

Imagine the Possibilities

Ephesians 3:20



2011-2012

Student Handbook

www.ascensionschool.org

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Dear Parents,

Welcome to the 2011-2012 academic school year of Ascension Lutheran School. Ascension will be opening its doors for its 60th academic year. Since its beginning, God has abundantly blessed our school. Ascension has enjoyed the privilege to serve as a beacon of light to the community, sharing with children and their families the way to Jesus Christ and equipping them to become caring servants. Academically, our graduates continue to shine in secondary and collegiate settings. We thank God for His blessing of excellence and provision over these 60 years!

We have been blessed with a rich history and a sound foundation for growth. God has blessed our past and has much more in store for our future. As we rely on and seek His wisdom and guidance for the future, we can be assured of His promise to us in Ephesians 3:20-21.

“Now to him who is able to do immeasurably more than all we ask or imagine, according to his power that is at work within us, to him be glory in the church and in Christ Jesus throughout all generations, forever and ever!” AMEN

Our theme for this school year is:

He is able to do immeasurably more than all we ask or imagine!

As we celebrate the past and look to the future let us dream and imagine BIG, knowing that God has an even larger and bigger plan for us at Ascension Lutheran Church and School.

I ask that both parents and students review the pages of this School Handbook. After you have reviewed the contents, Ascension’s Board of Education asks that you return the Statement of Acknowledgment to the school no later than September 2, 2011. Reviewing and abiding by the contents of the Handbook helps us develop a team that is working together for the growth of our children.

Again, I look forward to God’s plans for this school year as we work for the academic and spiritual growth of all our children. May His love and forgiveness be a part of each day at Ascension Lutheran School.

Blessings,

Donna Lucas

Mrs. Donna Lucas, Principal

2011-2012 School Calendar

AUGUST

- 15 Faculty Returns
- 18 6th Grade Orientation (11:00-11:30 am)
- 21 Caring Servant Sunday
- 22 First Day of School (11:45 am dismissal)
- 25 Back to School Night (7:00 pm)

SEPTEMBER

- 1 New Parent Orientation (7:00 pm)
- 2 Band Demonstration (9:00 am)
- 5 Labor Day (Campus Closed)
- 17 Landover Hills Parade
- 22 Picture Day (Mid-quarter)
- 23 Progress reports issued
The History Makers Assembly
- 25 Ascension School Sunday / 60 Year Kick-Off
Accreditation Certificate Presentation
Lambs and Junior Choir

OCTOBER

- 12-14 Teacher Conferences (No School)
- 23 Lambs and Junior Choir
- 28 Last day of 1st quarter (46 days)
- 31 Teacher In-Service day (No School)

NOVEMBER

- 3 Make-up Picture Day
- 4 Awards Assembly / Report cards issued
- 11 Parent-Teacher Conferences (No School)
- 20 Lambs and Junior Choir (Open House)
- 22 Thanksgiving Luncheon
- 23-25 Thanksgiving Break (Campus Closed)

DECEMBER

- 2 Pioneer Day (3rd grade)
- 8 Mid-quarter
- 9 Progress reports issued
- 12-14 Book Fair
- 16 Band Concert (2:30 pm)
- 18 Lower School Christmas Program (10:00 am)
- 20 Upper School and Band Christmas Program (7:30 pm)
- 22-31 Christmas Break (Campus Closed)

JANUARY 2012

- 1-2 Christmas Break (Campus Closed)
- 3 Classes resume
- 16 Rev. Dr. Martin Luther King, Jr., Day (Campus Closed)
- 20 Last day of 2nd quarter (46 days)
- 23 Teacher In-Service day (No School)
- 27 Awards Assembly / Report cards issued
- 29 Lambs and Junior Choir (Open House)

FEBRUARY

- 20 President's Day (Campus Closed)
- 22 Ash Wednesday
- 26 Open House
Festival of Music
Lutheran Schools Sunday
- 27 Mid-quarter
- 28 Progress reports issued

MARCH

- 2 Read Across America Day
- 2-3 Lutheran Invitational Tournament
- 5-9 Lutheran Schools Week
- 11 Open House
- 19 PTL Spaghetti Dinner and Silent Auction
Literature / Science Fair
- 29 Last day of 3rd quarter (47 days)
- 30 Teacher In-Service day (No School)

APRIL

- 1 Lambs and Junior Choir / (Open House)
- 5 Awards Assembly / Report cards issued
- 6-15 Easter Break (Campus Closed)
- 16 Classes resume
- 22 60th Anniversary Gala
- 23-27 Achievement Testing

MAY

- 1 Teacher Appreciation Day
- 23-27 6th Grade Science Camp
- 6 Lambs and Junior Choir (Open House)
- 9 Mid-quarter
- 10 Progress reports issued
- 11 Ascension Day
- 18 Student Band Concert (2:30 pm)
- 19 Middle School Dance
- 22 Upper School Spring Arts Program
- 24 Lower School Spring Arts Program
- 25 Swing Day (Campus Closed)
- 28 Memorial Day (Campus Closed)
- 31 8th Grade Banquet

JUNE

- 4 Kindergarten - 3rd Grade Picnic
8th Grade Class Trip
- 5 & 6 Teacher In-Service day (11:45 am dismissal)
- 6 Graduation (7:30 pm)
- 7 Teacher In-Service day (11:45 am dismissal)
Last Day of School (41 days)

History of Ascension Lutheran School

In 1952, the members of Ascension Lutheran Church established a Kindergarten program which operated in Ascension Chapel in Landover Hills, and later in what is now our Fellowship Hall. In the early 1960's, the decision was made to develop a full elementary program.

By 1964, the first seven classrooms, which currently serve our students were dedicated, and in the spring of 1967, Ascension's first sixth grade class was graduated. In 1993, a Middle School was added to our program.

In 2001, four new classrooms, a music room, and a renovated Kindergarten room were dedicated to the glory of God. Many Ascension graduates have gone on to distinguish themselves in the areas of academic performance, the arts, and athletics at both the secondary and college levels.

God has blessed our school immensely, and He continues to bless us, as His word is taught and lived out in our school on a daily basis. With firm confidence, Ascension Lutheran School eagerly looks forward to the future.

ASCENSION LUTHERAN CHURCH

If you do not have a church home, or would like to visit Ascension Church on any Sunday, you are more than welcome. The fall worship hours are 8:00 AM, and 10:30 AM, with Sunday School at 9:15 AM. For more information regarding Ascension Church, you are invited to speak with the Pastor. Our summer worship schedule begins Memorial Day and ends in October, with a weekly service beginning at 9:00 AM.

Mission Statement

The Mission of Ascension Lutheran School is to raise caring servants to extend life in Christ to diverse people by equipping students for a life of Christian discipleship enabling them to acquire knowledge, work habits, thinking skills, and processes needed to help them to become productive, respected citizens.

We are dedicated to accomplishing this mission by providing a positive, Christ-centered environment in which each child can realize his or her fullest potential. We believe that this is best accomplished when caring Christian teachers work together in partnership with the home for the well-being of the child.

Philosophy

Statement of Belief

We believe:

- That Christian education is a vital aspect of God's mission, commanded by Christ Himself.
- That Christian education is committed to provide a complete education for God's children by meeting their spiritual, academic, social, emotional, and physical needs.
- That the purpose for Christian education is to create a learning environment based on the Christian faith.
- That God's children need to learn their proper relationship to God and all humanity.
- That effective education is carried on through quality learning programs that relate the Christian faith in every aspect of life.

