.	1-604-532-0777	Langley, BC	www.scienceandnature.ca	Usborne (Kalyne McIver)		Vancouver Island	www.usborneonline.ca/mamakalbooks
Scholar's Choice	1-800-265-1095		www.scholarschoice.ca	Usborne (Kathy Russell)	1-888-464-5544	Kamloops, BC	www.usborneonline.ca
Speedee Printers	1-800-667-9633	Prince George, BC	www.speedee.ca	Usborne (Charlene Loxam)	1-250-681-4145		Email: cloxam@yahoo.ca
St. Andrew's Books	1-800-663-7161	Vancouver, BC	www.standrewschurchsupply.com	Usborne (Jen Viscount)	1-250-640-0890	Prince George, BC	www.booklady.ca/jen
St. Joseph's Christian Books	1-778 471 6100	Kamloops, BC	Email: stjosephscbgcs@shaw.ca	Van Dusen Botanical Garden Association	1-604-257-8335	Vancouver, BC	www.vandusengarden.org
St. Francis Books	1-705-432-8420	Cannington, ON	www.stfrancisbooks.com	Wintergreen Learning Materials	1-800-268-1268	Bradford, ON	www.wintergreen.ca
Schoolhouse Teaching Supplies	1-250.385.9030	Victoria, BC	www.schoolhouseteaching.com	Winterland Ski	1-250-546-9333	Prince George, BC	N/A
Sunrise Marian Distribution	1-800-884-1171	Welland, ON	www.sunrisemarian.com	Wisdom Homeschooling	1-780-741-2113	Derwent, AB	www.wisdomhomeschooling.com