

Ascension Episcopal School

2011-12 Lower School Handbook Grades 1-4

This handbook has been compiled as a handy reference to the policies, activities and practices of Ascension Episcopal School. Parents and students are encouraged to read and use the handbook. Should you have any questions or need additional information, please feel free to call the school office or visit the web site at www.aesgators.org. The school reserves the right to make changes to the information in this handbook at any time.

Lower School Campus
Downtown Campus
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MISSION and PHILOSOPHY

Mission

Ascension Episcopal School is committed to academic excellence in a Christian environment. Our goals are to provide each student with the opportunity to achieve high academic standards, to gain appreciation for the fine arts and to grow spiritually, emotionally, socially, and physically.

We value:

- Developmentally appropriate values and goals
- Each student's individuality as a child of God
- A positive self-image
- Christian morals and teachings in the Episcopal tradition
- The ability to think creatively and critically
- A curriculum that maximizes each student's potential
- A teaching environment that is exciting, challenging, and fun
- The development of a healthy body
- The enjoyment of the fine arts
- A school community that fosters respect and open communication
- A safe, secure environment
- A diverse community
- A home and school partnership
- Parental support in word and deed

School Prayer

Heavenly Father, who has given us thy son, Jesus Christ, to be our Redeemer and friend, help us to understand his friendship and to do such things as would please Him. Bless us in our work and in our play. Make us gentle, generous, truthful, kind, and brave. Keep us in purity of heart and let the life of our school go on from strength to strength and have its place and meaning in thy kingdom. All of which we ask through Jesus Christ our Lord. Amen.

Governance

Ascension Episcopal School is an unincorporated division of The Episcopal Church of the Ascension. The school has an eighteen (18) member Board of Trustees. They are the trustees, not administrators, of the school. The church vestry (governing body of the parish) ratifies the school board and delegates to it the oversight of the school.

Everything about the school - from worship to religious teaching to curriculum to co-curricular activities to administration - must be in accord with the mission of the church and is subject to the constitution and canons of the Episcopal Church. The school welcomes students who are not Episcopalians, but the diversity of our school cannot alter its mission or ownership. The Board of Trustees establishes policy and calls the Head of School to administer the school. The Head of School is the chief executive officer and is accountable to the board. Individual members of the Board of Trustees have no authority outside of board meetings to make decisions on behalf of the school.

Professional Memberships

Ascension Episcopal School is accredited by and a member of:
Independent Schools Association of the Southwest
Southwestern Association of Episcopal Schools

Ascension Episcopal School has been granted approved status by the State of Louisiana.

Ascension Episcopal School is a member of the following organizations:

National Association of Episcopal Schools
Association for Supervision and Curriculum Development
National Association for the Education of Young Children
Association for Childhood Education International
National Council of Teachers of Mathematics
National Council for Social Studies
National Science Teachers Association
National Middle School Association
Association for Childhood Education International
National Junior Honor Society

SCHOOL POLICIES

Nondiscriminatory Policy

The Episcopal Church of the Ascension School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, or disability in violation of state or federal law or regulation in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Admissions

Students are selected for admission to the school on the basis of multiple criteria: academic readiness or qualification, developmental readiness, affiliation with the school or the Episcopal Church, diversity, gender balance, and appropriateness of the match between the family and the school. Testing is used as a tool to provide information to assist the assessment of each applicant. In all cases, the school retains the right to determine, in its sole discretion, whether or not to select a student for admission or to re-enroll a student. The Admission Committee makes recommendations to the Head of School, who has ultimate authority and sole discretion in the decisions of whether or not to admit or re-enroll a student.

All persons are encouraged to apply. All information gathered during the admission process is confidential and the sole property of the school.

Applicants must meet the following age requirements:

<u>Grade</u>	<u>Age</u>
Pre-K3	3 years old before Sept. 1
Pre-K4	4 years old before Sept. 1
Kindergarten	5 years old before Sept. 1
First Grade	6 years old before Sept. 1

Application

The first steps toward admission to Ascension Episcopal School are as follows:

- 1) Complete and return the student application form along with the application fee.
- 2) Submit previous school records, a copy of past and current report cards, and current classroom teacher evaluation along with other admission requirements listed on the application form. All forms can be downloaded from the website at www.aesgators.org.
- 3) Once these materials have been received in the school office, arrangements will be made for an admission test date.
- 4) Remember: Siblings of AES students must *also* have an application on file at the preschool in order to be considered for any preschool programs.

Wait Pool

It is important for prospective applicants to know that the wait pool is not numbered. If an opening at a grade level occurs, the administration will review all qualified applicants in the wait pool and make a selection. Applicants in the wait pool for the current year may need to be re-tested, and should update report card information to be considered the following year.

