



STUDENT/PARENT HANDBOOK
2016-17

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ASCENSION LUTHERAN SCHOOL FACULTY & STAFF

Office

Karen Jonas	Principal
Connie Angress	Office Manager/Registrar
Marcie Aschbrenner	Marketing Coordinator
Tamara Nowlin	Admissions/Retention
Pam Galster	Finance Manager

Instructional Staff

Dianne Beck	Middle School English Teacher
Jolayne Clem	Middle School PE Teacher/Athletic Director
Mary Cypher	4 th Grade Teacher
Chamie Delkeskamp	Religion Studies Teacher & Religion Curriculum
Cheri Erickson	2 nd Grade Teacher
Jennifer Farrell	5 th Gr. Math & History Teacher
Katie Gerrans	Middle School Science Teacher
Jeri Howland	Instructional Assistant
Denise Leslie	Music Teacher
Pat Lafferty	Instructional Assistant /Lunch Supervisor
Susanne Maliski	Technology & Gr. 6-8 History Teacher
Lauranne Payne	Kindergarten Teacher
Deanne Phillips	Kindergarten Teacher/Curriculum Coach
Dylan Rodriguez	Playground Supervisor
Rosana Rodriguez	5 th Grade English/K-4 Support Teacher
Kristen Rowlands	3 rd Grade Teacher
Leslie Schneider	1 st Grade Teacher/Song Celebration Coordinator
Cheryl Scott	K-8 Spanish Teacher
Ryan Teffeteller	K-4 PE Teacher/Librarian/Instructional Assistant
D'Iorah Wismar	Middle School Math

SCHOOL BOARD

Steve Smuck, President
Scott Bean
Christi Labrenz
Dave Harkings
Bryan Jones

Amanda Miner, Secretary
Aimee Semeleng, Church Council Rep
Kari Gravrock
Jeff Nagel
Pastor Tim Delkeskamp

PARENTS OF ASCENSION LUTHERAN STUDENTS (“PALS”)

Parents of Ascension Lutheran Students, or “PALS” is Ascension Lutheran's parent volunteer organization. Those who volunteer support the school, students and parents by coordinating special programs that enhance and supplement the school's educational and spiritual curriculum while promoting fellowship among families. The volunteers work under the supervision of the principal, teachers and the Ascension School Board. Every parent of an Ascension Lutheran student is a member of PALS.

ASCENSION LUTHERAN SCHOOL STUDENT HANDBOOK 2016-2017

www.alschool.org

SCHOOL VISION STATEMENT

Ascension Lutheran School is dedicated to nurturing each student, providing academic excellence and creating bold, compassionate leaders who inspire and serve others in their walk with Jesus Christ.

SCHOOL MISSION STATEMENT

The school's mission is to provide academic excellence in a caring, Christian community. The educational and co-curricular programs strive to foster spiritual, intellectual, emotional, physical, and social development. These areas of development are reflected in the five areas of expected learning proficiencies for students of Ascension Lutheran School.

EXPECTED LEARNING PROFICIENCIES

Students of Ascension Lutheran School will be prepared to:

Be successful and effective communicators who . . .

- show caring in receiving and interpreting the messages of others
- share information effectively in both verbal and written forms
- are free to reflect self-expression that builds positive self-esteem and the respect of others;
- use technology as a meaningful communication tool, and
- communicate the Christian faith in action, word and deed

Be complex thinkers and problem solvers who . . .

- are able to locate, organize, analyze, evaluate and interpret important ideas in various contextual settings

- exhibit learning skills in a real world context with significant purpose, meaning and thought for themselves and others
- see advances in technology as a means to help themselves and others to solve problems in the world
- are inquisitive learners who question and analyze their faith within the context of Christian beliefs

Be productive people who . . .

- have personal and community goals and are able to share and work with others towards achieving those goals
- have high standards that lead to success for themselves and better the workplace,
- are self-directed learners who look at their needs and accept the challenge to develop his or her skills and talents as good stewards of God's gifts
- show responsibility in the use of technology as a tool to make the world a better place for all people
- use talents and gifts given to them by God for the good of others as well as themselves

Be cooperative and collaborative workers who . . .

- demonstrate effective leadership skills and flexibility to help establish and accomplish goals with others
- show respect and faith-centered concern for the rights of others

Be involved community citizens who . . .

- demonstrate a caring sense of community by contributing time, energy, gifts and talents to improve the quality of life at our school, our community, our nation and the world
- participate as positive, productive citizens of their school and community
- value the role of faith in their lives and apply it in their decision making process both now and in the future

Recognizing that learning is a life-long process of formal and informal experiences with the home, school and church, Ascension seeks to collaborate with parent and child to fully develop each child's potential in a loving and nurturing environment. We believe maximum learning occurs when home and school work together to mutually support and reinforce Christian faith and values.

PURPOSE OF HANDBOOK

We are engaged in a cooperative effort to provide academic excellence in a caring Christian community for your child. This can only be accomplished through the cooperation of staff, parents and students working together.

This handbook is published to establish effective communication between the faculty, staff, parents and students of Ascension Lutheran School. It also serves as a behavior guideline on how we are committed to working, talking and playing together.

ACCREDITATION

Ascension Lutheran School is accredited by the Western Association of Schools and Colleges ("WASC"). Our rigorous curriculum strives to meet each student's needs and abilities as it prepares them for their next academic and life steps.

ADMINISTRATION

Ascension Lutheran School is a ministry of Ascension Lutheran Church. Our Ascension Lutheran School Board reports to the Church Council. Our school ministry includes our Early Childhood and Infant Center, serving children ages 3 months to 4 years of age, and our School serving grades kindergarten through eighth.

The principal is responsible to the Ascension Lutheran School Board for the administration and interpretation of the policies established by the School Board. The principal is further charged with implementing the school curriculum as well as administering the day-to-day affairs of the school. The principal is also responsible for overseeing the Director of our Early Childhood and Infant Center.

Our school holds membership in the Evangelical Lutheran Education Association (ELEA), a national organization. The purposes of the Association are to deepen and extend professional competence, Christian commitment, and personal responsibility of Lutheran School personnel and to cooperate with the Division for Education of the Evangelical Lutheran Church of America in its program of assistance to Christian day schools.

Policies seminal to the administration of the school include the philosophy statement and the harassment and discipline policies. These documents, along with other School Board policies, shape the vision, goals and expectations for the staff, students, and families of Ascension Lutheran School.

A key to quality education is a well-qualified, dynamic, and professional staff. Teachers at Ascension Lutheran School maintain appropriate credentials and certification in their teaching field, and model a lifestyle that reflects a dynamic, growing relationship with Christ. The staff of Ascension School guides their classes in a spirit of love and discipline, while setting a strong Christian example.

Through the furthering of the school's vision and mission, the family is strengthened, the community is enhanced and the Church is served. The School Board, the principal and the staff dedicate their time, talents and resources to this work.

ENROLLMENT PROCEDURES

Enrollment applications of new students for the next school year will be accepted beginning in November. A non-refundable fee is required with all new student applications. Students and their parents are required to interview with the school principal prior to acceptance. An achievement test is given to serve as a guide for placement along with reviewing standardized achievement scores, report cards, and discipline/attendance records from the previous school. Re-enrollment of current Ascension students for the following school year will begin in January.