Purpose

It is our purpose...

- To educate not only for time, but also for eternity.
- To strive for the highest academic standards, while reaching for the highest standards of God's Word.
- To provide a holistic education for God's children's spiritual, academic, social, physical, and emotional needs.
- To teach the Lutheran doctrine and to nurture the Christian faith through instruction in God's Word.
- To provide quality and experiential learning programs that relates the Christian faith in every aspect of life.
- To foster a positive home, school, and church relationship.
- To promote awareness of and respect for cultural diversity.
- To provide children opportunities for Christian worship.

Goals

It is our Goal...

- To help the children know God as their Creator, Redeemer, and Sanctifier, as is taught in the Holy Scriptures.
- To develop in children the attitudes of love, respect, concern, and forgiveness in relationship to all peoples.
- To show children that the body and mind are marvelous gifts from God which are to be kept holy, for service to God and the benefit of others.
- To help children develop critical thinking, reasoning, problem solving, and communication skills.
- To provide a quality education that emphasizes proficiency in all academic disciplines.
- To encourage the children to develop an appreciation of the Fine Arts.
- To guide the children in the use of social skills this will develop positive relationships.
- To help children attain a positive self-concept.
- To help children grow in responsible citizenship.
- To encourage children to participate faithfully in church and Sunday school.
- To teach children that Jesus is their personal Savior and in Him is eternal life, for He is the way, the truth, and the life (John 14:6).

Teaching Staff

Ascension values high academic standards and puts great value on the teachers and their qualifications.

The basic requirements for our teachers at Ascension are:

1. Holds a Bachelor's degree and knowledge appropriate to the grade and/or subject area taught.
2. Clears a Criminal Background Check.
3. Professes a close relationship with God through prayer, study of the Bible and lives a life that reflects a relationship with Jesus Christ.

Ascension values:

1. Certification by the church body.
2. State Certification or the ability to meet the standards for certification.
3. Membership in professional organizations and associations.
4. Active participation in Church.

Average Class Size

Ascension maintains manageable classroom sizes for the purpose of effective classroom instruction. The average class size is 20 students to one teacher.

Admission Policy

Ascension Lutheran School is open to children who are members of Ascension Lutheran Church, as well as children who are not members of Ascension, who are seeking a Christ-centered educational program. Ascension Lutheran School admits students of any race, color, national, or ethnic origin. All rights, privileges, programs, and activities are made available to all students. Ascension does not discriminate in administration of its educational policies, admission policies, athletic, or other school-administered programs.

Entrance Regulations:

Upon registration, the following are required:

- Proof of date of birth must be presented upon application. No child will be permitted to attend class without proof of date of birth.
- Proof of immunizations and proof of at least one tuberculosis examination must be presented upon application. No student will be permitted to attend class without proof of immunizations after the established time for meeting the requirement.

- A record of performance: Academic records (report card/transcript/standardized test scores) and discipline records must be received for all transferring students upon application, or no later than the established time for meeting the requirement. Such transferring students will be admitted under conditional terms until performance and discipline records are received and evaluated. Ascension maintains the right to contact the student's former school to aid in determining a student's performance and discipline status.
- A personal interview involving the principal, parent(s), and child must be scheduled before the student will be permitted to attend.
- Mandatory testing of basic academic skills must be taken on specified dates by all new students applying to Grade 3 and above. All students, applying for Kindergarten through Grade 2, must complete an interview and screening with the principal or designated faculty member. Kindergarten students are to be 5 by September 1 of the year entering Kindergarten. The principal and teacher may grant an exception, after testing has been completed.
- The full application fee must be paid.

Upon meeting these criteria, the student will come under review by the Ascension Admissions Committee to determine his or her compatibility with our academic and discipline programs.

If Ascension cannot meet the fundamental needs of a student, that student will not be admitted. If Ascension can minister only minimally to a student, the administration will inform the parents of the school's limitations and allow the parents to decide whether or not to enroll their child in the school.

After Admission:

- Students will be admitted under a probationary status for the first quarter grading period at Ascension. At this time, the Admissions Committee will review the student's basic school performance. Areas of concern will be referred to the Board of Education at which time the student's admission into Ascension will be re-evaluated.
- Besides maintaining satisfactory academic performance and behavior, all Ascension students are expected to:
 - respectfully participate in religious instruction and chapel services; and
 - abide by Ascension's dress code/uniform policy, which is outlined on page 15.

Ascension Lutheran School reserves the right to refuse re-admittance to students due to non-compliance with the school's academic and behavioral policies and recommendations.

Entrance Criteria

- Students shall have successfully completed the previous grade and have been recommended for promotion.
- Students shall have completed a diagnostic assessment for reading comprehension and math computation. Students entering third grade should score no more than one (1) GE below grade level. Scores for all other students should be no more than two (2) GE below grade level.
- Students in special education resource must present the current IEP to be reviewed by the Admissions Committee for approval. Homeroom teachers must review all IEP plans. For students with an IEP ranking of Levels I or II, a specific contract stating which aspects of the IEP can be met with the classroom teacher will be written, discussed, and signed by the parent(s). A disclaimer will be included in the contract regarding the needs which the school cannot meet. Students who have a current special education ranking of Level III or above will not be accepted. If we are unable to provide the necessary accommodations, admission will be denied. A referral will be made to an appropriate educational facility.
- Students with existing 504 plans, must present the plan for review by the Admissions Committee. Homeroom teachers must also review 504 plans. If the student's needs cannot be met, admission will be denied.
- Students must present a copy of the current academic year report card in order to be considered for admission. All school records must be on hand prior to the first day the student is in attendance.
- All students will be admitted on a probationary basis, and academic progress and behavior will be reviewed at the end of the first quarter to ensure that the student's needs can be met by Ascension Lutheran School. If continuing their education at Ascension Lutheran School is not in the best interest of the students, parent will be advised of alternate placement possibilities.

Return of Required Forms

If all vital forms are not returned within two weeks of the start of school, registration will be considered incomplete and students will be removed from class until the signed forms are returned. These forms may be downloaded from the school website for your convenience and include the following items:

- Media permission slip
- Discipline forms
- Internet Safety Contract
- Statement of Acknowledgement of Handbook
- Volunteer Application
- Immunization

Parent-Teacher Communication Guidelines

Guidelines for Parents

1. Teachers should be addressed in a professional and courteous manner.
2. Parents must make a request for an appointment with a teacher through the office or in writing (e-mail is acceptable) to the teacher to discuss student progress, including requests for assignments or behavior issues.
3. Teachers may not take phone calls during the school day. Please leave a message so they can return your call, e-mail or call after school.
4. Conversations should have as the primary focus the direction, development, growth, and training of the child/student.
5. Parents must have an appointment to enter the classroom prior to 8:15 AM.

Guidelines for Teachers

1. Parents should be addressed in a professional and courteous manner.
2. Teachers should make every attempt to return requests for meetings in a timely manner. An attempt must be made to schedule conferences no earlier than 7:45 AM or later than 4:00 PM.
3. Teachers should make every attempt to return phone calls/e-mail within 48 hours.
4. Conversations should have as the primary focus the direction, development, growth, and training of the child/student.

Communication/Grievances

In St. Paul's letter to the Thessalonians (I Thessalonians 5:11-15), God tells us that the primary purpose of communication among Christians is to honor each other. He indicates that we are to be patient and loving, and never retaliatory. Thus, even when we must confront a fellow Christian with a problem or complaint, we should honor them with kindness.