Withdrawals

In the event of withdrawal of enrollment for any reason (including withdrawal prior to the beginning of the school year), all remaining tuition and fees become immediately due and payable. Parents are asked to contact the Division Head in writing in the event of withdrawal prior to the first day of school. In the event of withdrawal after the year has begun, parents are asked to contact the Division Head and the business office in writing at least thirty (30) days prior to withdrawal. The student must return all books and other school property prior to withdrawal. All fees, tuition, and late charges must be paid in full before the student’s progress report or report card will be issued, as well as any school records released. Upon the School’s receipt of the necessary written authorization from the parents, the School will forward the transcript directly to the student’s new school.

Students with Learning Differences/Disabilities Policy

Ascension Episcopal School will consider students with mild learning differences or disabilities, under the following conditions:

- Students have a currently documented difference or disability, diagnosed by a professionally qualified and certified clinician (i.e., psychologist or psychiatrist). Family members may not provide such diagnoses.
- Students have a record of success in a traditional college-prep curriculum.
- Students’ learning differences or disabilities do not surpass the professional capabilities of Ascension Episcopal School’s traditionally trained faculty.

As stated, while Ascension Episcopal School does consider students with such learning differences or disabilities, we want to accept students whose learning needs we are confident we can accommodate. The school's policy is to offer *reasonable accommodations within a traditional college-preparatory program of studies*. Out of fairness to the entire school community, the school cannot accept students whose particular needs cannot be met by the faculty.

Students needing a significantly modified program of studies will have such modifications noted on their transcripts.

Because their special needs cannot be met, Ascension Episcopal School does not accept students with either behavioral or emotional disabilities.

Harassment Policy

Every student and school employee is entitled to a learning/working environment in which he/she feels safe, secure, and comfortable. The School will not tolerate physical, emotional, verbal, or visual harassment of a student or employee. Harassment can include, but is not limited to, comments, written materials, drawings, and gestures that may be taken as suggestive or demeaning. The complete Harassment Policy is on file in the main office.

Fundraising Policy

Any fundraising activity must have the prior approval of the Development Director and Head of School.

Health Policies / Medication

A health card with records of immunizations *must* be presented on or before the first day of school for a student entering preschool (grades Pre-K3 - K) or any new student to the school (grades 1-12). *Updated student immunization records are to be submitted to the school office as subsequent immunizations are administered.* Records from the health unit or pediatrician's office are acceptable.

It is the practice of the school to inform parents of any outbreaks of contagious diseases in the school. Parents are asked to keep children at home if they show any symptoms of childhood disease. The school reserves the right to send a child home if the student's own or other students' health may be affected. (Ex: conjunctivitis, head lice)

Parents shall be notified if there is a serious injury at school, if the student becomes ill, or is running a fever. If the school determines that a student is too sick to remain at school, a parent or their designee must come and get the child. Students must be fever-free for 24 hours without the use of fever-reducing medication prior to his or her return.

Medication cannot be administered to a student in the classroom. To receive a prescription and/or non-prescription medication during the school day, a student must have a parent's consent on file. Prescription drugs will be given only if they are sent in the *original* container and accompanied by a note from the parent stating the time of administration (student's name and dosage should already be on the label). If a student requires medication during school hours, the parent should submit a written request to the school office detailing the name of the drug, dosage, and time-interval the medication is to be taken.

Medicine is not allowed to be sent in a student's lunch or book bag because of the risk of the taking the wrong dosage or of another student taking it.

Technology Acceptable Use Policy

The school is committed to providing modern technology that will support the academic program. Students are expected to use hardware and software resources responsibly. Each student and a parent/guardian will be required to sign and abide by the *Technology Acceptable Use Policy*. Honesty, decency and civility are expected, just as they are in all aspects of school affairs. Acceptable Use Policies are defined in the division specific portion of the handbook.

Ascension Episcopal School prohibits any advertisement, publication, or representation of AES without expressed written permission of the Head of School. This includes, but is not limited to, websites such as MySpace, Facebook, and YouTube.

FINANCIAL POLICIES

By signing an enrollment contract, parents agree to pay all tuition and fees when due.

Application Fee

An application fee must accompany the application of a candidate for the school.

Testing Fee

Students are admitted to the lower, middle, and upper school grades on the basis of testing results. A testing fee is payable at the time of the testing appointment.

Registration Fee

Once a new applicant receives an acceptance letter, a non-refundable registration fee is due.

Currently enrolled students have an opportunity to re-enroll for the following school year in late January. The non-refundable registration is due at that time. *Parents will not be permitted to re-enroll their children for the next year unless current tuition and fees have been paid to date.*

Facility Fee

A one-time per student facility fee is due prior to entering first grade or upon entry level for students entering 1st through 12th grade.