Each child enrolled at Ascension is required to participate in the total school program unless enrolled in Ascension's Home School Partnership program. If the school's program does not reasonably meet the needs of certain individual children, parents may be asked to explore other educational settings.

A child must turn five years old by September 1st to enroll in Kindergarten. A copy of the birth certificate must be submitted with the application. Early admission may be granted based on the recommendation of the school admissions team after evaluation of the student seeking admission.

The school reserves the right to exclude any student for reasons of:

- **poor academic achievement**
- **lack of self-discipline**
- **parent disagreement with the school over matters of academic standards and child discipline**
- **lack of cooperation with the school staff and administration**
- **learning and behavioral needs that cannot be supported by the existing staff and programs. The school will not be required to implement new programs to accommodate specific learning needs.**

FINANCIAL POLICY

Tuition Payments: Tuition was due for the upcoming school year on May 1st 2016, but may be paid in two or ten monthly increments.

Tuition Assistance Data Services (“TADS”): The School utilizes TADS to administer its billing and payment processes. Families establish an online TADS account and manage online their billing and payments utilizing such account. TADS will assess an annual administrative fee of \$45 per family if the 10 payment plan option is selected. Please note TADS will assess fees for a payment not received within 10 days of the due date or a returned item.

Deadline for Withdrawal: As stated within the Enrollment Contract, a student’s enrollment may be canceled by parents or legal guardians in writing, without penalty (except forfeiture of the Registration Fee) prior to May 1st, 2016. If enrollment is canceled after May 1, 2016, parents or legal guardians who are financially responsible for the student are obligated to pay the full annual charges.

Voluntary Withdrawal after the Start of the School Year: If families voluntarily withdraw a child from school after the payments for that year’s tuition begin, the family is responsible for the balance of the entire year’s tuition, the cost of books not returned or returned damaged, and any other fees owing as of the withdrawal date.

Registration Fee is Non-Refundable: The registration fee of \$750.00 is non-refundable and non-transferable.

Failure to Pay Timely: The School reserves the right to deny attendance to any and all students of a family if such family’s total outstanding tuition and fees are not paid in a timely manner.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Ascension Lutheran School does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

EXTENDED CARE

Extended Care service is provided for children enrolled in kindergarten through eighth grade. The hours are Mondays 7:00-9:25 AM and 3:00-6:00 PM. The hours Tuesday- Fridays are 7-8:25 AM and 3-6 PM. Children arriving before 8 AM must go directly to the extended care room to be signed in by

the supervisor upon arrival. Students may arrive at school at 8 AM without a fee. 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.

The charge for extended care is \$6.00 per hour and is charged in 30-minute increments. After 6:00 PM, a late fee will be assessed. Such charges will be billed to TADS accounts. Parents also have the option to add on an Unlimited Extended Care Package to their tuition agreement.

AN AUTHORIZED ADULT MUST SIGN OUT A STUDENT FROM EXTENDED CARE

ARRIVAL AND DISMISSAL

One of our primary concerns is the safety of the children. We expect your cooperation when you drop off or pick up students. The parking lot gate is closed from 10:00 AM – 2:30 PM every day to insure safety during physical education instruction on the parking lot.

Please abide by the following rules when driving in our parking lots:

- **The SPEED LIMIT is 5 MPH**
- **No cell phones may be used while driving (hands free or otherwise)**
- **K-4 students must be accompanied by an adult to and from their car**
- **Students may not play in the parking lot at drop-off or pick-up**
- **Watch for blind areas because staff and students of the preschool and infant center walk to and from the upper and lower campus.**

Traffic Flow

Traffic Entry is from Hillcrest Drive. This driveway must be used to **enter only**. After entry, drivers must continue ahead into the upper south parking lot. Park only in the designated spaces before allowing students to leave the car. Do not drop off students at the curb or sidewalks. This impedes the arrival of those behind you and is not safe for the students. **Please do not drop off or pick up children in front of the church. Use the back parking lot only.**

Please **exit** only by way of the driveway at the south end of the parking lot leading to Erbes Road. Do not exit on Hillcrest Drive. Be especially careful pulling out of parking spaces as parents and students will be walking to and from cars.

Every family will be issued a parking sticker for access into the parking lot during afternoon pick up.

Consequences will be put in place for violators of traffic safety, up to and including your child not being able to attend school

3:00 PM Dismissal

Grades K-4 students must be picked up and signed out from their classrooms.

Students not signed out from the classroom at 3 PM:

- Will be signed into extended care – this includes students in grades 5-8
- Must remain on campus under supervision, they may **not wait in parking lots**
- Students in the parking lot after 3:00 PM must be with the parent and in the car. Loitering in the parking lot is not permitted and is a safety hazard
- Students must be picked up by a parent or authorized person on the student's emergency form
- Will be charged for time on campus past 6 PM

ATTENDANCE

School Hours

Grades Kindergarten - Fourth Grade

Monday 9:30 AM-3 PM (Warning Bell Rings at 9:25)
Tuesday-Friday 8:30 AM (Warning Bell Rings at 8:25)

Grades Fifth- Eighth Grade

Monday 9:30 AM-3 PM (Warning Bell Rings at 9:25)
Tuesday-Friday 8:20 AM (Warning Bell Rings at 8:15)

Late Start Monday

Each Monday, faculty will use the first hour of the day for collaboration and professional development to continue to ensure we are providing the best possible educational opportunities and support to our students.

Attendance Requirements

Regular attendance at school is vital for academic success. Regular attendance promotes not only academic achievement, but also a sense of responsibility, personal discipline and commitment to learning. A student missing class time also misses the intellectual sharing, group dynamics and opportunity to test out his or her ideas with peers and teachers.

- In the lower division (K-4), attendance is taken twice daily – once in the morning and again in the afternoon.
- In the upper division (5-8), attendance is taken in each class period by each teacher.

Regular attendance is important for success in school. Excessive absenteeism will result in meeting with the principal.

Excused absences

- Medical appointments
- illness
- Bereavement
- Justified personal reason (may include but not limited to: court appearance, family emergency, and attendance at funeral)

Policy and Procedure Regarding Absences

- Parents must email or phone the school office at (805) 496-2419, prior to the start of school on the day a student is to be absent. Such policy allows the school to monitor the safe arrival of all students.
- *Excessive absences*
- Any absence may have a negative effect on grades as well as the benefits that the student will derive from their class(es). *Excessive absences* may lead to a failing grade for that grading period (Trimester).
- Parents should try to plan activities so as not to conflict with the school calendar.

Parent/Student Conference will be scheduled when:

- A student compiles excessive absences

Student Work

- All student work needing completion will be provided to the student **upon the student's return** to school.
- *It is important to remember that it is the student's responsibility to check with his/her teacher(s) for this work upon their return to the classroom.*
- Following a one (1) or two (2) day absence from school due to illness or medical condition, students will be provided one day for each day of absence to make up any missed class work or homework.
- Exams or quizzes given during a student's absence may be adjusted or revised when given as "make-up work", and will be scheduled by the teacher upon the student's return to school.
- Teachers are not required to provide classwork and homework prior to a vacation or any absence not related to a medical extended absence.