During the course of a school year, there will be times when we might have questions, concerns, and complaints. When such instances occur, it is important that open, honest, and prompt communication take place. It is also important to share your concern with the appropriate party involved. When a problem or problems arise, resolution can be achieved on most occasions by implementing the following guidelines

1. Speak to the party directly involved. This will usually be the classroom teacher.
2. If after going through the first step, and no satisfactory resolution has taken place, share your concern with the school principal, Mrs. Lucas.
3. If after implementing the first two steps, you feel the need for further dialogue, please contact a member of the Board of Education, usually the Board Chairperson, and you will be granted a further hearing.
4. If you have a specific concern you wish to share with the entire Board of Education, please contact the Board Chairperson, and he/she will advise you of the procedures for presentation to the Board.

Please remember to try to handle all problems in a confidential manner following these steps. To share a complaint with a number of parents without going to the teacher first has the potential for creating rumor rather than fact, and

causing tension and hurt feelings. On the other hand, dealing with problems in an open fashion in accordance with proper procedures can lead toward not only resolution, but growth on the part of all persons involved.

Board of Education Meetings

Ascension's Board of Education meets regularly the second Monday of the month at 7:00 PM. General sessions are open meetings; however, for logistical purposes the Board Chair should be notified at least 24 hours before the meeting of requested attendance. Executive sessions are closed to the public.

Building Entry

All visitors, including parents, are required to wear an identification badge while in the building during school hours. This is applicable if you have come to observe a class, serve as a volunteer, including lunch duty, or meet with a faculty member. We ask that all persons enter the building via the church narthex (lobby) doors and report directly to the school office to pick up a badge before proceeding into the school complex. The only time that parents may enter through doors other than the church narthex doors is during the 8:15-8:30 AM arrival time. If you wish to stay in the school building after 8:30 AM, you must go to the office to pick up a badge.

These building entrance procedures are designed to provide an extra measure of security for our students.

Traffic Control Procedures

For the safety of our children, please follow the following traffic procedures for picking up and dropping off of students.

- All traffic in the lot flows in a counter clockwise direction around the basketball court.
- No parking in the center of the back lot. We do not want any pedestrians crossing the traffic lanes. Do not leave your car anywhere in the back lot.
- If you desire to park, please use the side lot.
- Upon entering the parking lot off Buchanan Street and continuing around the basketball court. PLEASE USE EXTREME CAUTION AND DRIVE SLOWLY....DO NOT USE CELL PHONES....children's movements can be unpredictable at times. Students safety should be our greatest concern at arrival and dismissal time.

Attendance Policy

All students are expected to attend school regularly in accordance with Maryland Schools' Law. Unexcused absences are defined as those in which a student is absent from school for reasons other than those defined as lawful excuses. Lawfully excused absences include the following:

- Illness, injury, medical appointments
- Death in the immediate family
- Quarantine
- Violent storms
- Activity sponsored or approved by the school
- State of emergency

An unexcused absence on the day a recorded grade is given shall result in an automatic zero or non-passing grade for the particular task/test. In the event of an excused absence the student is still marked absent, but is allowed to make-up any work or tests given during that absence.

Students absent from school for any reason are required to present a written explanation of the absence signed by the parent or guardian. Failure to bring a note within two days of returning to school will result in the absence being termed unexcused. Students who are absent from school for more than five (5) consecutive days, due to health issues, are required to bring a signed statement from their health care provider.

In order to receive credit for attendance, a student must be present for more than half of the scheduled school day.

If a child has 10 or more unexcused absences in a semester, the student will be placed on probation and the parents/guardian will be required to come in to school for a conference. Excessive unexcused absences or tardies may result in retention; notification to Social Services for truancy purposes; or discontinuation of enrollment.

Tardiness to School

School hours are from 8:30 AM to 3:10 PM. Students arriving after 8:30 AM will be designated as tardy. Medical appointments are not considered as a tardy.

When a student arrives after 8:30 AM, the parent must accompany the child to the office and sign in on a log sheet. When the child has been signed in he/she will be given a pass for admittance to the classroom. Failure to sign the child's name in on the log sheet will result in a fine of \$10.00 which is to be paid prior to receiving the child's next quarterly report card.

A total of five times tardy within a given Reporting Quarter will prevent a student from receiving perfect attendance awards. Teachers are not required to provide make-up work and/or instruction for students with chronic, unexcused tardies.

Inclement Weather Policy

In case of inclement weather, Ascension will follow Prince George's County Public Schools (PGCPS). If PGCPS announces that schools are closed or on a 2-hour delay, Ascension will do the same. Extended care will open at 8:00 AM. If PGCPS announces an early dismissal, Ascension will end extended care at 4:00 PM.

Dismissal Policy

Parents requesting an early dismissal for their children must give written notification to the homeroom teacher by 8:30 AM on the day of the dismissal. Students will not be released from class during the last fifteen (15) minutes of the school day.

Written notification is required for any change of departure procedures by a student (e.g. going home with another student, changing from a car rider to extended care, or a change in the designated pick-up person).

Contagious Diseases

Parents are requested to inform Ascension Lutheran School in writing if their child has a contagious disease or condition, including but not limited to: pink eye, ringworm and lice. Health department guidelines for treatment must be followed before the student is allowed to return to school. You may contact the school office for details, if necessary.

Student Illness

Parents are asked to use discretion when sending children to school with illness both for the safety and comfort of the child and to protect other students in the classroom. Children with fevers or intestinal disorders will be sent home. Children should not be sent to school if they are too sick to participate in all the activities of the school day.

Student Dress Code

Proper grooming must be taught along with other rules, manners, and morals. No aspect of Christian testimony is so readily obvious as the matter of appearance. We hold that Christians should present themselves so that Christ would be pleased and honored. We encourage each student to gain recognition through personal development and conscientious work. Children, like adults, perform and conduct themselves better when they feel good about themselves.

A child that arrives at school without the required uniform shall not be admitted to class, and the parent(s) shall be notified to bring the required uniform to school, or pick up the child as soon as possible. If the uniform is not

brought, or the child not picked-up within a reasonable time frame (within 2 hours), the child shall be suspended from school the following school day. All assignments or tests missed as a result of non-attendance because of failure to meet the uniform policy shall receive a grade of zero.

Student Uniforms

Students must wear uniform polo shirts with the Ascension Lutheran School name embroidered on them purchased from Flynn & O' Hara. The shirts are available in two colors, yellow and white. Students are required to wear the yellow shirt on field trips.