Tuition

AES uses FACTS Tuition Management for collection of fees and tuition of its students. All parents must activate their account via instructions provided by FACTS in the initial invoice letter received in mid-June. All payments are to be remitted directly to FACTS via their website at www.online.factsmgt.com. Parents are able to pay-in-full by July 1 or budget their payments in semester or monthly installments.

Financial Policy

Per the contractual agreement signed each year for enrollment into Ascension Episcopal School, payments applicable to the student's grade level will be due the first of the month per payment option selected. Ancillary payments will be due within 30 days of the initial billing.

In the instance that an account becomes in arrears, the student and parent's account will be locked preventing the viewing of grades and receipt of report cards until the account is current. Enrollment in the next school year will be delayed and financial assistance applications will not be reviewed until the account is brought up to date.

Transcripts, standardized test scores, report cards, and withdrawal letters will not be released on accounts that still have balances remaining.

Financial Assistance

The Ascension Episcopal School Board of Trustees has established and maintains a Financial Assistance Program. Students from a variety of economic backgrounds have been able to attend Ascension because financial assistance was available. The school is hopeful that more parents and friends of Ascension will contribute to the Financial Assistance Fund so that the school can continue to provide assistance to deserving students. Financial Assistance donations are tax deductible to the extent allowed by law and some employers have matching fund plans.

Application for financial assistance is made by the family once the child's account is current and after the child has been enrolled in Ascension Episcopal School. Parents obtain application forms during enrollment from the business office and submit them for analysis to School-Student Services. Assistance is awarded on the basis of financial need and prioritized by date, until all funds are depleted (generally by mid-May).

The AES Financial Assistance Committee considers these recommendations and awards assistance to students in good standing on the basis of financial need. All information and decisions are confidential.

After School Care, Transportation, and Hot Lunch

After school care, transportation, and hot lunches are optional. Registration and fees apply.

GENERAL INFORMATION

School Hours

Preschool Hours: 8:30-2:00
Grades 1-7 Hours: 7:30-2:30
Grades 8-12 Hours: 8:30-3:40

Parent Teacher Association

The school benefits from an enthusiastic Parent-Teacher Association, actively engaged in all phases of school life. Opportunities for participation are varied and volunteer jobs are available for all.

The Parent-Teacher Association is charged with two functions: fundraising and volunteer service. This group is supportive of and important to our school. Your participation and support is appreciated.

Parent Information Card

The Student/Parent Information Card is required to be completed annually and turned in to the school office before the opening of school.

Visiting Policy

All visitors on campus must have prior permission and enter through a campus office, sign the visitor's log, and wear a visitor's badge. Any classroom observation must be arranged in advance with the appropriate division head.

Safety Drills

There will be monthly fire or tornado drills. Evacuation routes for both drills are posted in each room, and this process should be carried out in a quiet, calm, and purposeful manner.

Emergency School Closings

In cases of emergency when advance warning is possible (floods, hurricanes, etc.), the Head of School will decide if closing school or a delayed opening is warranted. Announcements will be given through the local media on the radio and television and also published at www.aesgators.org. Announcements will be delivered to parents via SchoolCast rapid notification system.

If school is dismissed early due to inclement weather, bus service will not be available and all students will remain on campus until satisfactory pick-up arrangements are made. AES will always respect the parents' good judgment in anticipation of a severe weather situation by keeping their child at home or in requesting early dismissal for their child.

Uniforms and Dress Code

The dress code policy of Ascension Episcopal School has been established in order to provide an atmosphere in which all students can work efficiently and can grow in self-discipline. Each student is expected to abide by the guidelines set forth in the School's Uniform Policy and to follow the guidelines in a mature and responsible manner, which reflects favorably upon himself, his parents, his school, and his community. *For a complete description of the Uniform Policies by division, please see the AES website under Parent Resources.*

School-Parent Communications and MyBackPack

The student/parent portal of our student information system, Senior Systems, is called MyBackPack. Each family has been issued an ID and password that allows access to this portal at <https://aesgators.seniormbp.com/SeniorApps/registration/loginCenter.faces>. The student/parent portal allows for:

- Verification and updating of family biographical information
- Viewing an online student/parent directory
- Viewing your child(ren)'s attendance data
- Viewing your child(ren)'s academic grades (grades 3-12 only)

To ensure that you receive important email communications from the school, please verify/update your email address in MyBackPack using your family's MBP account ID and password at <https://aesgators.seniormbp.com/SeniorApps/registration/loginCenter.faces>. Your email address as listed in this system will be used by AES faculty and staff for electronic communications. *Please be sure this information is updated at all times.*

SchoolCast Communication

Ascension Episcopal School uses SchoolCast, a rapid notification system, across all AES campuses. When there is an emergency affecting one or more campuses due to weather, utilities, transportation, etc., a recorded message will be issued automatically to all home and parent cell phone numbers. Each family must verify and update their personal contact information online using their SchoolCast account ID and password at <https://www.schoolcast.com/login.aspx>.

