

Ascension Lutheran School

2008 - 2009

SCHOOL CALENDAR

August	18	Faculty Returns
	21	New Student Orientation from 11:00 a.m 1:00 p.m.
	25	First Day of School
September	1	Labor Day (School Closed)
	8	PTL Back To School Night
	26	Mid Quarter
October	10	School Picture Day
	15-17	Southeastern District Educators Conference (School Closed)*
	31	End of Quarter #1 (46 days)
November	3	Faculty-In-Service (School Closed)*
	7	Report Cards Sent Home
	11	Parent Conferences (School Closed)
	26-28	Thanksgiving Recess (School Closed)
December	6	Mid Quarter
	14	Lower School Christmas Service (K- 3) @ 10:30 a.m.
	18	Upper School Christmas Service (4 - 8) @ 7:30 p.m.
	19	Final Day of Class Prior to Christmas Recess
January	5	Classes Resume
	19	Martin Luther King, Jr. Holiday (School Closed)
	23	End of Quarter #2 (44 days)
	26	Faculty-In-Service (School Closed)*
	30	Report Cards Sent Home
February	16	Presidents' Day (School Closed)
	27	Mid Quarter
March	1-7	National Lutheran Schools' Week
	2	PTL Open House/Spaghetti Dinner & Silent Auction
	6-7	Lutheran Invitational Basketball Tournament
April	2	End of Quarter #3 (47 days)
	8	Final Day of Class Prior to Easter Recess
	9	Faculty In-Service (School Closed)
	20	Classes Resume
	20	Report Cards Sent Home
May	8	Mid Quarter
	21	Ascension Day
	22	Swing Day (School Closed) #
	25	Memorial Day (School Closed)
June	2	Spring Arts Evening (K-4)
	3	Graduation Dinner
	4	Spring Arts Evening (5/Vocal Ensemble)
	10	Faculty In-Service (School Closes @ 11:45 a.m.)*
	11	Faculty In-Service (School Closes @ 11:45 a.m.)* Graduation Service @ 7:30 p.m.
	12	End of Quarter #4 (42 days) (School Closes @ 11:45 a.m.)*
19	Report Cards Sent Home	

* Extended Care Available

Closed unless needed to make up snow days

Total School Days 179

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August 4, 2008

Dear Parents

Greetings to all as we welcome in the 2008-2009 school year! Time marches on and this year Ascension Lutheran will be opening the doors for its 57th academic year. Since it's beginning in 1952, God has blessed our school beyond measure. Ascension has enjoyed the privilege to serve as a beacon of light to the community, showing children and their families the way to Jesus Christ and equipping them to become servants. Academically, our graduates continue to shine in secondary and collegiate settings. We thank God for His blessings!

Today it appears that life moves at a much faster pace than it did when Ascension School was founded. There appears to be an ever-growing number of stressors and distractions which take their toll on family life, school life, and our children in particular. This school year I would challenge us all to do the best we can to meet these challenges by focusing in on what is most important in the lives of our children (and in our lives also). Ecclesiastes 3:1 tells us that there is a time and a season for everything in life. Our theme for the coming school is TAKE TIME. As the world moves by at its accelerated pace we often neglect to TAKE TIME to address the most aspects of life which effect our relationships with self, with others, and with our God. To this end Ascension will be sharing the concepts of TAKING TIME to address some of the basic tenets of things which matter most...concepts such as TAKING TIME to pray, TIME to study, TIME to love and be loved, and a few other TIMELY TOPICS.....I am looking forward to our year together under the banner of TAKE TIME!

I would ask that both parents and students review the pages of the School Handbook prior to the beginning of the school year. After you have reviewed the contents, Ascension's Board of Education asks that you detach and return th Statement of Acknowledgment to the school no later than August 29th. Being on th "same page" from the beginning of the year, helps to facilitate a better sense of cooperation and understanding for all of our school's constituents.

As is always the case, I look forward to another great and exciting year for the Ascension School Family! I am confident that our Heavenly Father will grant us His favor and blessing. Psalm 84:11 promises us that God had good things in store for those who walk in His way. May our journey together be a joyous one as we grow in His will and His way and TAKE TIME to address what's really important for us and our children!