- Students are to have uniform polo shirts tucked in at all times.
- Navy blue sweaters with Ascension's name embroidered are mandatory uniform pieces.
- Navy blue sweaters without the logo are not acceptable
- The uniform vendor included all the components of the uniform for the convenience of anyone wishing to take advantage of one-stop shopping.
- Navy blue slacks, skirts, shorts, skorts, and/or jumpers are to be worn and may also be purchased from a vendor of your choice. Flynn & O'Hara's pieces are guaranteed to last for one full school year. Parents may also choose to purchase uniform "bottoms" from other suppliers as long as the style is the same.
- The short and long sleeve shirt may be purchased and worn during both summer and winter season. Ascension will not restrict the time for these shirts to be worn.
- Footwear must be solid black, white, navy or brown (maybe purchased with other vendors) Tennis shoes are acceptable and preferred if they are one of the previous listed solid colors. Kindergarten through 5th grade students are to wear boots only if the weather necessitates.
- Socks must be solid white, black or navy blue.
- Belts must be solid navy blue, black or brown and must be worn with all uniforms that have belt loops.
- The navy blue fleece from Flynn & O'Hara is optional. The royal blue fleece worn by students in the past may be worn this school term.
- **Outerwear:** Outerwear may not be worn in the classrooms. Hooded garments are considered outerwear and may not be worn in the classrooms. Clothing of any kind may not be worn tied around the waist while in the building.
- **Make-up and Scents:** Makeup, perfumes, colognes and strong scented lotions are not permitted.
- **Jewelry:** Stud earrings and watches are the only jewelry that may be worn.
- **Headwear:** Hats, sweat bands, and bandanas are not permitted in the building. If worn, they will be held by the teacher. Headbands must be two (2) inches or less in width.
- **Hair:** It is expected that students will come to school with hair that is neat and well groomed. No dyeing, bleaching or artificial coloring of hair, which includes weaves, extensions, or wigs is permitted. (The Administration and Faculty reserve the right to determine what is considered as appropriate hair styles.)
- **Tattoos and Body Painting:** Exposed tattoos and body painting are not permitted on students. (This includes ink, and temporary tattoos.)
- Ascension will receive 10% of our school's sales from Flynn & O'Hara.

Flynn & O'Hara Uniforms Store
Lanham Crossing Shopping Center
8807 Annapolis Road, Lanham, MD 20706
1-800-441-4122

Student Code of Conduct

Preamble to Code of Conduct

The Seven Pillars of Character are: Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship, and Courtesy.

- **Trustworthy**, Do the right thing even when adults are not present.
- **Respect** the rights of others.
- It is your **Responsibility** to bring all required materials to class and complete assignments on time.
- In **Fairness** to others, avoid gossip and spreading rumors.

- Be a **Caring** person. Treat others as you would want to be treated.
- Practice good **Citizenship**. Keep hallways, bathrooms, and lunchroom neat and clean.
- Show **Courtesy** to others by being friendly, kind and cheerful.

Each student will be responsible for providing a positive and healthy environment for others by maintaining order, self-discipline, and having consideration for the rights and property of others. Each student will bear the responsibility for his or her own conduct.

Each student will be responsible for neatness and cleanliness of personal attire and hygiene.

Each student will respect other students, teachers, administrators, other school personnel, and visitors as human beings and fellow citizens of the school community.

Each student will respect the personal property of others and refrain from causing intentional damage or unnecessary wear and tear to books, facilities, school materials, school buildings, and furnishings, and the personal property of others.

Each student will refrain from fighting, creating disturbances, and denying others the use of school facilities. A student will not use threats or intimidation against any person.

Each student will respect the health and safety of others.

Each student will respect the educational process and learning environment of others by refraining from intentional or habitual tardiness, un-excused absences, or any activities which diminish the rights of others to acquire a quality Christian education.

Each student will strive to model the example of Jesus Christ.

Kindergarten thru Grade Five

Misconduct falls into two major categories: persistent disobedience and gross misconduct. Persistent disobedience includes the following:

- Continued Class Disruption - To be repeatedly involved in actions which disrupt the educational process of the other students in a classroom, activity, or other organized functions of the school.
- Disrespect - To willfully intimidate, insult, use obscene or un-Christian language, or in any other manner abuse verbally or in writing any member of the student body or school staff.
- Insubordination - The willful failure to respond promptly and courteously or carry out a request by authorized school personnel.
- False Reports - The act of falsely reporting incidents, making accusations, or giving false testimony to school personnel which would seriously affect the welfare of others.
- Forgery - The act of falsely using in writing the name of another person or falsifying times, dates, grades, addresses, etc.
- Cheating - Deliberately and deceitfully using unauthorized material or utilizing materials or data belonging to or prepared by another student.

Teachers in Kindergarten through Grade 5 will be using the same discipline plan in order to provide a safe learning environment for your child. Each child will begin with a "clean slate" every day. We hope to model the love and forgiveness of our Lord Jesus by allowing children to begin anew.

Children may be given a check for each time they disregard our Code of Behavior. Teachers also use the **Love and Logic** principles when dealing with children and misbehavior. Each child is a unique child of God and in turn needs to be dealt with as a unique and special child of God. Discipline plans are not a one size fits all plan.

The following consequences will occur:

1. Warning
2. Student may be sent to recovery (time out) which might be at recess or in the classroom.
3. Isolated lunch, loss of recess or removal from class environment to a supervised location.
4. Parents will receive a phone call and be warned that the student will be suspended for the remainder of the day if poor behavior persists.
5. Parents must come and remove their child from school for the remainder of the day. If the fifth check is incurred after 1:00 PM, the suspension will be served the next day.

*Time-outs can be served on the next school day if the offense happens after lunch.

******Students who receive a suspension or are engaged in a fight after 1:00 PM, will serve their suspension time the next school day.

*******Students who are not picked up within a reasonable (within 2 hrs.) amount of time after the parents have been advised will serve their suspension the next school day.

Any student who is severely disruptive will be sent to the principal immediately. Fighting will result in suspension. Repeated instances of persistent disobedience will result in a parent conference with the teacher and/or principal.

Occasionally, it may be advisable for a teacher to alter the plan somewhat for an individual student. This is never done in an arbitrary or capricious way, but is intended to serve the best interests of the child.

Grades Six thru Eight

Our goal is to continually strive to create the most effective learning environment for our students and ensure a respectful climate for all of the students.

Misconduct falls into four categories: classroom infractions, handbook infractions, persistent disobedience, and gross misconduct.

Classroom Infractions include the following:

- Disrespecting others
- Not following the teacher's stated rules
- Not being prepared for class
- Not keeping one's hands, feet, and objects to one's self
- Speaking out of turn

Consequences for classroom infractions are handled by each classroom teacher on a daily basis. Teachers make clear to the students their daily expectations and consequences at the beginning of the year.

******Teachers may determine alternative consequences depending on the infraction. This is based on **Love and Logic** principles.

Classroom infractions may affect a student's participation grade in that class. In the case of severe disruption on the part of the student, the teacher reserves the right to remove the student from the class and assign a demerit or detention.

Handbook Infractions

Students will receive a check for each handbook infraction. The accumulation of 4 checks will equal a demerit. The accumulation of 4 demerits in a semester by a student will result in a detention.

The following are considered handbook infractions:

- Violating Dress Code
- Running and Excessive Noise in the Halls
- Disrespect of Lunchroom or Playground Rules
- Being in an Unauthorized Area
- Tardy for Class
- Gum Chewing

Persistent disobedience

The following acts of persistent disobedience will result in automatic detention. Four (4) demerits in a week from any given teacher will be considered persistent disobedience. Detention resulting in suspension will be recorded on the student's permanent record.

- **Continued Class Disruption** - The repeated involvement in actions which disrupt the educational process of the other students in a classroom, activity, or other organized function of the school.

- **Disrespect** - To willfully intimidate, insult, use obscene or un-Christian language, or in any other manner abuse verbally or in writing any member of the student body or school staff.
- **Insubordination** - The willful failure to respond promptly and courteously, or carry out a request by authorized school personnel.
- **False Reports** - The act of falsely reporting incidents, making accusations, or giving false testimony to school personnel which would seriously affect the welfare of others.
- **Forgery** - The act of falsely using in writing the name of another person, or falsifying times, dates, grades, addresses, etc.
- **Cheating** - The act of plagiarizing or deliberately and deceitfully using unauthorized material or utilizing materials or data belonging to, or prepared by another student, or copyright publications.
- **Electronic Devices** – The unauthorized use of such will result in detention and confiscation of the device.