Every Monday, *This Week at Ascension* is posted on the school website at www.aesgators.org. This newsletter contains information on school events for that week and in the near future. All suggestions for inclusion in *This Week at Ascension* must be turned in to the school office by the previous Thursday.

To stay informed, parents are encouraged to visit the school website at www.aesgators.org. To access protected areas of the website, use AES as the user name and ggtkb (gentle, generous, truthful, kind, and brave- attributes stated in the AES school prayer) for the password.

Class Notes is a newsletter published by the Development Office and is mailed to parents, grandparents, alumni, and friends of the school.

Every member of administration and faculty is assigned an email address. E-mail addresses conform to the following pattern: The person's [first initial followed by the last name @aesgators.com](#) Example: Reatha Albert is ralbert@aesgators.com

School Mascot

Ascension Episcopal School's mascot is the Blue Gator.

CONTACT INFORMATION

At a Glance

E-mail addresses follow this pattern: The person's [first initial followed by the last name @aesgators.com](#) Example: Reatha Albert is ralbert@aesgators.com

Downtown Campus Office (Main Office)	(337) 233-9748	Grades 1 - 4
Middle School Office	(337) 269-9277	Grades 5 - 7
River Ranch Preschool Office	(337) 984-6060	Pre-K3 - K
Sugar Mill Pond Office	(337) 856-0043	Grades 8 - 12

For issues regarding...

Address change:	My BackPack or Reatha Albert
A specific class:	The student's teacher
Athletics:	The student's coach
Admission referrals:	Suzy Lynch Cummings, Preschool

Lucy G. Begnaud, Lower School
Christi Juneau, Middle School
David Pitre, Upper School

Attendance:	Danielle Bienvenu (PS), Monica Tauzin (LS), Shelly Hebert (MS), Emily Boland (US)
Discipline:	The student's homeroom teacher (LS) or advisor (US and MS) then Dean of Students (MS and US) then the Division Head
Business Office:	Tracy Troxclair
Billing:	billing@aesgators.com
Fundraising and Communications:	Stephanie November
Technology/My BackPack/SchoolCast:	Gayle Broussard
College Admissions:	Stephanie Fournet
Upper School Registrar:	Stacey Patin

LOWER SCHOOL SPECIFIC POLICIES GENERAL INFORMATION

School Hours

Lower School begins at 7:30 a.m. at the downtown campus. The campus takes in students beginning at 7:00 a.m. where he or she will be held in the Activity Center until 7:10 a.m. Children who arrive after 7:30 a.m. are considered tardy and must sign in at the Lower School Office. Excessive tardies will result in a student and parent meeting with an administrator for the purpose of correcting the situation.

School dismisses at 2:30 a.m. Any student not picked up by 2:45 p.m. will be sent to After School Care and be charged the appropriate fee.

Bus riders will leave from the Caillouet location at 2:30 p.m. and arrive at the designated drop-off points. Any student not picked up at the drop-off point promptly will be returned to the main campus and remain in After School Care and charged the appropriate fee.

After School Care

This main campus program (2:30-5:30) is for the convenience of Ascension parents who need care for their child/children until the end of the workday. The service also welcomes drop-ins for parents who need after school care on an occasional basis.

Telephone Usage

Students will not be permitted to use the school telephone except for emergencies and only with teacher permission. The receptionist will assist with making any necessary calls. No calls will be made for forgotten homework, lunches, or for social arrangements. *Students may not use cellular phones or pagers during school hours or during carpool.*

Messages and Notes

Parents are asked not to enter classrooms to deliver books, etc. All items must be left in the office for delivery to the student.

Absences or early dismissals are discouraged except for emergencies. *A parent or guardian must sign the student out at the lower school office.*

*Any message to the student must reach the school office **before 1:00 p.m.** to assure delivery. Messages to students after this time are not guaranteed.*

No student or teacher will be called from class to answer telephone calls except in the case of an emergency.

Safety Drills

There will be regular fire, tornado, or other drills. Evacuation routes for drills are posted in each room.

ACADEMIC INFORMATION

The curriculum of the school is designed so that students doing satisfactory work would be accepted at any other school, public or independent. To provide the best academic program possible, the curriculum is subject to revision. To review a specific grade level curriculum, please contact the Division Head.

Report Cards, Interims, Grading

There are two (2) regularly scheduled conferences in the lower school. In addition to the scheduled parent-teacher conferences, teachers will be available to discuss your child by appointment. Parents should always talk with the teacher first about a school situation concerning their child. An administrator will subsequently meet with the teacher and parent if necessary.

At the mid-point in each grading period (or any time necessary) if a student's work or conduct falls below expected or usual quality, teachers will inform the parent and outline steps to help the student. This may be done in a conference, via email, or by sending home a written note.

