



STUDENT/PARENT HANDBOOK

2025-2026

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SECTION I: Purpose, Identity, and Core Values

Mission Statement

Ascension Classical School (ACS) exists to glorify God through Christ-centered education. The Ascension community strives to serve children and parents by providing a Biblical, classical, and comprehensive curriculum. By instilling a lifelong passion for learning, the school cultivates servant leaders who love God with all their heart, soul, mind and strength.

Ascension Classical School's History and Future

Origin and Development

Howard Davis, the founder and Head of School at Providence Classical Academy, in Bossier City, LA, first saw the need for a classical school in southeast Shreveport. His experience, expertise, and wisdom helped cultivate the vision of a new school. In 2014, the dream became reality when twelve founding families took a leap of faith and prayerfully worked together to open Ascension Classical School. The humble origins included meeting and borrowing space from Norris Ferry Community Church. Since that time, the school has added a new grade each year and moved into a new building on Norris Ferry Road. The journey and continued growth are truly a testament to the faithfulness and grace of God.

The founders and Board of Trustees of Ascension Classical School explicitly recognize that Ascension exists and will continue solely by the grace and mercy of our Lord, Jesus Christ. All praise and glory belong to God, and the

community is grateful for all that He has accomplished.

Ascension Classical School Statement of Faith

Although Ascension Classical School is non-denominational, it is grounded and built on traditional and orthodox Christian doctrines. These principles are unapologetically taught across grade levels as appropriate. Teachers, students, and parents acknowledge and adhere to the following:

We believe:

God is sovereign. God sovereignly controls all things and works them all for His glory. His plans and purposes always prevail; nothing can thwart them.

The Bible is the inerrant Word of God. God's written Word, the Bible, is free from error in the original text and completely trustworthy. We submit to its authority, acknowledging it to be inspired by God and carrying the full weight of His authority.

Three Persons (the Father, the Son, and the Spirit) have eternally lived as one God. These three are one God, the same in substance, equal in power and glory. These three have communed from eternity past to present in love with One another. Each member of the Godhead has different roles but work together in all their works, namely Creation and Redemption.

God created all that is. God was pleased to create the universe from nothing. God spoke, and everything was created, including humans. Man and woman were created in the image of God with the purpose of glorifying Him and enjoying Him forever. All that God created was good.

God graciously deals with His people by way of covenant relationship. God is the same God of both the New and the Old Testaments and has always dealt graciously with His people through means of a covenant, which is a relationship that God establishes with His people and guarantees by His word. Because God chooses to keep the terms in His covenant with mankind even when mankind breaks the terms, the believer's confidence and hope is in God's covenantal faithfulness rather than human performance. Through the historical stages of creation, fall, redemption, and glorification, God is gracious and faithful to His people.

Mankind is fallen through sin against God. While made in God's image, the first man and woman, desiring to be like God, distrusted and disobeyed God and were therefore put at enmity with God. Because of sin, we live in a world that is broken by the curse, and all humans are broken, being from birth both guilty and twisted. While we are not as given over as we could be, every part of our faculties (heart, mind, and emotions) are bent toward sin. All mankind, as Adam's heirs, participated in his fall and are by nature and by choice sinners without any power to save themselves and restore themselves to a right relationship with God.

Jesus came to save sinners. Jesus Christ is the unique Son of God and the only Savior of the world. Fully God and fully man, He was born of a virgin and lived a sinless life. At God's initiative, Christ alone secured salvation for believers by dying the death that we deserve to die (substitutionary atonement) on the cross and by living the life God calls us to live. Jesus rose bodily from the dead, ascended to the right hand of the Father and will come again in power and glory.

Believers are made right with God by faith alone in Christ alone. Believers neither deserve salvation from the penalty of sin - the just wrath of God - nor can they earn it. Justification (being made right with God) is granted solely by God's grace through faith in Jesus Christ as Lord and Savior. When we rest on Him for our acceptance with God, God forgives our sin and credits us with His righteous life.

Believers are sanctified by the work of the Holy Spirit. Every true believer in Jesus Christ is indwelt and empowered by the Holy Spirit, who enables believers to live a godly life and to perform good works. While in justification God declares us to be holy in light of Christ, sanctification is the work of God's grace in which He increasingly conforms us to Christ's likeness causing we who trust Christ to progressively grow in personal holiness. While faith alone saves us, saving faith is always accompanied with godliness and good deeds.