Student Detention

Detention Hall will be held on Wednesday from the end of school until 4:10 PM. Activities will be directed and monitored by the teacher on duty. Parents will be notified if their child is to serve detention 24 hours in advance. Parents are responsible for all transportation arrangements for their child. Students are to be picked up from Detention Hall at the assigned classroom or from Extended Care. Failure of a student to report to an assigned detention will result in a suspension of one (1) day.

Suspensions

If a student receives a suspension, an in-school or out-of-school suspension may be assigned. If an in-school suspension is requested by the parent, they will need to pay for the cost (\$13.00 per hour) of getting someone to watch their child for the day.

Policy Regarding Student Conduct Referrals due to persistent disobedience.

Detention #1 (in a school year)	Serve After School Detention
Detention #2 (in a school year)	Serve After School Detention
Detention #3 (in a school year)	Parent Conference
Detention #4 (in a school year)	One Day Suspension, Parent Conference
Detention #5 (in a school year)	Two Day Suspension, Parent Conference
Detention #6 (in a school year)	Three Day Suspension, or Expulsion
Detention #7 (in a school year)	Four Day Suspension, or Expulsion
Detention #8 (in a school year)	Automatic Expulsion

Gross Misconduct - All Grades

- Possession, use or distribution of alcohol, tobacco, drugs, or drug paraphernalia
- Vandalism and/or destruction of property
- Initiating false alarms
- Possession of weapons or instruments used as such
- Inciting others to violence or disruption
- Physical attack and/or threat thereof
- Extortion
- Fighting
- Theft
- Arson
- Possession of pornographic materials on campus
- Possession of fireworks or explosive

Behavior in the area of gross misconduct is likely to result in suspension or permanent removal from school. Misbehavior due to fighting will follow the guidelines of our school wide Code of Student Conduct.

Fighting--All Grades

When students are fighting, the parents will be notified immediately and will be asked to come and take the student home for the rest of the day. The second time students are engaged in a fight, the parents will be contacted and the students will be suspended from the school for 1-3 days. When two students are in a fight, both students will be

disciplined on an equal basis, unless an adult in charge actually witnesses that one student flagrantly attacked another student. To be sent home for fighting, the alleged incident must be seen by an adult in authority. In a fight not witnessed, the parties will be sent to the school office and appropriate action will be taken.

Harassment/Bullying/Cyber-Bullying

A student shall not harass another student or employee of Ascension Lutheran School. This includes but not limited to:

- Verbal/Physical Harassment
- Intimidation
- Threats
- Discriminatory racial comments
- Harassing comments or messages on electronic devices or the internet

These actions may result in an automatic suspension or expulsion.

Student Property Searches

Lockers, cubbies, and desks are the property of Ascension Lutheran School, and the administration reserves the right to search and or inspect said property. Student property brought on the school grounds is subject to be searched by the administration if deemed necessary for the safety and security of the school community. The administration reserves the right to search a student's property if they suspect stolen or illegal substances exist. All searches shall be made in the presence of a third party. If necessary, parents and the proper authorities will be notified.

Suspension

A short term suspension is a denial to a student to attend school and take part in any school function for a period of time up to and including five days. Such a suspension is implemented by the school administration. Long term suspension and/or expulsion will be implemented by the administration and Ascension's Board of Education.

During the period of a short term suspension, the school and or teacher are not required to provide the opportunity for the suspended student to do make up work; instead, a non-passing grade may be given for test and assignments which are missed. Parents of a child that has been suspended will be required to attend a conference with the principal or appropriate school personnel following the implementation of the suspension.

Student Expulsion

If a student receives a third suspension in the course of the school year, the suspension is for a minimum of three (3) days, and the student maybe referred to Ascension's Board of Education as a candidate for expulsion. The Board will be asked to make a decision regarding expulsion within three (3) business days after receiving notification from the principal.

Cell Phones and Electronic Devices

We live in an ever changing environment when it comes to electronic devices and cell phones. These devices are being used for multi-purposes now, some of which could be appropriate for education. Therefore, we are going to follow the following rules and procedures for electronic devices and cell phones.

During the school day cell phones should be turned off and put away, unless otherwise directed by the teacher. A student is never to use their cell phone to communicate with people outside or inside the school without staff permission. If these rules are not followed by the students, the cell phone will be confiscated. All confiscated materials must be retrieved from the principal by a parent or guardian. Persistent abuse of this rule will result in a detention.

If a teacher feels that the use of an electronic device is beneficial to their educational experience, the teacher may give permission for the student to use the device.

The school administration advises that parents use extreme caution when sending their child to school with these expensive devices. The school will not be held responsible for the loss or damage of these devices. The school also advises that parents monitor closely their child's use of all electronic communication devices. We strongly advise that parents disable the ability of their child's phone to receive or send images.

Academic Probation

If a student in Grades 3-5 receives four (4) or more grades of "D" and/or "F" on any report card, or if a student in Grades 6-8 receives a GPA of 1.5 or lower during any quarter, the student is automatically placed on academic probation.

During the subsequent quarter, a student in Grades 3-5 must receive less than Four (4) "D's" and /or "F's", and a student in Grades 6-8 must significantly improve their GPA. and or raise it above a 1.5. Otherwise, the student will be required to withdraw from Ascension or be retained in the current grade. A parent/guardian may request retention in lieu of withdrawal. The final decision in these matters rests with the administration.

A letter is sent home to the parent/guardian to notify them that their child is on academic probation and a parent/guardian conference will need to be scheduled. A copy of the letter is to be given to the principal.

The school may recommend assessment/evaluations for students are the parents/guardians expense. Educational evaluations recommended by Ascension need to be pursued, and all evaluation recommendations must be adhered to while the child remains at Ascension. Non-compliance with this requirement may result in refusal of re-enrollment.

Students in Kindergarten through Second grade must meet academic proficiency as well as the majority of the skills on the essential skills inventory for promotion to the next grade level. A parent/guardian conference should be held for any student who is in danger of not meeting these skills as soon as possible.

Eligibility for Extra-Curricular Activities

All participants in extracurricular activity are required to have a 2.0 quarterly grade point average and no "F" grades at the time that the extracurricular activity begins. Identified students who have IEP's are required to have a quarterly grade point average of 1.5 or no more than one "F" grade.

Additionally:

1. When a student receives an "F" or grades that cause the quarterly grade point average to fall below a 2.0, all extracurricular activities must cease as eligibility has been terminated.
2. When a student is voluntarily absent from school as "sick" or "did not appear for all classes," eligibility for extracurricular activities is suspended for that day.
3. When a student receives a disciplinary detention, all eligibility for extracurricular activity is suspended until the day after the detention is served.
4. When a student receives a suspension in a single grading period, all eligibility for extracurricular activities ends for the balance of the grading period.
5. Eligibility will be evaluated at the end of each mid-quarter and quarterly grading period.
6. A copy of these requirements must be given to each student at the beginning of the school year and must be returned signed by the student and the parent or guardian.

Honor Roll Requirements

Grades 3 - 5:

Students in Grades 3-5 are eligible for Honor Roll if they have no D, F, or minus grades, and no more than one C.