Student achievement is based on understanding of the subject as judged by a variety of assessments. Parents will receive both interim reports, if necessary, and full report cards at the lower school level regarding their student's academic standing.

In first and second grades, the students receive an assessment of skills documenting their progress in lieu of letter grades. Students receive an AT (Above Target), OT (On Target), or NS (In Need of

Support). If a child requires extensive support and/or is working below grade level, there will be an asterisk (*) after the designated marking.

Students in grades three and four receive letter grades according to the following scale:

A 100-93
B 92-85
C 84-77
D 76-70
F 69-0

Honor Roll and Head's List

A student who has maintained all A's and B's in all subject and a B or better in conduct for all four quarters will be recognized with an Honor Roll Certificate for his or her efforts.

A student who has maintained all A's in all subjects and a B or better in conduct for all four quarters will be honored with a Head's List Certificate for his or her efforts.

Homework

Homework is assigned to assist students in developing responsibility, organizational skills, and to practice and review concepts taught at school. Assignments are made to support the curriculum and are not designed as "busy" work. It is educationally sound for students to engage in recreational reading and mathematics practice in addition to assigned written work.

The following is a guideline for each grade level:

1 st and 2 nd grades	30-40 minutes daily
3rd grade	45-60 minutes daily
4th grade	45-75 minutes daily

The amount of homework that is required is gradually increased as the student moves through the grades. Students may not call home to request forgotten homework.

Student Absence Make-up Work

If a student is absent because of illness or injury, we want your child to thoroughly rest and get well. Students are given time to make up work when they return to school. **For absences of 1 or 2 days, parents should not request that assignments be sent home.** For absences due to illness of three days or more, the parent may request homework assignments through the homeroom teacher. Teachers cannot send class or homework ahead of time for absences not due to illness.

Students are given as much time as they missed to make up work when they return to school. In any absence situation, regardless of the reason, it is the student's responsibility to track his or her assignments and to get them turned in within the allowed make-up time.

Tutors

Teachers are available for questions about schoolwork each day during breaks or until 30 minutes after school ends.

If a teacher determines that a student requires formal tutoring, the division head is informed of such concerns and specific actions are recommended for the student. The teacher then informs the parent that a tutor is recommended and a suitable list of tutors is sent to the parent. Parents are responsible for contacting the tutor, and fees and times are scheduled between the parent and tutor.

Tutoring can also be arranged within the hours of the school day. Any on campus tutoring within school hours must coincide with the student's schedule and agreed upon in advance by the division head, teacher, and parent.

Occasionally, an AES teacher is available for formal paid tutoring. Teachers can accept paid tutoring assignments *only* if the student is not a current student in the teacher's class or if a parent of a current student requests tutoring beyond the school hours. Both the division head and the parent should approve such an arrangement.

Summer Reading Lists

All students entering grades two through four will have a summer reading assignment. The assignment will vary according to class and is to be turned in on the first day of school. A reading list, along with the requirements, is available on the website. It is developed in consultation with teachers and the librarian. The purpose of this activity is to increase the number and quality of books read by our students, to keep their reading skills alive during the summer, and to foster their enjoyment of reading books.

ENRICHMENT CURRICULUM

Christian Education

Christian Education is taught in grades 1-4. While daily chapel services are an integral part of the student's spiritual formation, Christian Education is taught in grades 1-4 with emphasis on Bible stories, allowing the child to grow in heart and mind.

Technology

Filtered internet access and educational software is available in each classroom, the computer labs, and main library. Each student and parent is asked to read the school's *Technology Acceptable Use Policy* and sign a contract pertaining to appropriate rules regarding technology use.

Music

Music instruction is given one (1) hour or more each week in grades 1-4. The program in lower school includes vocal music, instrumental instruction, drama, music theory, and appreciation.

Library

Students in grades one through four attend library classes once a week. Lost books must be paid for so a replacement can be purchased.

Students may present books in recognition of special occasions. Books presented may be purchased from the AES Book Bank located in the AES Library. A special bookplate is placed in

the book in commemoration of the event. Book presentations are held during designated chapel services. Please give the librarian two (2) days notice in order to prepare for a presentation.

Art Instruction

Art instruction for grades 1-4 is held weekly. The program includes art appreciation, as well as experiences in the various media.

Physical Education

Physical education classes are offered daily for grades 1-4. The development of a healthy body, good sportsmanship, and fair play are the primary objectives.

Foreign Language

Students in grades 3-4 meet once a week to study French vocabulary and culture.

STUDENT LIFE and ACTIVITIES

Chapel Services

Chapel services are held daily and Eucharist Services are held bi-weekly. All teachers and students are required to attend. Parents are invited to chapel at all times. Ascension Episcopal School is firmly rooted in its Episcopal identity and tradition. A school community that honors, celebrates, and worships God as the center of life, Ascension lives its motto of being gentle, generous, truthful, kind, and brave by gathering in daily worship services. Chapel is at the center of our community life, where our lives of faith can grow and we can celebrate the many traditions involved with being an Ascension student.