Students Leaving Campus During the School Day

- The Parent is not permitted to go to the classroom for their student.
- The Parent must come to the school office to sign student out and student will be called to report to the office.
- Under no circumstances will a student be allowed to leave the school with any unauthorized person until permission and identification have been given in writing by the parent or guardian.
- LOWER DIVISION ONLY – GRADES K-4, (A student **absent** for more than **30 minutes** of the school day will be recorded as a half-a-day absent).
- An absence, excused or unexcused, is still recorded as an absence.

With respect to excessive absences, the administration reserves the right to determine penalties, sanctions, suspensions, probation and dismissal whenever such actions are deemed necessary or appropriate.

Morning Tardiness

Tardies disrupt the teaching and learning process

1. Students, who enter their class after the start time, are considered tardy.
2. The teacher will indicate to the student that they are tardy and the student will be required to obtain a tardy slip from the school office.
3. Cumulative tardy records for all classes will be monitored by the school office.
4. This includes all upper division students arriving late to any period of the school day.

Consequence for Upper Division (Gr. 5-8):

- Four (4) tardies the parent/guardian will be notified via a letter
- Six (6) or more tardies in a grading period (Trimester)
 - A student will have a 45 minute detention with a fee of \$15.00.
 - The student may be excluded from extracurricular school activities.
- Ten (10) or more tardies in a grading period (Trimester)
 - A student will have a 45 minute detention with a fee of \$15.00 and will miss lunch recess for 5 days.
 - The student may be excluded from extracurricular school activities.

If tardiness continues the parent/guardian may be asked to explain tardiness to the School Board.

Consequence for Lower Division (Gr.K-4):

- Four (4) tardies the parent/guardian will be notified via a letter
- Six (6) or more tardies in a grading period (Trimester)
A student will have morning or lunch recess detention for 1 days.
The student will report to the playground and lunch supervisors to serve the detention.

- Ten (10) or more tardies in a grading period (Trimester)
A student will have morning or lunch recess detention for 3 days.
The student will report to the playground and lunch supervisors to serve the detention.

If tardiness continues the parent/guardian may be asked to explain tardiness to the School Board.

With respect to excessive tardies, the administration reserves the right to determine penalties, sanctions, suspensions, probation and dismissal whenever such actions are deemed necessary or appropriate.

HEALTH

It is our policy to have on file information for emergency treatment for each student. This must be renewed each year. Prior arrangements should be made with any person whose name and telephone number are to be called in case of emergency. We also must have on file for each student a completed California School Immunization Record. Parents will be notified of communicable diseases whenever this becomes necessary.

The staff and faculty of the school **may not** administer any over the counter medications. Prescription medications cannot be administered without written consent from a physician. **At no time should a student have any kind of medication in his or her possession, desk or locker. This includes, but is not limited to, everything from Tylenol to cough drops.** *No medication will be administered by a school staff without the written consent of a physician. A form is on the website www.alschool.org and part of the handbook, page 13. The parent is to supply that medication to the school in its original container and labeled with child's name, along with the form.*

Illness

Please do not send a sick child to school. Sick children are unable to concentrate effectively and there is risk of exposing the entire class. Children arriving to school sick will be sent home. Students must be 24 hours without illness symptoms or fever before returning to school.

HOMEWORK

Each student's homework is assigned for a specific purpose in assuring student success in their educational program. Consequently, homework is a part of each grade level's academic activities. Students may be assigned homework that fits in one or more of the following categories:

- Study skills and work habits
- Practice and review of materials that have been learned in the classroom
- Preparation for materials that may be presented in future learning
- Skill integration applied to a single product such as a report or writing assignment

We are aware that the quality of the homework assignment and the teacher's response to the homework can serve to enhance the child's learning experience. Parents should be aware that their

role in the homework process is to supplement, not supplant the child's work. Be supportive but let the child assume the responsibility for the completion of the assignment.

Questions relating to your child's homework:

- First discuss with your child
- Next you and your child check for accurate assignments/directions – resources to check for homework: Homework packet, Gradelink, assignment books, call a classmate
- Please do not hesitate to contact the teacher and discuss the assignment after taking the above steps
- Each teacher's individual homework policy and procedure will be reviewed with parents at Parent Orientation August/September.

**HOMEWORK WILL NOT BE ACCEPTED VIA FAX OR EMAIL
UNLESS REQUESTED AND AGREED TO BY THE TEACHER.**

All upper division (5-8) parents are expected to check Gradelink weekly to monitor progress.

Gradelink

The School uses an online grading program called Gradelink. Teachers update grades regularly so parents and students should check grades and other communication weekly. If you cannot logon to Gradelink, please check with the school office for your user information.

Standardized Testing

Students in grade 3-8 participate in standardized testing each Spring. Standardized testing is just one of many tools the school uses to assess student progress. The school currently administers ACT Inspire. Results are analyzed by the teachers and used to better inform current teaching practices.

Grading Periods

The school used a trimester schedule. The school year is broken up into three trimesters. At the end of each trimester report cards are distributed.

HONOR ROLL REQUIREMENTS

Students in grades 5 – 8 are eligible for honor roll each trimester by earning a grade point average of at least a 3.5 without any “N” (Needs improvement) or “U” (Unsatisfactory) citizenship marks.

Grade point averages are calculated using the following scale:

A (93% and above) 4.0	B- (80-82.99%) 2.7	D+ (67 – 69.99%) 1.3
A-(90-92.99%) 3.7	C+ (77 – 79.99%) 2.3	D (63 – 66.99%) 1.0
B+ (87 – 89.99%) 3.3	C (73 – 76.99%) 2.0	D- (60 – 62.99%) 0.7
B (83 – 86.99%) 3.0	C- (70 – 72.99%) 1.7	F (below 60%) 0

ACADEMIC STANDING

Any student receiving an unsatisfactory in citizenship, in any class, or a “D” or lower in any academic subject, will not be eligible for the Honor Roll that term. Students may also not be permitted to serve in student government, participate in field trips or special events due to having a D or lower in any subject or because of unsatisfactory citizenship. Students who participate in after school athletics must satisfy the academic standards of the Athletic Code of Conduct.

ACADEMIC PROBATION

The purpose of the probation policy is to assist and encourage the student to improve his/her performance when such is below his/her expected capability. All upper division (5-8) parents are expected to check Gradelink weekly to monitor progress, receive teacher communications and set academic goals.