Middle School:

Grade 6 students must maintain a GPA of 3.25 or higher to be on the Honor Roll. Grade 7 and Grade 8 students must maintain a GPA of 3.50 or higher to be on the Honor Roll. In all three Middle School Grades, students may not have an F or minus (-) grade in any area to be considered for Honor Roll.

Honor Roll Requirements for All Grades:

Students are not eligible for Honor Roll if they receive 2 or more detentions in a quarter. Students who have received a suspension during the quarter are not eligible for Honor Roll.

Academic Honors (Middle School)

The GPA of students attending Ascension in both 7th and 8th grades will be reviewed.

1. Academic Excellence will be awarded to students having attained a cumulative GPA between 3.50 - 3.74.
2. Academic Honors will be awarded to students having attained a cumulative GPA between 3.75 -3.99.
3. Highest Academic Honors will be awarded to students having attained a cumulative GPA of 4.00 and above.
4. All students who have been on the principal's honor roll (honor roll all four quarters in Grade 8) will wear gold cords with their cap and gown.
5. Students receiving any of the academic honors will be presented with appropriate ribbons which will be worn on graduation night.

Report Card Returns

Report card envelopes and mid-quarter reports are to be signed and returned to the school within one week after the date of issue. Failure to return such reports will result in a call from the school.

Eighth Grade Graduates

This is a big year for the eighth graders with a lot of things that need to be taken care of for entrance in different high schools. This process begins in the fall for most schools. During the months of October and November students will be applying at different high schools. These schools will be requiring different information from Ascension. The middle school teachers are more than happy to fill out references for the students. We ask that you abide by the following guidelines since this is extra work for the teachers.

1. Fill in your own child's name and address information on all forms.
2. Send in a self-addressed stamped envelope with all forms.
3. Respect all deadlines and don't wait until the last minute.
4. Remember the office will not send out any transcripts until all accounts are current.
5. All accounts must be paid in full for the student to be able to participate in Graduation Services.

An Eighth Grade activity fee will be charged in the fall to cover the different activities that will take place during this special year.

Field Trips

During the course of the school year, classes take part in field trips which involve travel away from the school campus. Field trips are a part of the school's curriculum and program of instruction and are designed to expand the student's educational experience. Student attendance and participation is expected for all school field trips.

If parents choose not to send their child on a school field trip, they should not have the child report to school that day or for such portion of the day in which the class is off campus. Teachers will not provide alternative assignments and/or send the students to another classroom. Students will be responsible for all work which was missed and learning which occurred as part of the educational outing.

Students are required to present signed permission slips for participation on each field trip. (Sample permission slip can be found in the back). Unless otherwise noted, students are required to wear the yellow "Ascension Logo" polo shirts which can be purchased at the beginning of the school year.

Sexual Harassment Policy

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972. Sexual harassment is any unwanted attention of a sexual nature that interferes with one's ability to do one's job or benefits from one's education. Ascension Lutheran Church and School is committed to maintaining a learning environment that is free from sexual harassment, and in which all employees and students can work and study together comfortably and productively. Ascension Lutheran Church prohibits and will not tolerate any form of sexual harassment.

It shall be a violation of this policy for any student or employee of Ascension Lutheran Church and School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

Ascension Lutheran Church and School will act to investigate all complaints, whether formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who sexually harasses a student or an employee of Ascension.

Any complaints regarding sexual harassment should be made to the principal. In the event the complaint involves the principal, the complaint should be made to the Pastor of Ascension Lutheran Church.

A complete policy concerning sexual harassment, which includes the definition of harassment and specific guidelines for reporting, investigating, and taking action is part of the policies and procedures of Ascension Lutheran Church and School. This policy is available in the Church/School Office.

Child Abuse Reporting

It is Ascension's mandated responsibility to report to Social Services any instances of child abuse.

Financial Policies

Tuition and fees are set annually by The Board of Education of Ascension Lutheran Church and School. The rates are announced by February 1, for the coming school term.

REQUIRED FEES

Tuition	Tuition payments are paid by parents to the SMART program. Each family is given a SMART enrollment form and a contract form which are due by the first Friday of July. All tuition payments are to be made to SMART unless, full payment is made in advance.
Book, Equipment & Activity Fee	The Book, Equipment, and Activity Fee is due by the 1 st of July or upon notification of acceptance for applications received after July 1. For new students enrolled prior to July 1, one-half of the Book & Equipment Fee is due within 15 days after notification of acceptance.
Capital Use Fee	Capital Use Fee is an annual fee which is designated to provide funding for improvements to the school. Capital improvements include depreciation, renovation, remodeling, and new construction. The Capital Use Fee is assessed on a per family basis rather than per student and is to be made payable to SMART unless paid in full in advance.
Registration Fee	Registration fees are payable at the time application is made. Re-enrollment fees are assessed for students currently enrolled in the school. All registration and re-enrollment fees are payable to Ascension.
Extended Care Fee	A variety of payment plans are available for Extended Care. All fees for Extended Care are made payable to Ascension. Kindergarten students are not charged for extended care services; however, if a parent picks up their child after 6:00 PM late fees will be assessed.

PAST DUE ACCOUNTS

Late Charge	A late charge of \$55.00 will be assessed to all SMART accounts which are not received within 9 days from the payment due date.
Returned Check Charge	A charge of \$35.00 shall be assessed for all checks which are returned to Ascension due to insufficient funds. During the remainder of the school year, families are required to make remittance by cash, certified check, or money order.
Delinquent Accounts	Any account which is 30 days past due will be considered delinquent. If the account becomes more than 50 days past due, the student will not be allowed to attend classes or use the services of Ascension School covered by that delinquent account.
Continued Enrollment	Students shall not be enrolled in school for a new year unless all accounts from the previous year have been paid in full. Report cards will be held, and student records will not be forwarded to another school until all financial accounts are paid, and all textbooks and library books have been returned or paid.
Alternative Payment Plan	If a family has a serious financial emergency, they should contact the school principal at once, and seek to work out an alternative payment plan with the Scholarship Committee, rather than letting their account become delinquent.

TUITION CREDITS

Ascension Member Scholarship Program	Members at Ascension Church who meet a set of stated requirements are eligible for the Member Scholarship Program. The amount of the scholarships is determined annually, and members must apply for the scholarship on an annual basis.
Tuition Assistance Program	A tuition assistance program is in place which is designed to assist families who are in need of financial help. Tuition Assistance and Scholarships are awarded on the basis of financial need. Families who wish to apply for assistance may ask for the necessary application forms from the school office. Contact the office or principal for more details regarding this program.
Sister Lutheran Church Discount	Students who are active members of sister Lutheran Churches are entitled to a discount of \$300.00 per year. This discount is applied to the final payment of the school year.
New Referrals Credit	Families who refer new students to Ascension are entitled to a credit of \$500.00 for each family enrolled. To receive this credit the new family should list your name on their Application Form in the line asking "Who recommended our school to you?", and actually be in attendance in school for the duration of the school year. This discount will be applied to the final payment of the school year.
Payment In Full	Families who pay their annual tuition in full by September 1 of the school year will receive a tuition credit of \$300.00 per child.

Parent / Teacher League

The Parent-Teacher League was organized in 1964. Its purpose is to promote spiritual growth in the life of the children, in the home and school; to foster cooperation between parents, teachers, and children by presenting the school curriculum, methods, objectives and policies to the parents of children attending Ascension Lutheran School, and to provide assistance to the home and school for the development of education.