All members of the community are to enter the chapel quietly and respectfully. Chapel is our time of the day to gather as people of faith in prayer, song, and reflection on the biblical writings of the Old and New Testaments and the Christian tradition. During the Eucharist service, everyone comes forward as a sign of thanksgiving in their faith and receives a prayer, a non-denominational blessing, or the sacraments of bread and/or wine. Chapel orientation is held the first full week of school, with emphasis placed on understanding what it means to be a community of prayer. We honor and respect all faith traditions and are grateful for the diversity in our community.

Guests

Permission for a visit may be granted by the Division Head. Guests must sign in at the front desk in the school office upon arriving. Guests may visit during recess and the lunch period only, or as designated by the Division Head.

Lunch

Students may either bring their lunch or purchase school lunches. Menus are provided at the beginning of each week. Students purchase lunch on a semester basis by checking with the Business Office. Students will not be allowed to call home for a forgotten lunch.

Student Organizations

Brownies and Scouts are for students in grades one through four. Monthly meetings are arranged by each grade with moms and dads as leaders.

Parties

AES has three (3) parties at the lower school level: Halloween, Christmas, and Valentine's Day. For birthdays, parents may send treats and the teacher will distribute them when the time is appropriate. Birthday invitations may not be sent to school for distribution.

Field Trips

Each grade level takes educational field trips as deemed appropriate for the grade level. Parents will be informed as to the various offerings each school year.

After School Classes

Teachers offer a variety of after school classes during the school year. Please check the weekly newsletter "This Week at Ascension" online at www.aesgators.org for specific details.

ATTENDANCE POLICIES and PROCEDURES

Attendance Policy

The attendance policy has been established in order to provide an atmosphere in which all students can work efficiently and can grow in self-discipline. Parents should recognize that exemplary attendance and promptness directly correlate to commitment, dedication, cooperation, and understanding, and are important qualities that prepare students for future careers in the professional world. This policy supports accreditation standards and complies with attendance requirements of the State Department of Education.

When a student has missed five (5) days of school during a semester, the Lower School Head will contact the parents. If a student approaches ten (10) days of absences during a semester, the student and parents will meet with the Lower School Head to discuss the student's absences. A student who misses ten (10) days of school during the semester may, at the school's discretion and teacher recommendations, be required to complete additional work to catch up on information missed due to excessive absences. A student with excessive absences throughout the school year may have his/her re-enrollment contract for the next school year deferred pending review of the absences and concerns from the teacher.

Appointments during the school day are strongly discouraged. If it is absolutely necessary for a student to leave early for an appointment, parents are expected to notify the school receptionist in advance by email, phone call, or note, and sign the student out at the lower school office before the student may be dismissed.

Parents are encouraged to check the school calendar when making travel plans and schedule trips accordingly to avoid missing classes. Absence for any reason other than illness or death in the family should be reported to the lower school office prior to the absence.

In the case of illness, a parent should call the lower school office to report the absence before 8:00 a.m

Tardiness

Attendance for lower school is taken at 7:30 a.m. Students who arrive after the start time are considered tardy and must sign in at the lower school office. A student is marked tardy if he/she arrives no more than thirty (30) minutes late. After thirty-one (31) minutes of missed school, a

student is marked absent for ¼ day. After 105 minutes of missed school, a student is marked absent for ½ day. Missing over 210 minutes of the school day, a student is marked absent the full day. The lower school division office monitors class attendance.

Number of Absences

Students who are absent from school more than ten (10) times per semester or twenty (20) times per year may be subject to a make-up plan in order to catch up with class or homework, or may need tutoring in order to advance to the next grade.

Excessive tardies and/or absences will result in a student and parent meeting with an administrator for the purpose of correcting the situation. All decisions regarding absences or tardies rests with school administration.

Perfect Attendance

A student will be recognized for Perfect Attendance if he or she has been present every day of the school year, and has no more than five (5) tardies.

CONDUCT and DISCIPLINE

Discipline Policy

Ascension Episcopal School believes that personal honor and integrity are at the heart of a Christian value system. The school seeks to instill in students a strong commitment to Christian values so they will follow them throughout their lives. Students are taught at every level the importance of honesty and trust in their daily lives.

Examples of *appropriate behaviors* include:

- Comes prepared for class (materials ready, assigned work complete)
- Displays a spirit of cooperation
- Is respectful of peers and all adults
- Demonstrates positive behaviors such as honesty, the ability to be trusted, and kindness toward others
- Shows concern for and care of the school environment

When disciplinary action is necessary, the teacher or a member of the administrative team will contact the parents. Chronic disruptive behavior in the classroom not only keeps the student from learning, it also prevents others from learning. Any behavior that interferes with the learning, safety, physical or mental health, or well-being of others is disruptive. The school discipline policy is designed to help students focus their energies in positive ways.