Students placed on Academic Probation

- Any student whose grades are unsatisfactory or indicate that he/she is not working to his/her ability
- Any student with less than a 2.0 grade point average and/or unsatisfactory marks in conduct or effort will be placed on academic/behavior probation
- A student may become ineligible to participate in classroom and extracurricular activities until he/she holds the grade to a 2.0 and shows improvement in academic performance
- During the period of the probation, performance will be closely monitored by the administration
- Any student not showing improvement in academic performance, once placed on probation, may be asked to leave the school at the beginning of the next grading period

ADVISORY

At Ascension Lutheran School, each student in grades 5th-8th will be placed in an Homeroom/Advisory that will meet throughout the week. The advisors are from upper division faculty/staff. The purpose of advisory is:

- to foster relationships across grade levels.
- to support students by an advisor who acts as an advocate, encourager, and equipper throughout the school year.
- to weave together various aspects of learning that intersect with all areas of the curriculum, such as organizational skills, decision-making, leadership and service.
- to build character and promote integrity
- promote communication and coordination between home and school
- to develop bold, compassionate leaders who inspire and serve others.

The guiding verse of Advisory is from the Old Testament prophet Micah, “Do justice, love kindness, and walk humbly.” Through Advisory, we hope to inspire students to live in such a way that leads to fairness, to doing what is good and true and right, to showing great kindness toward fellow students, to exhibiting a sense of humility in all that they do, to having compassion toward people of various social, cultural and economic boundaries.

8th Grade Graduation

Graduation is an important milestone. In order to participate in graduation students must be in good academic standing and have satisfactory citizenship grades in all classes. Families must also be in good financial standing with the school.

Lockers

All students in grades 5-8 are assigned a school lock and locker. Locks and lockers are assigned each year and information is distributed at the Back to School Event held before the beginning of the school year. Students are responsible for keeping their books and materials in their locker and ensuring that their lockers are locked especially at the end of each school day. Students are also responsible for keeping the area around their lockers neat. The school is not responsible for anything lost or stolen due to lockers being left unlocked. The cost of replacement locks is \$6.00 if lost or broken. No other locks besides school issued locks may be used at school.

CONFERENCES

Parent conferences are scheduled within the first trimester to inform parents of the student's academic growth and progress and to promote better understanding and cooperation between home and school. Conferences for Kindergarten- 4th grade are designed to be a time for parent/guardians to meet with the classroom teacher. Fifth grade conferences will be a time for parent/guardian and student to meet with the 5th grade teachers. For grades 6-8, the school has adopted the arena conferencing where the parent and the student move around the arena and sit and talk with each teacher for approximately 6 minutes. It is important for all students in grades 5-8 to attend the conference with their parent/guardian.

If a parent wishes to conference with a about their child at any other time, an appointment must be scheduled. Morning drop-off or afternoon pick-up times are not appropriate conference times.

ACADEMIC HONESTY POLICY

Ascension Lutheran School believes that academic honesty requires adherence to ethical principles. Administrators, faculty, student and parents are in partnership to uphold the values of integrity, personal accountability and respect for the rights of others.

Cheating

Cheating is a deliberate attempt to misrepresent another's work as your own. Honesty is a matter of personal integrity. Ascension Lutheran School has a no tolerance policy for cheating.

Cheating includes, but is not limited to:

- unauthorized communicating
- copying materials
- Allowing another student to copy your assignment
- allowing another student to copy
- using prohibited notes or devices
- obtaining prior knowledge of test content
- removing or distributing all or part of any test
- copying another person's assignment
- plagiarism
- submitting a paper or project which is not one's own work
- submitting falsified information for grading purposes

A student found to be cheating will receive a zero on the assignment.

With respect to cheating, the administration reserves the right to determine penalties, sanctions, suspensions, probation and dismissal whenever such actions are deemed necessary or appropriate.

Ascension Lutheran School ACCEPTABLE USE AGREEMENT FOR STUDENTS: INTRANET/INTERNET Grades K-4 2016-2017

Acceptable use means that as a student you will promise to use the computer resources, such as the Internet, with respect and responsibility. As a student you will also promise to follow school rules, this acceptable use policy, and classroom rules that will be taught by your teachers and other school staff. You must understand that use of the computer resources is designed to support your education. If rules are broken, a student may lose his/her privilege in using the computer resources. Please note the following rules.

As a part of my schoolwork, my school gives me the use of computers and storage space on the server for my work. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use the computers only to do school work, and not for any other reason. I will not store material that is not related to my schoolwork.
2. I will use the Internet only with my teacher's permission.
3. I will use only the network login information assigned to me. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not use personal email on school devices.
5. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
6. I will not upload, link, or embed an image of myself or others without my teacher's permission.
7. I will not play games that a teacher has not approved.

8. I will be polite and considerate when I use the computer; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language.

9. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion or gender.

10. I will not damage the computer or anyone else's work. I will not change any settings without the permission of the teacher. I will handle equipment safely and carefully and keep food and drinks away from computers and iPads.

11. I will not take credit for other people's work. I will not break copyright rules or take credit for anyone else's work.

12. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will minimize the image and then seek help.

13. I will not block or interfere with school or school system communications.

13. My teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.

Student Safety

- The School uses software to monitor and log all network activity including, but not limited to, Internet sites visited by students, chat and newsgroups, file downloads, and all communications sent and received by students. This software makes it possible to identify and block access to Internet sites deemed inappropriate.

The administration reserves the right to determine penalties, sanctions, suspensions, probation and dismissal whenever such actions are deemed necessary or appropriate.

I have read this Acceptable Use Policy. I understand these responsibilities.

Print Student's Name: _____ Grade: _____

Student's Signature: _____ Date: _____

Parents: I have read and discussed with my child the Acceptable Use Agreement, and I give permission for his or her use of the resources. I understand that computer access is conditional upon adherence to the agreement.

Print Parent's Name: _____

Parent's Signature: _____ Date: _____

*** STUDENTS MAY NOT USE COMPUTERS UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE TEACHER.**

Ascension Lutheran School ACCEPTABLE USE AGREEMENT FOR STUDENTS: INTRANET/INTERNET Grades 5-8 2016-2017

Acceptable use means that as a student you will promise to use the computer resources, such as the Internet, with respect and responsibility. As a student you will also promise to abide by school rules, this acceptable use policy, and classroom rules that will be taught by your teachers and other school staff. You must understand that use of the computer resources are designed to support your education. If rules are broken, a student may lose his/her privilege in using the computer resources. Please note the following rules.

I understand that Ascension Lutheran School provides electronic resources, including Internet access and storage space for students' work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions:

1. I will use the electronic resources, including storage space, only for educational purposes related to work at Ascension Lutheran School, and not for any personal, commercial or illegal purposes.

2. I will not damage the computer or anyone else's work. I will not change any setting without the permission of the teacher.

3. I will handle equipment safely and carefully and keep food and drinks away from computers and iPads.

4. I will use the Internet only with the permission of the staff member in charge.

5. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity. I will not use personal email on school devices.

6. I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.

7. I will not upload, link, or embed an image of myself or others to non-secured, public sites without my teacher's permission.

8. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene. I will not impersonate another individual online in any forum.
 9. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic, violent, or explicitly sexual in nature.
 10. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
 11. I will cite sources appropriately. Do not plagiarize or illegally copy material protected under copyright law.
 12. I will report any problems to the supervising staff member. If the problem is an inappropriate image I will minimize the image and then seek help.
 13. I understand that my use of the school system's computers is not private, and that the school reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.
 14. I understand that the prohibited conduct described above is also prohibited off campus when using school equipment if it has the effect of seriously interfering with the educational process, and that such off-campus violations may lead to disciplinary measures.
- I understand that Ascension Lutheran School does not allow me to bring my own devices such as phones, tablets, smart watches, and computers unless a teacher has granted permission in advance. If, when given permission, I bring my own device I agree to the following responsibilities and restrictions:
1. I will follow all school rules while using my own device on school grounds before or after school and I understand that the rules outlined above regarding my use of school computer resources apply to my use of my own device on school property.
 2. I will not take photos or record video of any student, teacher or administrator.
 3. I will not use my device during class.
 4. I understand that my device may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings, if it appears that I may have used my device in violation of school rules or this Agreement.
 5. I understand that the school is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school overnight.

Student Safety

- The School uses software to monitor and log all network activity including, but not limited to, Internet sites visited by students, chat and newsgroups, file downloads, and all communications sent and received by students. This software makes it possible to identify and block access to Internet sites deemed inappropriate.

The administration reserves the right to determine penalties, sanctions, suspensions, probation and dismissal whenever such actions are deemed necessary or appropriate.

I have read this Acceptable Use Policy. I understand these responsibilities.

Print Student's Name: _____ Grade: _____

Student's Signature: _____ Date: _____ Parents: I have read, understood, and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement.

Print Parent's Name _____

Parent's Signature: _____ Date: _____

*** STUDENTS MAY NOT USE COMPUTERS UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE SCHOOL OFFICE.**

CODE OF CONDUCT

Proverbs 22:6

“Train children the right way, and when old, they will not stray.”

The purpose of the behavior policy at Ascension Lutheran School is consistent with our overall purposes. We seek to educate young people to be Christian citizens of our country and to show glory to God by utilizing their talents to the fullest. We seek to develop a sense of individual responsibility toward the community in which we live and study as we hold our students accountable for their actions.

We recognize that God forgives us and we can learn from our mistakes. As students experience forgiveness, they also experience God's love and grow in faith. Forgiveness is a cycle that includes consequences as well as commitment to change. Living in the Christian community of Ascension School, we strive to use forgiveness to bring respect for God, others and self.

Teachers have a right to provide instruction without disruption by students; students have the right to learn without distraction by other students. All have the right to be treated with the respect and dignity God affords all of creation.

Student discipline is a combination of positive and negative consequences, along with reteaching, for behaviors that will be in the best interest of the learning process for students, classmates, and the effectiveness of the school. Ascension Lutheran School reviews and modifies its standards for student behaviors as needed.

If a child has a concern with another child at school, the parent must contact the classroom teacher. It is in the best interest of our students if we work through concerns on campus rather than parents working the concern through with other parents outside of school. Also, please note that, while a child is in our charge, any re-direction or concerns regarding a child's behavior are the responsibility of the school staff. **A parent is never to reprimand or question a child (other than their own) in regards to behavior.** All concerns should be directed to a staff member.

STUDENT and PARENT CODE OF CONDUCT

All Ascension Lutheran School students and parents will strive to:

- behave as Christ would have us behave
- demonstrate courtesy and respect for the rights of others
- behave in a responsible manner
- cooperate with and assist the school and church staff in maintaining a safe, orderly and disciplined place to learn
- represent the school and church in a manner that shows pride in being an Ascension Lutheran student and parent
- always abide by the Code of Conduct at all school and church functions, on and off campus
- know that discriminatory, intimidating conduct or innuendo, sexual comments, and sexual harassment of others will not be tolerated
- use only appropriate language (profanity, foul language, degrading comments (“retard”) put downs (“so gay”) is not tolerated and may warrant suspension from the campus.

- respects the authority of the school to address any incident that occurs at school. Parents should share their concerns with the staff and allow the staff to facilitate the follow-up
- use technology according to the Acceptable Use Policy

All students will:

- follow the directions of teachers and staff (insubordination and refusal to follow directions will not be tolerated)
- attend all classes regularly and on time
- be prepared for each class; have all appropriate materials and assignments
- obey all classroom and campus rules
- refrain from gum chewing on school premises at all times

Outside Behavior

Rules for expected behavior include:

- Observing all safety rules
- Running only in designated play areas, not in the halls, walkways or lunch area.
- Playing in designated areas
- Showing courtesy to all
- Ball playing only in play areas
- Avoid yelling or talking loudly outside classrooms
- Leave all toys or play equipment from home at home
- Staying away from the windows of classrooms
- Not walking on planter walls
- Kindergarten students go to restroom with a buddy
- Not playing contact sports (tackling, grabbing, hitting)
- Not standing on the parallel bars, tables, or swings
- Not climbing on the fence or wall surrounding the playground
- Not throwing sand
- Not throwing items toward Colina
- Asking permission to leave the supervised playground area to retrieve balls or to use the restrooms
- Not loitering or playing in the restrooms
- Eating and talking quietly so lunch is a pleasant time
- Eat only your own food and do not share food with others
- Remaining seated at lunch unless excused
- Cleaning up your area after eating
- Having no glass jars or bottles on campus

Playground Rules

- Handballs are not to be kicked with either the foot or the head
- Soccer balls are for playing non-contact soccer
- Basketballs are not to be kicked at any time and are to be used in the basketball area only
- Hanging from basketball hoops is not permitted
- Playground balls may not be thrown against buildings
- No playground balls on sand or equipment
- Equipment may not be brought from home at any time by any student

- Playground/recess equipment will be kept in the ball cage and distributed by the yard supervisor – during recess other equipment is not to be brought outside from the classroom without teacher permission
- Playing tag or other games on the equipment is not permitted
- Bike Rules:
- Kindergarten – 2nd grade are allowed on the bikes
- All bikes are to be ridden in one direction, in a circle, on the sidewalk, in the area as directed by playground supervisor (the area where the Pepper Tree was located)
- If you would like a turn to ride a bike, sit in “line order” on the benches
- Racing is not allowed
- Do not stand on bikes
- Do not use bikes as scooters
- When finished riding, park bikes by Kindergarten wall nearest the ball wall

Swing and Slide Rules:

- Only one person allowed on swings at a time
- Sitting on swings ONLY
- Swinging on tummy is not allowed
- No jumping from, twisting, or standing on swings is allowed
- No going up the slides
- Only one person in the rainbow slide at a time

Before students participate in outside play, the Playground Supervisor will review rules and expectations. Consequences for not following these safety rules on the playground may include: loss of playground privileges, classroom time-outs and/or referral to the principal.

Consequences for not following these safety rules on the playground may include: loss of playground privileges, classroom time-outs or referral to the principal.

STUDENT HARASSMENT POLICY

Ascension Lutheran School is committed to providing a learning environment based on Christian love and respect that is free from harassment in any form.