Sincerely

Jack Bartels
Principal

HISTORY OF ASCENSION LUTHERAN DAY SCHOOL

This year Ascension School enters its 57th year of service to the community. 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.

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.

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 relate 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 which 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).

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 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.
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 8:15a.m..

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 a.m. or later than 4:00 p.m.
3. Teachers should make every attempt to return phone calls in an expedient manner.
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 Thess.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, Mr. Bartels.
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.

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 a.m. arrival time. If you wish to stay in the school building after 8:30 a.m., you must come to the office to pick up a badge.

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

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.
- 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.
- abide by Ascension's dress code/uniform policy.

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 remaining is not in the best interest of the students, parent will be advised of alternate placement possibilities.

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.

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.

DISMISSAL POLICY

Parents requesting an early dismissal for their children must give written notification to the homeroom teacher by 8:30 a.m. 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. riding the bus 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.

TARDINESS TO SCHOOL

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

When a student arrives after 8:30a.m., 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.

RETURN OF REQUIRED SCHOOL FORMS

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

- . Parent emergency contact forms
- . Media permission slip
- . Discipline forms

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, 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.
- Navy blue sweaters with Ascension name embroidered on them from Flynn & O'Hara 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 jumper are to be worn and may also be purchased from Flynn & O'Hara or 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 worn and purchased during both summer and winter season. Ascension will not restrict the time for these shirts to be worn.
- Footwear must be solid black, navy or brown (maybe purchased with other vendors) Tennis shoes are acceptable if they are one of the previous listed solid colors.
- 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.
- Flynn & O'Hara would like for us to place our orders by ASAP. Please contact Janice McAllister, the Admissions Counselor if you have questions.
- 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.
- Ascension will receive 10% of our school's sales from Flynn & O'Hara

Flynn & O'Hara Uniforms Stores:

Lanham Crossing Shopping Center

8807 Annapolis Road
Lanham, MD 20706
800-441-4122

Hours

Monday - Saturday **Wednesday**
10:00 – 5:00 pm 10:00 - 7:00pm

Directions: (This store is approximately 7 traffic lights from Ascension near the Burger King on the right)

Twinbrook Shopping Center

2208B Veirs Mill Road
Rockville, MD 20851
(301) 838-8958

Hours

Monday - Saturday **Wednesday**
10:00 - 5:00pm 10:00 - 7:00pm

Directions: In Maryland, take 495 to exit 31. Follow Georgia Ave./97 north for 1.5 miles to Viers Mill Road. Take a left on Veirs Mill and follow 4.4 miles, Twinbrook Shopping Center is on your right.

Burwood Village Shopping Center

Baltimore Annapolis Blvd. & W. Furnace Branch Rd.
Glen Burnie, MD 21061
(410) 684-2816

Hours

Monday - Saturday **Wednesday**
10:00 - 5:00pm 10:00 - 7:00pm

Directions: In Maryland take 695 to Exit 5. Merge onto Baltimore Annapolis Boulevard/ MD 648 South towards Ferndale. Store is located on the left in the Burwood Village Shopping Center.

Outerwear: Outerwear may not be worn in the classrooms. Hooded garments, including hooded Ascension sweatshirts, 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.*)

CODE OF STUDENT 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, unexcused 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 will be given a check for each time they disregard our Code of Behavior.

The following consequences will occur:

1. One check--warning (student's name will be put on the board).
2. Two checks--student will be sent to recovery (time out) which might be at recess or in the classroom..
3. Three checks--isolated lunch or removal from class environment to a supervised location.
4. Four checks--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. Five checks--suspension. Parents must come and remove their child from school for the remainder of the day. If the fifth check is incurred after 1:00 p.m., the suspension will be served the next day.

Time-outs can be served on the next school day (e.g., a child who receives a third check after lunch serves the time-out the next day.)

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

Students who are not picked up within a reasonable 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 (see rules which follow). 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

Misconduct falls into three major categories: classroom infractions, persistent disobedience, and gross misconduct.