The school follows the assertive discipline philosophy, which involves the student knowing the rules as well as receiving proper warning for inappropriate behavior and know the consequences for breaking the rules.

Students at Ascension Episcopal School should be developing a sense of responsibility for their own academic and personal lives, as well as an awareness of how their actions affect others. The goal of any systems of conduct is the development of self-discipline. However, it is necessary to create other systems and structures as self-discipline is developed. This section explains expectations and consequences.

Student Conduct Policies

Expectations

- Students attending Ascension Episcopal School are expected to behave courteously to peers and adults at all times. The school has high standards of behavior, and students are expected to maintain these standards.
- Students are expected to be respectful of all faculty, staff, clergy, substitute teachers, visitors, and other students. Full cooperation is expected from the parents in any disciplinary action.
- The school and the home must work together in the development of character and good citizenship. AES follows the assertive discipline philosophy, which involves the student knowing the rules, understanding the consequences for failure to follow the rules, and receiving proper warning for inappropriate behavior.
- Full cooperation is expected from parents in any disciplinary action undertaken by the School. We believe the home and school must work together for the positive development of character and citizenship.

Rules of Ascension Episcopal School

All students of AES are expected to respect self, respect others, and respect property. Examples of behaviors we do not consider appropriate:

- Dishonesty, either academic or personal
- Bullying, or harassment of any type
- Pushing, shoving, hitting, or fighting
- Profanity, obscene language, and gestures
- Misbehavior on the school bus
- Disrespect toward adults or peers
- Leaving school property without permission
- Destruction of school property
- Accumulation of minor discipline infractions

There is a broad and comprehensive harassment policy for all associated with AES. A copy is available in the school office for your information.

The goals for responses and consequences of misconduct are to provide a safe atmosphere for all, to prevent repeated misconduct, to ensure personal responsibility, and to maintain acceptable standards of behavior within the Ascension Episcopal School community.

Disciplinary Actions

All lower school teachers have a classroom management plan through which they reward appropriate behaviors and remind students of inappropriate behaviors. Should the need arise to correct inappropriate student behavior the following steps will be followed: a warning (verbal or written), and/or a conduct notice will be sent home to inform the parents. If the problem persists, the student may receive detention, in-school suspension, out-of-school suspension, or expulsion.

Disciplinary matters are handled between the student and the teacher, with the more serious matters or repeated infractions reported to the Division Head.

Behavioral offenses might result in disciplinary action, which could include one or more of the

following steps:

1. A verbal reminder will be given to a student regarding expected behavior and his/her responsibility.
2. The student may be relocated within the classroom or to the school office.
3. Parents may be contacted via a phone call, note or email

In-school suspensions are designed to allow the student to continue academic course work. The student will be responsible for all assignments and tests given during this time. The suspension will be served in the middle school office. On the day/days of the suspension the child may not participate in any extracurricular activities.

Out-of-school suspensions are to be served away from the school setting. The child must be prepared to take all quizzes and tests upon returning to school. It is the student's responsibility to acquire all material covered during the suspension. On the day/days of the suspension the student may not participate in any extracurricular activities.

The school reserves the right to withhold field trips or any off-campus privileges due to any disciplinary action.

Students who consistently or repeatedly fail to uphold the standards of conduct and behavior expected by the school may be asked to withdraw from school or may not be invited back the following year.

TECHNOLOGY

The school is committed to providing modern technology that will support the academic program. Students are expected to use hardware and software resources responsibly.

Lower School Technology Acceptable Use Policy

Each student and a parent/guardian are required to sign a contract indicating the student agrees to abide by the Technology Acceptable Use Policy. Honesty, decency, and civility are expected, just as they are in all aspects of school affairs.

I pledge to follow the guidelines below while using technology at Ascension Episcopal School:

- I will not intentionally visit a website with inappropriate material such as violent or obscene content. I will exit a website and notify an adult if I accidentally encounter materials that violate the rules of appropriate use or if a website makes me feel uncomfortable.
- I will refrain from making excessive noise that is distracting to other users.
- I will protect the right to privacy for others and myself by not accessing others' accounts or sharing passwords, even with friends.
- I will never give out personal information or send a picture of myself with identification over the Internet.
- I will use good judgment in using technology and will not have food or drinks near any equipment.
- I will not waste limited resources such as disk space by storing unnecessary files, printing capacity by unnecessary printing of documents, or network bandwidth by unwarranted video streaming.
- I will always treat people with respect.

- I acknowledge that the IT Department has the ability and right to monitor my technology usage.
- I acknowledge that I will be held accountable for my actions and that violations will be dealt with in accordance with the school's discipline policy as outlined in the student handbook.