Understanding and Avoiding Harassment

All students have the right to participate fully in the educational process, free from discrimination and harassment. Harassment is the unwanted and unwelcome behavior from others that interferes with another individual’s life. When it is sexual in nature, it is considered to be “sexual harassment”. When it is racial or religious in nature, it is considered to be “hate-motivated behavior” or in specific circumstances a “hate crime”. The school will not tolerate any form of harassment on the school campus. Disciplinary action will be taken promptly against any student engaging in unlawful acts of sexual harassment or hate violence. Examples of actions that interfere with a person’s education that are prohibited for both students and staff include but are not limited to:

- | | |
|-------------------|----------------------------|
| Unwanted touching | Sexual innuendoes |
| Obscene comments | Gender specific comments |
| Physical threats | Requests for sexual favors |
| Obscene gestures | Racial-specific comments |
| Indecent exposure | Suggestive looks |
| Obscene texting | Obscene photos |

The school is aware that harassment and bullying can also take place through posting on social media, texting and emails. If this off-campus behavior interferes with the teaching and learning during school hours, it will be deemed a school matter and appropriate school rules and discipline will apply. (Posting, texting and emailing are forbidden during school time and events, unless teacher approved.) Harassment can also occur in more subtle ways such as exclusion, note writing, texting, whispering, staring, teasing, or put downs. These behaviors will be addressed with students and a no tolerance policy exists.

Please note that if the harassment behavior occurred off campus and during a non school function, it is the responsibility of the parents alone to address the behavior. ***The school will become involved if the behavior interferes with the day-to-day function of the school.***

It is the **student's** responsibility to:

- Behave in a manner that contributes to a positive school environment
- Not participate in any activity that may be considered discriminatory, intimidating, or harassing
- Immediately inform anyone harassing him or her that the behavior is unwelcome and offensive
- Report all incidents of discrimination or harassment to the principal, teacher, staff and parent
- Discontinue any conduct he or she is perceived as engaging in that is discriminatory, intimidating, harassing or unwelcome conduct

It is the **school's** responsibility to

- Inform students of their rights
- Explain harassment in age appropriate terms
- Investigate any complaints of harassment in a sensitive and confidential manner
- Take appropriate disciplinary action, if necessary, which relates to the nature, context and seriousness of the complaint

It is the **parents'** responsibility to:

- Explain harassment, discrimination and intimidation to their child in an age appropriate manner
- Be informed of their child's rights as they pertain to harassment
- Assist their child in making a report to appropriate personnel

Severe Misbehavior

The following instances of misbehavior may be cause for suspension or expulsion without prior notice:

- Possession, use, or selling of illegal drugs, "look alike" substances, or alcohol or drug paraphernalia
- Serious disrespect of authority
- Possession of a weapon or anything that could be used as a weapon
- Possession, use, or sale of tobacco, matches or lighters
- Fighting or any other behavior that jeopardizes student safety
- Truancy or leaving the classroom or school campus without permission
- Vandalism or the destruction of school property or property belonging to another
- Repeated defiance of school standards
- Harassment, including sexual harassment
- Inappropriate use of the Internet as outlined in the Acceptable Use Policy (AUP)

- Pretending to execute any of the above misbehaviors may be considered severe misbehavior
- Threatening behavior toward any individual.

With respect to serious misbehavior, the administration reserves the right to determine penalties, sanctions, suspensions, probation and dismissal whenever such actions are deemed necessary or appropriate.

STUDENT DRESS CODE POLICY

Ascension Lutheran School has established a dress code policy to assist in meeting the goals of the school. These goals include providing a quality academic education for students while developing self-esteem and respect for others. We believe coming dressed for work at school increases academic achievement, appropriate behavior and a sense of community. It is the school's expectation that parents enforce the dress code and agree to ensure their child has, and wears, the proper uniform, shoes, socks and accessories as described.

Dress Code Specifics

The following uniform changes will be enforced:

- **ALL UNIFORM CLOTHING ITEMS MUST HAVE THE PLAID LOGO**
 - **All polo shirts, sweatshirts, jackets, sweaters (exception: 50th logo sweatshirt and this year's 8th grade fundraiser sweatshirt may be worn)**



CHAPEL DRESS – Girls, grades 4, 5, 6, 7 & 8 must wear a plaid skirt or skort with white blouse or white polo; girls, grades K-3 must wear plaid jumper with white blouse or white polo; boys, grades K-8 must wear navy blue pants or shorts with white polo; all students must wear shirt tucked in for Chapel.

- Spirit Shirt is required for all grade levels. This shirt can be worn on Fridays and other designated special days. (SPIRIT SHIRT IS Blue crew neck T-shirt with plaid logo on front)
- Grades 5, 6, 7 & 8 must purchase their physical education uniform from Dennis Uniform. (A blue, crew neck T-shirt with Ascension's logo on the front and royal blue nylon gym shorts.)
- All outerwear jackets, sweaters, sweatshirts, etc. must also be from Dennis Uniform. There are several options available for students. No other outerwear will be allowed on campus.
- Shoes – slip-on shoes are not permitted in K-4th. K-8, open-toed shoes are not permitted. Shoes must be properly fit and secure on feet and of a color that blends with uniform colors.
- **Socks – must be solid white, navy, khaki or black.** Socks must be worn at all times. For girls – tights in same color as socks are permitted. **Leggings must be ankle length and in colors of socks.**
- *A new navy blue knit scarf is now in the uniform line. This is the only scarf that is permitted to be worn to school.*
- Please remember that Ascension's dress code policy calls for "natural colored and styled hair that is not a distraction to the educational setting". If your child has enjoyed a creative hair color or style this summer, please insure that it has returned to a natural color and style when school resumes. Boys' hair length may not touch their collar or fall in their face. Hair extensions, braid extensions, feathers and tinsel must be of natural color and blend with the hair color.
- Students must wear clothing purchased from the Dennis Uniform Company only. Check the website at www.dennisuniform.com.

- All children in grades K-8 must meet the wardrobe standards unless a designated “Free Dress Day” is announced by the school administration.
- All clothing must be appropriate size and fit. Boy’s pants may not be worn with a “sagging” appearance. **Girls’ skirts may not be altered and or rolled at the waist. Skirts must be no more than 3” above the knee.**
- All clothing must be in good condition without patches on knees or missing buttons, no frayed edges, tears or stains.
- All clothing items should be marked with the student’s name.
- All boys’ shirts must be appropriate size and neat in appearance
- Girls in upper division only (grades 5-8) are permitted to wear an undershirt/camisole (white only under the uniform shirt.)
- Skirts may not be rolled at the waist and must be of an appropriate size and fit.
- P.E. uniforms (shorts & t-shirt) are required for students in grades 5, 6, 7 & 8 and are available through Dennis Uniform Company only. (sweatpants optional)
- Jewelry and accessories
 - o Must not interfere with school activities or be a distraction to learning. This would include dangle or hoop earrings of any kind.
 - o Earrings for boys are not permitted.
 - o Facial piercing of any kind is not permitted.
 - o *A new navy blue knit scarf is now in the uniform line. This is the only scarf that is permitted to be worn to school.*
- Wearing of makeup is discouraged.
 - o Any makeup worn must be of natural tones and not a distraction to learning.
- Body art or writing on body of any kind is not permitted.
- Hair must be neatly kept and of a natural color and style.
 - o Boys’ hair length must not touch the collar or fall in eyes
 - o Girls’ hair must not fall in eyes
 - o Girls’ hair bands may not be more than 2” in width (any wider is considered a hat as it covers most of the head)
 - o Hair extensions, braid extensions, feathers or tinsel must be of a natural color and blend with the hair color
 - o Extreme hair styles are not permitted – shaved designs, etc.

