



# BACK TO SCHOOL

SCHOOL PRACTICES, POLICIES & GENERAL  
INFORMATION

# IN THIS PRESENTATION

- ▶ Campus Security
- ▶ General Information
- ▶ Extended Care
- ▶ Uniforms, Dress Code, Used Uniforms
- ▶ Lunch Program – [choicelunch.com](http://choicelunch.com)
- ▶ Class Supply Lists, Planners- Gr. 3-8
- ▶ Locker Assignment, Gr. 5-8
- ▶ Sick Days, Make Up Work
- ▶ Parents/Visitors on Campus During School Day
- ▶ Communications
- ▶ Medical



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# CAMPUS SECURITY

## Parking Sticker

- Only cars with a school issued parking sticker are permitted to enter the parking lot.
- Every car must have a school issued parking sticker inside windshield, lower right corner.
- Parking stickers will be available at the Back to School Fair and the first day of school on the parking lot and in the school office.

## Key Fobs

- Every parent will be given a key fob to school entry gates at no charge. If a replacement is needed your TADS account will be charged \$10. If you are a returning family your key fob from last year is still active.

## Security Task Force

- Independent Security Expert – walked our campus to make recommendations to improve security
- Shatter resistant film has been installed on all windows
- Using Social Media Monitoring software to serve as an early warning system for our campus
- Executive Security on campus



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## SCHOOL HOURS

**FIRST DAY OF SCHOOL –  
AUGUST 21, 8:30 AM- 3 PM**

**Mondays  
GRADES TK-8 9:30 AM-3 PM**

**Tuesdays-Fridays  
GRADES 5-8 8:20 AM-3 PM  
GRADES TK-4 8:30 AM-3 PM**



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### **SCHOOL HOURS**

- Mondays – 9:30 AM-3 PM (all grades)
  - Students may be dropped off at 9 AM without extended care charge
- Tuesdays-Fridays
- Grades 5-8 8:20 AM-3 PM (bell rings at 8:15 AM)
- Grades TK-4 8:30 AM-3 PM (bell rings at 8:25 AM)
  - Students may be dropped off at 8 AM without extended care charge
- All students dropped off before 9 AM or 8 AM must be checked into extended care by parent

### **LATE START MONDAYS**

- *Late Start Monday* is a program wherein the official start of the school day is 9:30 AM with the warning bell ringing at 9:25 AM on Mondays only.
- Staff will meet in collaborative groups on Monday mornings to work on curriculum, assessment, accreditation, and the implementation of newly adopted standards.

### **NOON DISMISSALS**

- When the school schedules a NOON DISMISSAL all students are dismissed for the day at noon.
- All students must be picked up at noon.
- If a student must remain on campus in extended care, they must bring a lunch from home – no other lunches will be served
- There will be a charge per hour for extended care billed to TADS accounts



## STUDENT DROP OFF & PICK UP

- Morning drop - park in lot 4. Walk child(ren) to classroom or entry gate.
- Pick up – park in lot 4. Meet child/ren in grades TK-4 at classroom – students in grades 5-8 will meet on upper campus.
- *Students not picked up at 3 PM will be checked into extended care with a fee*



## STUDENTS ARRIVING LATE

- Late arrivals must go to the school office for a tardy slip to be admitted to class.
- Exit at south end of the parking lot leading to Erbes Road. Do not exit on Hillcrest Drive.
- An absence, excused or unexcused, is still recorded as an absence.



## EARLY PICK UP

- Authorized Parent/Guardian must sign out student at school office.
- Office staff will call student to the school office.
- Students are allowed to leave campus only with authorized parent/guardian or permission from parent/guardian.





## WHEN A CHILD IS SICK

- We encourage children to stay home if showing signs of illness
- Children may return to school after symptom free for 24 hours without medication
- Please report the absence with your teacher and/or the school office
- If a child takes medication daily or has an EPI pen or allergy a medication form must be submitted. Contact school office.
- Students may not have any medications in their possession on campus as it can be a hazard to others.