UNIFORMS and DRESS CODE

The dress code policy of Ascension Episcopal School has been established in order to provide an atmosphere in which all students can work efficiently and can grow in self-discipline. Each student is expected to abide by the guidelines set forth in the School's Uniform Policy and to follow the guidelines in a mature and responsible manner, which reflects favorably upon himself, his parents, his school, and his community. Students are reminded that Chapel Dress is required for Eucharist Services. Chapel Dress is a collared shirt and clean pants or skirt.

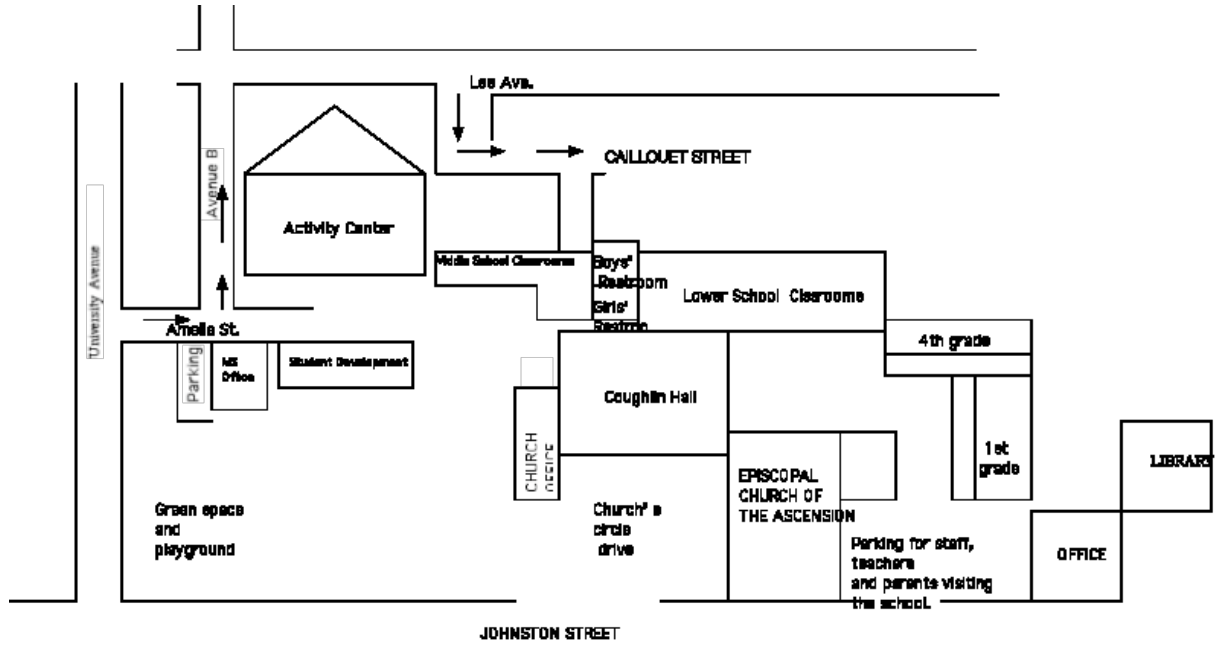
Students in the Lower School Division are required to follow the uniform and dress code guidelines. *For a complete description of the Lower School Uniform Policy, please see the AES website under Parent Resources.*

In addition to the Lower School Uniform regulations, the following is in effect:

- All decisions regarding uniform and grooming rest with the Head of Lower School.
- Hair must be kept clean, neatly groomed, and not a distraction. *Hair must be kept out of the eyes at all times.* Hair color and style should be discrete.
- All under shirts should be solid white or navy t-shirts. Shirts must be tucked in.
- All students are to have a belt (except 1st grade students). Belt loops may not be cut off to avoid wearing a belt.
- Students are expected to wear clothing that is modest and in good repair. All jewelry and makeup should be kept to a minimum and tasteful. The school has the discretion of telling a student if he/she is wearing inappropriate jewelry, makeup, or hairstyle (color or cut).
- The wearing of paraphernalia of other schools or shirts/sweatshirts with commercial brand names is prohibited.
- Sweatpants are no longer a part of the lower school uniform.

The school reserves the right to send a student home if he or she is out of uniform.

DOWNTOWN CAMPUS TRAFFIC PATTERN



MAIN CAMPUS TRAFFIC PATTERN

**Ascension Episcopal School
Lower School
Student-Parent Handbook
2011-2012**

I acknowledge that I have read the 2011-12 Ascension Episcopal School Student-Parent Handbook and the Technology Acceptable Use Policy agree to abide by the policies stated.

Student Name (Please print): _____

Student Signature: _____

Parent Name (Please print): _____

Parent Signature: _____

Date: _____