Clothes are available from Dennis at their store, or you may order by phone or online. Each year a store day will be held at Ascension when clothing items can be seen, tried on and purchased.

DENNIS UNIFORM COMPANY

6459 DeSoto Avenue – at Victory & DeSoto - Woodland Hills

818-703-7493

www.dennisuniform.com

School Code SH00BJ

FREE DRESS – DRESS CODE

- All clothing must be a size that fits
- Shorts no shorter than 4 inches above knee
- Dresses/skirts no shorter than 3 inches above knee
- Clothing not permitted:
 - with inappropriate slogans or logos
 - torn, tattered or with holes

- tank/spaghetti strap tops
- leggings/jeggings/athletic tights/ spandex pants/yoga pants
- sleepwear
- bare shoulders, backs, or midriff or transparent fabrics
- hats
- chains hanging from clothing
- Uggs
- Boots higher than the ankle

Fridays:

- Denim (approved styles) and/or SchoolCrush may be worn on Fridays instead of the school uniform.

DRESS CODE VIOLATION

Attending Ascension Lutheran School is a privilege. We expect students to conform to consistent and acceptable dress standards and to observe the spirit represented by the dress code.

With respect to the dress code, the administration reserves the right to determine penalties, sanctions, suspensions, probation and dismissal whenever such actions are deemed necessary or appropriate.

The following is a form sent to all students regarding Media/Internet Guidelines:

**ASCENSION LUTHERAN SCHOOL
Media and Internet Publishing Guidelines
2016-17**

Failure to return this release to the school within ten (10) school days of the first day of school means the parent/guardian agrees to the Media and Internet Publishing Guidelines.

Ascension Lutheran School seeks to actively promote the positive community and accomplishments of our students. In many cases, photos of our students appear in local media, our school website and school social media pages. These guidelines are intended to protect our minor students from being specifically identified through material that is published in the media and/or posted on the Internet. **Please read them carefully and then return your signed form to the school office.** Thank you.

- Student names are never posted unless it is determined to be essential to the content of the piece and parent permission is specifically granted.
- Photos of groups of students highlighting class or school activities are often published.
- All pictures and associated captions must be approved by the school administration prior to their posting.
- A student's address, email address or other confidential information will never be posted.
- All publications, multi-media presentations, web pages and video productions, will be used within the School and/or the community at large, and all images, productions, and content therein become the property of Ascension Lutheran School.
- Any use of a student's work will not be for profit, and there will be no compensation provided if used.

❖ I agree to the above Media and Internet Publishing Guidelines.
(circle yes or no) YES NO

taken to the office. The confiscated phone will not be returned until a parent retrieves it from the school office. Multiple infractions will lead to the loss of the privilege to bring cell phones on campus.

Cell Phone Policy for Field Trips

The cell phone policy for field trips is the same as the policy on school campus unless otherwise given permission by administration.

If a student must contact a parent they may do so in the school office or from a classroom with teacher permission.

Parents should not text or call their student on cell phones or personal devices during school hours. All communication must go through the school office during school hours.

CO-CURRICULAR ACTIVITIES FOR PARENTS AND STUDENTS

Parent Orientation Night

A Parent Orientation Night is held each fall immediately after school begins. This is a **parent night**, children do not attend. This night is an opportunity for parents to acquaint themselves with their child's teacher/s. On this night the teachers will explain class procedures and expectations for the school year. An opportunity is given for questions and discussion. ***This is not a time to discuss individual student concerns.***

Book Worm & Ascension Dimension

The Bookworm Program is a special way for parents to add books to the school library in the name of their child(ren). A selection is made from the Bookworm list and purchased through the school. Please see our school librarian for suggestions on books students would enjoy or books of special interest to your children that are not on the list. The books are presented to the children during Song Celebration and then placed in the library. This is an excellent way to celebrate a birthday, baptism or any special event! The "Ascension Dimension" program provides a way for students in the upper division (Gr. 5-8) to add research materials and books to our library. Description

Chapel

A Chapel service attended by the student body is conducted by a Pastor and an upper division class on Wednesday mornings. Students participate in various ways throughout the year as readers, ushers, acolytes or with special music and skits. Parents and friends are always welcome to worship with us at the Wednesday Chapel service.

Choir

Crusader Choir (grades K-2) meets once a week, with the first grade teacher, and sings at Chapel and Song Celebration. Grades 3 & 4 meet once a week with the fourth grade teacher. Our Music teacher does an interest and availability survey with students and then structures the choirs accordingly. Additional choir opportunities are available for all ages (preschool through adult) at Ascension Lutheran Church. This is a wonderful opportunity to share the gift of music with others.

Christmas & Spring Musicals

All students at Ascension Lutheran School take part in the annual Christmas and spring musicals. Student participation in these programs has traditionally been an integral part of the music program. Student participation is mandatory in order to fulfill the requirement in music. This includes participation in rehearsals and taking part in the final performance. Each student is evaluated on cooperation, quality of participation and performance.

Confirmation Class/Junior Luther League/Kids of the Kingdom

Confirmation classes are offered at Ascension Lutheran Church for seventh and eighth grade students on Thursdays during the school year. Interested families should contact the church office: 805-495-0406.

Junior Luther League for 7th and 8th grade students is an Ascension Lutheran Church program that meets during the school year for social events. Information and a calendar of events are available through the church office: 805-495-0406.

Students in grades 4, 5 & 6 are invited to participate in Kids of the Kingdom. Social events are held twice monthly, usually after school. Information on meeting times will be announced in our weekly school newsletter, "The Chatter". For more information contact the church office, 805-495-0406.

Enrichment

Each year a variety of after school programs are offered. These may vary according to vendor availability and student interest.

Field Day

Grades K-4 have a field day on campus each year in the spring.

Field Trips

Field trips may be taken to various places that are of educational value during the school year, averaging two or three field trips per class. Parents are notified in advance of the date and place for each trip. A permission slip for each field trip must be signed by parents or guardians and returned to the teacher prior to the trip. No child may go on a field trip unless a permission slip is signed by parents or guardian. Student must wear chapel dress unless instructed otherwise.

Only students enrolled in the class may attend the field trip. Younger siblings or students enrolled at other schools may not attend. The classroom teacher will determine the appropriate number of chaperones for each trip.

Parents driving for field trips must return to campus promptly from the outing. Stops for food or other non-emergency reasons are not permitted. Parent driver forms must be on file for the event for insurance purposes.

Students on probation or students having a suspension may be excluded from a field trip.

Outdoor Education

Upper Division (grades 5-8) has a 4 to 6 day outdoor education experience each spring. *These trips are part of the curriculum and are not optional.* For grades 5-7 the cost of the trip is billed with TADS and for Washington DC the cost is billed through the travel provider. The cost is not part of the tuition payment. School and church staff will accompany students on these trips.