Moreover, it is the expressed philosophy of our school that if a student is to perform at his or her maximum level, a strong partnership between parent, teacher, and child is necessary.

To this end, the concept of the Ascension family has evolved over recent years. It is our hope that our Parent-Teacher League will, indeed, be a blessing to our children. The PTL would appreciate a concerted effort by all parents to donate at least ten (10) service hours during the course of the school year. The activities of the PTL are directed by volunteers who make up a committee known as the PTL Leadership Team.

PARENT EXPECTATIONS for VOLUNTEER HOURS

Ascension Lutheran School believes that a strong partnership between parent, teacher and child is necessary for a child to perform at his or her maximum potential. Ascension has many opportunities for parents to volunteer and be actively involved in their child’s school. We expect that every family unit will volunteer for 10 hours of serve per year at Ascension Lutheran School.

We require every parent/guardian to annually complete a parent volunteer form and agree to have their name submitted for a background check during Phase 2 of the application process. Each family unit will record their volunteer hours on a volunteer card to be turned in at the end of the year. This card will verify the amount of service your family gave to Ascension Lutheran School during the year.

Your active participation also helps us keep operating costs down and in turn keep tuition affordable.

VOLUNTEER OPPORTUNITIES (Not Limited To)

Work Days	Classroom Assistants	Volunteer Coordinator*
Room Parents*	Field Trips*	PTL Leadership Team*
Coaches*	Spring Arts Fair	Spaghetti Dinner
Class Trip Fundraising	Silent Auction	Booster Club*
Ascension Day	PTL Fundraising	Thanksgiving Luncheon
3 rd Grade Pioneer Day*	Book Fair*	Lunches and Picnic
Library*	Dances*	Robe Fitting and Dressing*
Teacher Appreciation Luncheon*	Lutheran Invitational Basketball Tournament	

**Certain volunteer opportunities require the volunteer to be over the age of 18*

CORPORATE PARTNERSHIPS

Ascension School partners with various corporate groups in its fundraising efforts. At the present time, we are currently participating in programs with the following: General Mills Boxtops for Education, Target, Office Depot, Giant Bonus Bucks, and Thrivent Financial Services.

This year our head room people will coordinate activities among the individuals serving each class. In addition, they plan, organize, and execute a Thanksgiving Feast, an Ascension Day lunch, and hot lunches. Help is needed at these functions, so plan to join in when volunteers are requested.

ACTIVITY FEE

The Activity Fee is based on amounts that are set in order to offer our children some of the below-mentioned activities. The amount is twelve dollars (\$12.00) and is paid as part of the Book and Equipment Fee. The main events funded by the Activity Fee are:

- Thanksgiving Feast
- Christmas Party (including entertainment)
- Ascension Day Picnic
- Teachers Appreciation Week

School Activities

CHOIRS

In accordance with our emphasis on the Fine Arts, Ascension values and offers a choral music program for all students. Children are expected and encouraged to participate in these experiences. These choral experiences are beneficial to a child’s self-esteem and confidence. There is a definite link between the Arts and academics and creativity.

Kindergarten and Grade One participate in a Lambs Choir. Lambs Choir sings once a month for Ascension church services and participates in the Christmas and Spring Arts Program. Participation is expected as part of the

Ascension School program.

Students in grades 2 through 5 are strongly encouraged to participate in Junior Choir. Junior Choir sings once a month for Ascension church services. All students in grades 2 through 5 are required to participate in the Christmas and Spring Arts Program.

Middle School students are encouraged to participate in Vocal Ensemble. Vocal Ensemble sings twice a year for Ascension church services, Christmas Program, and Spring Arts Festival.

CHAPEL ON WEDNESDAY

Each Wednesday morning, students attend a Chapel Service in the Sanctuary. As a part of this experience, students are asked to bring an offering. Those offerings are distributed to various mission and social ministry projects, in our own country and throughout the world. These offerings are not used for operation expenses at Ascension. We will communicate to parents where the offerings are being sent. Your cooperation in helping your child(ren) to remember his/her offering will be appreciated.

LIBRARY

The school library is under the supervision of our faculty library committee. The library is staffed by parents, grandparents, or other adult friends of Ascension, who offer service for this very important part of our school curriculum. Students are allowed to check out books from our library in the same manner as they would from a public library.

STUDENT COUNCIL

The Student Council is made up of students in Grades 3-8. These students are elected by their classmates. This is a wonderful way for students to learn about government and responsibility, and also provide a voice in various matters.

INSTRUMENTAL MUSIC/BAND

An instrumental music program is offered to students in Grades 4-8. Instruction is offered in the areas of brass, woodwind, and percussion. Participation in the instrumental program is on a semester basis with a separate tuition charged for each semester. A school band program, with two bands--Concert Band and Wind Ensemble-- is available at no extra charge for students in the instrumental program, as well as for students who might receive their instruction elsewhere.

SPORTS PROGRAM

In Middle School an interscholastic basketball program and cheerleading program are offered. Students in Grades 3 - 8 are eligible to try out for the annual Washington Area Lutheran Schools Track & Field Meet. Ascension's Youth Ministry sponsors an intramural program for boys and girls in Grades K - 2. The program features soccer, basketball, and T-Ball.

Flag football and volleyball are available for students in Grades 5-7. This usually involves competition with other Lutheran Schools. A Spring Track and Field Day is held for students in Grades 3-8 and features friendly competition with the Lutheran Schools of the Washington Area. In Middle School an interscholastic basketball program for both boys and girls is offered. A cheerleading squad is also offered for students in Middle School.

SPELLING BEE

Students in Grades 3-8 are eligible to try out for the Washington Area Lutheran School Spelling Bee, held in February.

LITERATURE AND SCIENCE FAIR

In March, all students participate in the Literature and Science Fair. Students in Kindergarten, First, Second, Third, Fifth, and Seventh Grade display Literature projects that have been worked on throughout the year. Students in Fourth, Sixth and Eighth Grade display their Science Projects.

Clear directions and expectations are given to the students on how to do these projects. Along with being on display for parents and visitors to view; they are a part of your child's grade.

SPRING ARTS EVENINGS

Ascension holds two Spring Arts Evenings at the end of May. Students perform musically and student art is displayed.

General Procedures & Rules

Before School

- A. Students brought by car or walking should arrive between 8:15 AM and 8:30 AM. Students arriving earlier must have special permission, or be enrolled in the Extended Care Program.
- B. Use the school playground entrance only. Do not enter through the church narthex doors or the doors off Buchanan Street.
- C. Children are to proceed directly to the classroom in an orderly manner.
- D. After entering the classroom, remain there. Students may leave the classroom only with permission from their teacher.

Hallways

- A. Walk naturally and quietly on the stairs, staying to the right side of the stairway whenever possible.
- B. When walking through the hallways as a class, walk in a single file in an orderly manner.
- C. While waiting in the hallway, stand quietly and patiently, remembering that loud talking will disturb others.