## Other Absences

- Excused absences:
  - Medical appointments
  - Illness
  - Bereavement
  - Justified personal reason



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## EXTENDED CARE

**MON. 7:00-9:00 AM**

**TUES.-FRI. 7:00-8:00 AM**

**MON-FRI. 3:00-6:00 PM**

*(Extended Care Room is across from the school office on the other side of the lunch patio.)*

- ▶ Extended Care is provided for children enrolled in TK-8 grades.
- ▶ The hours are 7:00 AM to the start of school and 3:00-6:00 PM.
- ▶ Children arriving before 8 AM/9 AM must go directly to the extended care room to be signed in upon arrival by the supervisor.
- ▶ Students may arrive at school at 8 AM/9 AM without a fee.
- ▶ A parent must always check their child into morning extended care when early.
- ▶ All students on campus after 3:00 PM without a parent, who are not participating in another school sponsored event, will be checked into extended care.
- ▶ A fee will be charged at 15-minute increments as you use it and billed to TADS.
- ▶ Extended Care will be available starting the first day of school.



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# UNIFORMS

All uniform clothing must come from Dennis Uniform Company



## CHAPEL DRESS

(Wednesdays, 8:45 AM)

- Girls, grades TK-3 must wear plaid jumper, with white blouse or polo
- Girls, grades 4-8 must wear a plaid skirt or skort with white blouse or white polo
- Boys, grades TK-8 must wear navy blue, long pants with white polo

## REGULAR UNIFORM

All uniform clothing must come from Dennis Uniform Company

[www.dennisuniform.com](http://www.dennisuniform.com)

School Code SH00BJ

## OTHER

- **Spirit Shirt** for Fridays and other designated days – royal blue crew-neck t-shirt with plaid logo
- **Gym Wear** Grades 5-8
- **Outerwear** must be from Dennis Uniform
- **Shoes** must fit securely. No open toes. NO Crocs, jellies
- **Socks, Tights, Leggings** in black, navy, white (**solid colors**)
- **Hair**- natural colors and appropriate styles



Used uniforms are available at any time in the school office.





## LUNCH PROGRAM

- ▶ [www.choicelunch.com](http://www.choicelunch.com) – ordering is now open
- ▶ We offer a 5-day a week custom program with healthy food choices.
- ▶ Ordering can only be done online or with their app.
- ▶ More information will be emailed soon.

## CLASS SUPPLY LISTS

## STUDENT PLANNERS

GRADES 3-8

## LOCKS & LOCKERS

GRADES 5-8

### CLASS SUPPLY LISTS

- Class supply lists were emailed to all families and posted on website

### ASSIGNMENT PLANNERS

- All students in grades 3-8 will be using the same Assignment Planners
- Distributed on the first day of school

### LOCKER & LOCK ASSIGNMENTS – GRADES 5-8

- Students in grades 5 -8 will be assigned a lock and a locker on August 19 at 4-5 PM (*Sneak Peek & A treat, see calendar in this presentation*)
- Students will report to their homeroom classroom for their locker number and lock combination. Staff will be present to assist.
- *No other locks may be used.*
- *All lockers must be locked at the end of the day. If a student does not lock their locker each night and weekend, they are responsible for any items that may be lost.*



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**AUGUST 19, 4-5 PM - GYM  
SNEAK PEEK & A TREAT  
MORE DETAILS COMING!**

**AUGUST 21, 8:30 AM-3 PM  
FIRST DAY OF SCHOOL**

**AUGUST 28, 6 PM (PARENTS ONLY)  
GRADES TK-4 BACK TO SCHOOL NIGHT**

**SEPTEMBER 4, 6 PM (PARENTS ONLY)  
GRADES 5-8 BACK TO SCHOOL NIGHT**



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## **BACK TO SCHOOL IMPORTANT DATES 2024-25**

**AUGUST 19** 4:00-4:30 PM in homeroom  
Grades 5 & 6 Lock & Locker Assignment  
**SNEAK PEEK & TREAT 4:00-5:00 PM TK-8**  
more details coming!