Grade 5	El Camino Pines Lutheran Camp
Grade 6 & 7	Catalina Island or Mountain Camp
Grade 8	Washington D.C.

Homework Club

Who? Lower Division students (2nd-4th) and Upper Division students (5th-8th)

When? Mondays, Tuesdays, Wednesdays and Thursdays after school 3:10-4:00 PM

Where? Lower Division meets in the 1st grade classroom with Ms. Schneider, and Upper Division meets in the Room D with Mrs. Wismar.

Why? To get help on homework from a teacher, to have a quiet place to focus and complete homework, and to practice and receive guidance regarding organizational and study skills.

Homework Club is not individual tutoring. Fees for Homework Club are \$10 per hour session and will be included on your monthly statement.

Library

The library is staffed by our library assistant and parent volunteers. Students may check out books during class library time and before and after school. A fine is charged for overdue books and students will be charged for lost or damaged books.

Open House & Book Fair

The Open House and Book Fair are held in the spring. Parents, students and friends are encouraged to attend the Open House to view the displays of class work, artwork and science projects, and explore and purchase items from the Book Fair.

Song Celebration

Each Monday morning (9:40-10 AM) grades K-4 gather in the sanctuary for song, prayer and celebration in preparation for their week. Parents are encouraged to participate. Student recognitions are presented along with birthday acknowledgements. Every six weeks in lieu of Song Celebration students form small groups and share their original writing.

Sports

An after-school sports program and extra-curricular, competitive athletics for grades 5-8 are designed to foster good sportsmanship, poise, confidence and team spirit. *Athletic Code of Conduct: All Ascension athletes and parents are expected to demonstrate good sportsmanship, cooperation, respect, and Christian behavior at all practices and games. In addition, all students must demonstrate excellent citizenship and maintain a grade of C or above in each of their classes. If an athlete fails to*

meet this academic requirement, they will have one week to attain this expectation. The teachers post grades every week. It will be up to the student/athlete to communicate with their teacher and reach a commitment to fulfill their academic obligation.

Student Council

Student Council is made up of upper division students elected in the fall.

The role of student council is to:

- Plan and organize activities that support the vision and mission of the school
- Serve as a student voice to the Principal, Board and PALS

Student council has the following slate of officers:

- President
- Vice President
- Secretary
- Treasurer
- Commissioner of Recycling/GreenTeam
- Commissioner of Faith Life
- Commissioner of School Spirit
- Class Representatives

Changes to the officer and representative positions are subject to the approval of the Student Council Advisor.

Worship & Chapel Services

There is a portion of each day set aside for worship, prayer, and/or Religious Studies in each class. In addition to this period, discussions of Christian values, faith and behavior may take place. Teaching of Religious Studies at Ascension Lutheran School is in accordance with Lutheran Christian beliefs.

Children and their parents are always invited and welcome to worship at Ascension Lutheran Church. The worship services are at 6:00 p.m. on Saturday and at 8:00, 9:30 & 11:00 AM on Sunday. Children's Sunday School takes place during the 9:30 AM service.

The weekly school wide Chapel service is conducted by a Pastor and an Upper Division class on Wednesday mornings during the school year. Students participate in various ways throughout the year as readers, ushers, acolytes or with special music and performances. Parents and friends are welcome to worship with us in the Sanctuary each week.

MISCELLANEOUS ON CAMPUS

PETS ON CAMPUS

Pets are not permitted on campus at any time. Service dogs are welcomed on campus; however, the owner must have proper insurance and vaccinations for their animal. Such pets must be contained or on a leash.

PHONE and FAX SERVICE

To communicate with a teacher during school hours, call the school office and all calls will be transferred to the teacher's voicemail. Calls will be taken by teachers only during non-teaching times. Children may use the school office phone to contact parents while supervised by a staff member.

INTRUDER / EARTHQUAKE / DISASTER / EMERGENCY PROCEDURE

At Ascension Lutheran School we are prepared for emergencies in the following way:

- Regularly scheduled fire, earthquake, and intruder drills are conducted.
- Preparation for an emergency or disaster is reviewed in class.
- All classrooms have a red backpack containing emergency supplies and student emergency forms, lists of all students with allergies or medical concerns. All staff is CPR, First Aid and AED Unit trained. All staff is provided with two-way radios.
- All rooms have a crowbar for moving large objects
- The front office has all emergency forms and medications that will be evacuated with the office staff
- In the event of an emergency/natural disaster, the entire school will be evacuated to the secured school parking lot or other designated location.
- A command center, first aid station and temporary restrooms will be established at the evacuation site.
- Blankets, food, water, AM/FM radio with batteries, flashlights and the list of recommended emergency/disaster supplies (an earthquake kit for each student) are located in the storage bin on the property behind the garden.

WHAT HAPPENS TO YOUR CHILD IN AN EMERGENCY?

1. Unauthorized persons will not be allowed on school property.
2. When you arrive on campus you must provide identification before your child will be released to you. **NO ADULT IS TO LEAVE THE SCHOOL WITH A CHILD UNLESS THE CHILD HAS BEEN SIGNED OUT AT THE EMERGENCY OPERATION CENTER (EOC).**
3. Should you need to pick up your children, you may do so only at the location marked **PICKUP POINT.**
4. You will be asked to keep clear of all access roads and parking lots so that emergency vehicles can arrive safely and easily.
5. Should your child need to be evacuated from the school, he/she will be taken to the nearest available safe location. You will receive information about this location by listening to one of the following emergency broadcast stations:

KVEN 1450 AM
KHAY 100.7 FM

Radio stations are part of same corporation, contact 805-642-8595

**Or if possible: You will receive an email and/or a text
from the School with instructions**

Ascension Lutheran School's Guidelines for Healthy Food Choices

INTRODUCTION

Ascension Lutheran School is dedicated to providing an environment that promotes healthy eating and enables students to make informed choices about the food they eat at school and throughout life. This will be achieved by taking a whole-school approach to food and nutrition described in this Wellness Policy.

Lunch Program- Choice Lunch

The school offers a 5 day a week lunch program that follows our Guidelines for Healthy Food Choices. Lunches can be ordered on <http://choicelunch.com> .

Food/Drink Policy

It is our goal to ensure availability of appealing, healthy food options that enable students to comply with recommendations in the U.S. Dietary Guidelines for Americans. This includes fresh fruits, vegetables, whole grains and lean proteins. It is also our commitment to incorporate organic, pesticide-free and hormone-free food and drink whenever available and affordable to the school community.

Food Allergies

Individual care plans are created for students with food allergies. Although Ascension Lutheran School is not a nut-free campus, we are sensitive to students who have nut allergies and will strive to ensure safety for all involved.

Celebrations

Ascension Lutheran School is striving to create a healthier campus. Treats for birthdays and celebrations will be allowed, however, we encourage smaller portion sizes with consideration given to reduced sugar and fat content. Some suggestions include fruit, cheeses, yogurt and whole grain treats.

Parents and room parents will be required to coordinate with the child's teacher. Approval from the teacher is required prior to bringing food for any classroom event. Teachers are advised to use their discretion when approving treats to ensure they are aligned with the school's focus on being a healthier campus.