Lunch Period

- A. Lunches are eaten in the Fellowship Hall. Parents should send the students lunch in a bag or container labeled with the child's name.
- B. Lunches should be sent with the student in the morning as opposed to bringing them in at various times in the morning.
- C. Students may not use the microwave. All student lunches must be ready to eat and not require heating. Staff may not heat student lunches. Students are not permitted to use kitchen facilities and may not enter the kitchen unless they are under the direct supervision of an adult.
- D. **Health Choices = Good Performance:** It is a known fact that nutrition and sleep affect a student's ability to perform at their maximum potential. A child cannot concentrate on school work if they are sleep or food deprived. Their basic needs must be met and good nutrition plays a large part in how effectively the brain works. Ascension wants each child to be able to do their best academically and socially. We want every child to get 8 to 10 hours of sleep per night and eat a healthy diet.

When packing your child's lunch, please do not pack candy, soda, junk food, Kool-aid, or other sugar drinks. Food with added dyes and sugar should not be part of a student's lunch. Packaged lunches like "Lunchables" do not sustain a child for very long and are filled with additives and chemicals. Please include in your child's lunch a protein, fruit and vegetable. Fast food lunches are never a good option for your child.

If you would like to ensure that your child is getting a health lunch, Ascension has contracted with Main Ingredient. Ordering your lunches is easy and can be done on-line. Simply go to <https://themainingredient.orderlunches.com> and go to "SCHOOL LUNCH PROGRAM", and click "REGISTER". The school password is "als2".

Lunchroom Rules

The lunch period at Ascension Lutheran School is a time for eating, socializing, and relaxing with classmates. The following rules and regulations should be observed at all times:

- Be seated immediately upon entering the lunchroom.
- Students may talk in a quiet conversational tone.
- The student is responsible for keeping his/her area clean and throwing away all trash.
- Running, pushing, shouting and the throwing of food will NOT be tolerated. If this occurs, the student will be disciplined according the Code of Behavior.
- Remain at the table where you are seated. Do not visit other tables.
- Put trash in the can only when lining up to leave the lunchroom.

Food / Beverage / Gum

Food and beverages are to be consumed only in assigned eating areas as directed by an adult. Gum chewing is not allowed in the classrooms, school building or the playground.

Playground

1. Play where you can be seen by teachers and adults
 - a. Stay out of the far tree area
 - b. Do not go behind bushes or dumpster
 - c. Do not play on hill beside the fence
 - d. Do not walk in front
2. Use Equipment Safely
 - a. Balls: Do not kick over the high fence, or up stairs, or in the direction of windows
 - b. Climbing Equipment: Do not stand on top. Do not bump or grab others.
 - c. Slides: One person at a time, slide face forward, on seat. Do not block the bottom.
 - d. Swings: Face forward, no standing, only sitting.
3. Show respect to others and the playground.
 - a. Keep you hands to your self.
 - b. No "play fighting" or grabbing.
 - c. Sticks should stay on the ground.
 - d. Do not climb or hand on trees.
 - e. Climbing on the fences and backstop, and walking along the fence rails is not permitted.

After School

1. At 3:10 PM, K-5 students will be dismissed. At 3:15 PM, 6th through 8th grade students will be dismissed.
2. All children who are not picked up by 3:25 PM will be sent to Extended Care. Billing for Extended Care begins at 3:25 PM.
3. No students are to be in the building after school without special permission.
4. Following the afternoon departure of the teachers, all room doors will be locked. Since students are to take their homework, books, and supplies with them when they leave at 3:10 PM, we ask that parents do not "track down" the custodians or other staff members to have classroom doors re-opened. Students and parents are to be encouraged not to loiter in the hallway near the exits as this is a deterrent to a smooth exit of the rest of the students.
5. Cars should be moved off the parking lot by 3:30 PM.

Medication Policy

All medication is to be dispensed through the main office, with thorough written directions provided from the parent/guardian and physician.

1. Medication should be sent to school only when it is absolutely necessary.
2. Controlled substance medication, such as; Ritalin, must be brought to school by the parent.
3. Medication that needs to be broken (e.g., pills that need to be divided in half) must be done by the parent/guardian.
4. When medication is sent to the school with prior approval, please do the following:
 - Notify the school staff the day medication is being sent to the school office.
 - Send completed "Physicians' Medication Authorization For Prescription and Non-Prescription Medication" Form, with prescriber's signature, to the school.
 - Prescription medication will not be accepted by the school unless it is labeled by a registered pharmacist with:
 - ✓ The pharmacy name, address, and phone number
 - ✓ Prescription number
 - ✓ Date prescription was filled
 - ✓ Name of student
 - ✓ Name of medication
 - ✓ Directions for administration
 - ✓ Quantity provided
 - ✓ Any special instructions(often a colored sticker)
 - ✓ Name of physician
 - ✓ Number of Refills
 - ✓ Expiration dates (except for prescriptions filled in federal facilities)

Nonprescription over-the-counter medications must come to school in the original container labeled with:

- ✓ Name of student
- ✓ Date
- ✓ Directions for administration

5. A new medication form must be submitted:

- At the beginning of each school year.
- When there is a change in dosage or time medication is given or a change in specialized services.

NO MEDICATION WILL BE GIVEN TO YOUR CHILD WITHOUT THE PROPER FORM BEING COMPLETED BY YOUR PHYSICIAN AND THE PROPERLY LABELED MEDICATION BOTTLE.

Extended Day Child Care

Extended Care will be provided at Ascension Lutheran School for students in Grades K-8 each school day. Morning hours are from 7:00 AM to 8:15 AM and afternoon hours are from 3:10 PM to 6:00 PM. Services are to be paid for extended care in advance monthly.

The fees must be paid on the 20th of the month prior to service to reserve your spot for that month. If payment is not received by the 20th of the month the flat rate fee will not be available to you and you will be charged the emergency rate for the month.

Billing will be kept separate from tuition, and book & equipment fees, unless you have chosen to have it rolled into your SMART account. Payments for Extended Care must be made at the school office or placed in the Blue Eagle Box.

Extended Care Guidelines:

1. Parents of students in morning extended care are required to sign their children in. Afternoon extended care parents are required to "sign out" for their children at the time of pick-up.
2. If school is closed because of bad weather, extended care will not be offered.
3. If Prince George's County Public Schools announces a delayed opening, extended care will open at 8:00 AM. If Prince George's County Public Schools announces an early dismissal, extended care will close at 4:00 PM.
4. If school opens late because of inclement weather, extended care will be offered from 8:00 AM until the start of school without additional charge.
5. If school closes early because of weather, extended care will also close early. (NOTE: Parents who do not use extended care, must bring their child(ren) later if school opens later and must pick them up earlier if school closes early because of inclement weather.)
6. There will be a special charge of \$1.00 for each minute that the parent is late in picking up the child after 6:00 PM. This will be strictly enforced and billed accordingly.
7. Children arriving on school premises before 8:15 AM, or not leaving the premises after 3:25 PM must be enrolled in extended care. Billing for Extended Care begins at 3:25 PM. Children who are engaged in an after school activity such as choir, drama, athletics, etc. must be picked up within 10 minutes after the announced closing time of that activity. After the initial 10 minutes the child will be enrolled in extended care and billed accordingly.

Sample Permission Slip

Date: _____

This is to certify that _____

(Insert Student's Name)

has parental permission to travel by bus/car and participate in the activities of the trip to _____ on _____ . I understand this trip will involve travel away from the school's premises with the students who attend Ascension Lutheran School, and that reasonable precautions for my child's safety will be implemented. In consideration of the inclusion of my child in this activity, I release Ascension Lutheran Church and School, as well as its employees, trustees, and officers, from any and all claims that might be asserted by _____ as well as by the parents or guardians of _____.

Parent/Guardian Signature

Cell / Emergency Number