**AUGUST 21** Handball court  
FIRST DAY OF SCHOOL PHOTO OPP  
Come early and take your child's photo

**AUGUST 21** 8:45 AM location tbd  
PALS Back to School Coffee for all parents

**AUGUST 28** 9:00 AM in sanctuary  
First Chapel – all parents & friends are welcome

**AUGUST 30** Pupil Free Day – NO SCHOOL

**SEPTEMBER 2** Labor Day School Holiday

School Office 805-496-2419, Sara Wallace

[swallace@alschool.org](mailto:swallace@alschool.org)

# Important Dates/Events

All Grades <b>SNEAK PEEK &amp; A TREAT</b>	AUGUST 19	4:00-5:00 PM in gym
Grades 5-8 Lock & Locker Assignment	AUGUST 19	4:00-4:00 PM in homeroom
Used Uniform Sale	AUGUST 19	4:00-5:00 PM
<b>FIRST DAY OF SCHOOL</b>	<b>AUGUST 21</b>	<b>8:30 AM-3 PM (bell rings at 8:25 AM)</b>
FIRST DAY OF SCHOOL PHOTO OPP	AUGUST 21	Handball court
<i>Come early and take your own photo</i>		
PALS Back to School Coffee for all parents	AUGUST 21	8:25-9:30 AM location tbd
First Chapel – all parents & friends are welcome	AUGUST 28	8:45 AM in sanctuary
<b>Grades TK-4 Back to School Night (parents only)</b>	<b>AUGUST 28</b>	<b>6:00 PM begin in sanctuary</b>
Pupil Free Day – NO SCHOOL	AUGUST 30	
Labor Day School Holiday	SEPTEMBER 2	
<b>Grades 5-8 Back to School Night (parents only)</b>	<b>September 4</b>	<b>6:00 PM begin in sanctuary</b>

School Office 805-496-2419, Sara Wallace, [swallace@alschool.org](mailto:swallace@alschool.org)



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# Cell Phones/Smart Watches

## Student Cell Phones/Smartwatch

- Students are not permitted to use these devices on campus at any time for any purpose besides contacting parents and must have teacher or staff permission first.
- A smartwatch can be used for telling time only.
- Phones may not be used as a camera unless supervised by a staff member.

## Students Needing to Communicate with Parent

- Students must use the school office phone to contact parents at any time of the day.
- We encourage all students to inform a teacher or the school office when they need assistance for an emergency, illness or any other issue other than typical classroom activities.
- If the phone or smart watch is being used during school hours, it will be confiscated and taken to the school office.
  - Multiple infractions will lead to the loss of the privilege to bring devices on campus.
- The cell phone/smartwatch policy for field trips is the same as the policy on school campus unless otherwise given permission by administration.

**All devices must be turned off and put away in lockers/backpacks during school hours.**



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# Communication

## School to Parent Communication

- The Chatter is our weekly newsletter that is emailed to every family on Sundays. This publication has pertinent information for the week as well as special stories on what is happening on our campus with our students learning and growing academically, socially and spiritually.
- Parent Portal on our website - New and existing families alike will discover a wealth of valuable resources within our secure, password-protected portal exclusively accessible to Ascension families. These resources include teacher pages, details about special events, convenient links to order hot lunches, access to view student grades, and much more! [alschool.org/parents](https://alschool.org/parents)  
Password Parents
- Teacher Communications will be via various media methods – the teachers will inform each class.
- Many communications from the school to the parent will continue to be via email as well as other formats. *If you do not receive emails from the school within the first weeks, please contact the school office.* We do not want to miss anyone in our communications.



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