Classroom Infractions include the following:

- Disrespecting others
- Not keeping one's hands, feet, and objects to one's self
- Speaking out of turn
- Violating dress code

Consequences for classroom infractions on a weekly basis are as follows:

1. 1st time--one check will be recorded in the behavior folder
2. 2nd time--a second check will be recorded in the behavior folder
3. 3rd time- a final check will be recorded; the student will be assigned to Detention Hall, and the parent is notified through the detention slip. Parents are required to sign the detention notice. ***Failure to sign and return this slip within twenty-four (24) hours will result in an additional detention.*** Failure to arrive at Detention Hall on time will also result in an additional detention.

Detention resulting in suspension will be recorded on the student's permanent record. In the case of severe disruption on the part of the student, the teacher reserves the right to assign detention and/or suspension.

Persistent disobedience

The following acts of persistent disobedience will result in automatic detention:

- 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.
- Unauthorized use of electronic devices 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.p.m. 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. Quarterly report cards will be held by the school until all detention charges are paid. Failure of a student to report to an assigned detention will result in a suspension of one (1) day.

Policy Regarding Student Detentions due to persistent disobedience.

Detention #1 (in a school year) -	Free
Detention #2 (in a school year) -	\$15.00
Detention #3 (in a school year) -	\$15.00 Fine and Parent Conference
Detention #4 (in a school year) -	\$15.00 Fine, One Day Suspension, Parent Conference
Detention #5 (in a school year) -	\$20.00 Fine, Two Day Suspension, Parent Conference
Detention #6 (in a school year) -	\$25.00 Fine, Three Day Suspension, or Expulsion
Detention #7 (in a school year) -	\$30.00 Fine, 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 fireworks or explosives

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.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones, CD headsets, and hand-held game sets are prohibited during school, extended care, and on the bus. Cell phones can be brought to school but cannot be visible or in use, and must be turned off during school and extended care hours. **Cell phones and electronic devices used during school hours will be confiscated.** All confiscated material must be retrieved from the principal by a parent or guardian. **Unauthorized use of electronic devices will result in detention.**

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 is 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.

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.

REQUIREMENTS FOR PARTICIPATION IN SPORTS OR EXTRA-CURRICULAR ACTIVITIES (Grades 3-8)

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.

QUARTERLY 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 AND MID-QUARTER REPORT 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.

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 on page 29). 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.

STUDENT / ASCENSION 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.

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.

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 first Friday 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 -** The 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. Re-enrollment fees are discounted if paid prior to the first Friday of March. All registration and re-enrollment fees are payable to Ascension.
- Bus Fee -** Payments for students who ride the bus to and from school are to be made payable to SMART.
- Extended Care Fee -** A variety of payment plans are available for Extended Care. All fees for Extended Care are made payable to Ascension.

PAST DUE ACCOUNTS

- Late Charge -** A late charge of \$45.00 will be assessed to all SMART accounts which are not received within 10 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. Grants 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 will receive a tuition credit of \$300.00 per child.

PARENT-TEACHER LEAGUE ACTIVITIES

SALLY FOSTER

In the fall, PTL sponsors a fund raiser featuring Sally Foster gift wraps and other products. It is held during the month of September. Other fund raising events will occur throughout the school year.

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.

ROOM PERSONS

Each classroom will have room people that do a variety of things that help the teacher in offering extras to our children. These individuals could be mothers, fathers, grandparents, or close family friends. The main job description is to prepare and assist with all classroom parties, to help in finding parents to chaperone field trips, provide some coordinating assistance for special events, and any other assistance the teacher may need. Our children will go on several field trips, perform class plays, and have several parties throughout the year. All of these events necessitate extra planning and preparation from parents.

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

Ascension offers a choral music program for students at all grade levels. Children in Kindergarten and Grade One are invited to participate in the Lambs Choir. Students in Grades 2 through 5 may participate in the Junior Choir. Middle School students may participate in the Vocal Ensemble.

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. Each child receives a box of chapel offering envelopes at the beginning of the school year. 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 from the third through eighth grades. 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

Flag football, and volleyball are available for students in Grades 5-7. This usually involves competition with Calvary Lutheran in Silver Spring. 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.

K.I.D.S STAMP PROGRAM

The Kids Into Discipleship & Stewardship (K.I.D.S.) Program is a savings program operated by the Lutheran Church Extension Fund. The K.I.D.S. Bank is open on Tuesday mornings. The students may purchase stamps in denominations of 25 cents or more. When students have saved \$25.00 worth of stamps, they are given a regular savings account with the LCEF. The LCEF uses the savings to fund new construction to Lutheran churches and schools.

SPELLING BEE

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

ASCENSION 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 8:00a.m., and 10:30a.m., with Sunday School at 9:15a.m.. For more information regarding Ascension Church, you are invited to speak with the Pastor.

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 a.m. to 8:15 a.m. and afternoon hours are from 3:00 p.m. to 6:00 p.m.. Students with accounts more than one month past due will not be permitted to use extended day care services until the account is brought up to date. All billing will be kept separate from tuition, and book & equipment fees. **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, there will be no extended care offered.
3. If school opens late because of inclement weather, extended care will be offered from 7:00 a.m. to the start of school without additional charge.
4. If school closes early because of weather, extended care will be provided for the balance of the school day at no additional charge. (NOTE: Parents who do not use extended care or bus service, must bring their child(ren) later if school opens later and must pick them up earlier if school closes early because of inclement weather.)
5. 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 p.m.. This will be strictly enforced and billed accordingly.

6. Children arriving on school premises before 8:15 a.m., or not leaving the premises after 3:25 p.m. must be enrolled in extended care. 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.

GENERAL PROCEDURES and RULES FOR STUDENTS

Before School

- A. Children brought by car or walking should arrive between 8:15 and 8:30a.m.. Children 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. Children may leave the classroom only with permission from their teacher.
- E. Quiet shall be observed after 8:25a.m.

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. Sodas from the vending machine are not permitted for student lunches.
- B. Fast food lunches such as McDonald's, Burger King, etc. should not be brought in to students unless there is a special family emergency which necessitates such. 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.

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 to 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

- A. Play where you can be seen by teachers and adults.
1. Stay out of the far tree area.
 2. Do not go behind bushes or dumpster.
 3. Do not play on hill beside the fence.
 4. Use the stairs to go to the ballfield and equipment area.
- B. Use Equipment Safely.
- Balls: Do not kick over the high fence, or up stairs, or in the direction of windows.
 - Climbing Equipment: Do not stand on top. Do not bump or grab others.
 - Swings: Back and forth only, on your seat. To wait for your turn, count to 60.
- C. Show respect to others and the playground.
1. Hands off other students.
 2. No “play fighting” or grabbing.
 3. Sticks should stay on the ground.
 4. Do not climb or hang on trees.
 5. The chains between the poles are not swings and should not be used as such.
- Climbing on the fences and backstop, and walking along the fence rails is not permitted.

Classroom

1. Children are responsible for keeping their desks neat and orderly, hanging up their outdoor clothing, and putting away bags and lunch boxes.
2. Respect for the teacher or other persons in charge of the class shall be shown at all times.
3. Children shall always conduct themselves in a way appropriate to the activity of the particular period of time.

After School

1. At 3:10 p.m. all bus children will be dismissed. At 3:15 p.m., all children who ride by car, walk, or are enrolled in Extended Care will be dismissed.
2. All children who are not picked up by 3:25 p.m. will be sent to Extended Care and parents will be billed for the minimum of one (1) hour
3. Children should not remain in the building after school without special permission.
4. Following the p.m. 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 p.m., 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 p.m.
6. The soda machine is off limits to students until 3:30 p.m., at which time it may be used by students engaged in special after school activities under the direction of an adult.

Date _____

S A M P L E
PERMISSION SLIP

This is to certify that _____ has parental permission to
(Insert Student's Name)
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
_____ as a consequence of this trip.
(Insert Student's Name)

Parent's Name (Please Print)

Parent's Signature

Date

Take Time

Take Time to **THINK** . . .
It is the source of power.

Take Time to **PLAY** . . .
It is the secret of perpetual youth.

Take Time to **READ** . . .
It is the fountain of wisdom.

Take Time **PRAY** . . .
It is the greatest power on earth.

Take Time to **LOVE** and be **LOVED** . . .
It is a God-given privilege.

Take Time to Be **FRIENDLY** . . .
It is the road to happiness.

Take Time to **LAUGH** . . .
It is the music of the soul.

Take Time to **GIVE** . . .
It is too short a day to be selfish.

Take Time to **WORK** . . .
It is the price of success.

Take Time to **DO CHARITY** . . .
It is the **KEY TO HEAVEN**.