The Church is God's Family where believers are intended to grow and serve. The triune God has established a visible church which is called to live in the power of the Holy Spirit under the authoritative regulation of Holy Scripture, exercising discipline and administering the sacraments, and preaching the gospel of Christ. All believers are spiritually united to the Lord Jesus Christ, and as such are united to His body, the Church. Every believer is called to be baptized and in doing so to be part of His bride, the Church. We are to actively share our lives with believers of our local church.

All men will face a final judgment and resurrection. At the second coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved will be resurrected to eternal life, and the lost will be resurrected to eternal condemnation.

The school recognizes and affirms the importance of discernment as it relates to doctrinal issues. As a non-denominational institution, issues of application and various points of emphasis may occur. Any ambiguity will be settled in reference to Biblical, historic, and orthodox authority.

Classical Structure

Ascension Classical School is built on the principles of classical Christian education. Classical education is the restoration and preservation of true education as once recognized by Western civilization. In particular, classical education is a comprehensive plan that shapes the character and spirit of a student as preparation for all of life, not just a career. The Christian focus helps each individual pupil shape his/her “heart, soul, and mind” for a life of love and service. This is accomplished in several ways:

Method and Structure: Christian Classical Education recognizes the learning process of all students by developing skills and imparting knowledge at the most natural points of human development. This division and these points of emphasis are traditionally called the *trivium*. The *trivium* uses the most basic pre-adolescent stages of inquiry as a platform for building “grammar” in all subjects. The Grammar school, Kindergarten through 5th grade, is fact-based but allows students to imagine, create, envision, and explore the wonders of God’s creation across disciplines. As students mature, they become more inquisitive and begin to express the “logical” questions of adolescence and development. The Logic School, 6th-8th grades, puts an emphasis on the structure and communication of ordered thought. Students learn to properly answer, categorize and respond to life’s great questions in a coherent and proper way. As they transition from this

phase, Logic students possess all the necessary skills and background to express God’s truth in new and exciting ways. In essence, their rhetoric becomes clear and decisive. The Rhetoric School, 9th-12th grades, is dedicated to helping students communicate their discoveries and continue a life of learning. Thus, the *trivium* is seen in three separate schools: Grammar, Logic and Rhetoric, each with their own sequential and successive objectives.

The **Grammar School** (K – 5TH grade) especially establishes and teaches the following:

Kindergarten and First Grade:

- Trust
- Obedience
- Attentiveness
- Respect
- Honesty
- Metacognition-- thinking things through before responding or acting

Second and Third Grades:

- Perseverance
- Diligence
- Wise words and choices
- Honoring one another and authority in thought, word and deed
- Self-denial
- Giving our best as Unto the Lord

Fourth and Fifth Grades:

- Wisdom in speech
Attentiveness to detail
- Responsibility for actions

The **Logic School** (6th- 8th grade) distinctly focuses on the following:

Sixth Grade:

- Honoring authority
- Upholding rules
- Developing leadership
- How to form and articulate critical questions

Seventh and Eighth Grades:

- Increasing sense of responsibility
- Accountability for actions
- Service to others
- Understand that virtue is Spirit-led because of God's grace
- Pursue appropriate decorum in speech, attitude, and behavior
- How to respond to critical questions
- Identify and develop logical thinking skills

The **Rhetoric School** (9th-12th grades) distinctly focuses on the following:

- Students will engage in "The Great Conversation" by reading numerous works from the canon of Western civilization
- Participation in Socratic seminars
- Students will develop a love of God's creation through in-depth studies of mathematics and science
- Students will develop a Biblical worldview by studying scripture, Christian history and historical theology
- Students will grow in wisdom by studying the words of the wise
- Students will build character by applying their knowledge in the following ways:
 - developing the ability to govern oneself by use of conscience and reason
 - developing strong moral principles based on Biblical truth

- learning to love those things which are true, good and beautiful
- developing a character which delights in benevolence
- developing a character which defends others against meanness and cruelty
- developing a mind that loves wisdom and truth
- developing a character that seeks noble ends and sacrifices personal comfort

Classical Pedagogy

A classical Christian education is built on a study of the "classics" or great works of Western civilization. This study places an emphasis on a dialogue with the past as a way of exploring God's impartation of truth, goodness and beauty. This conversation and content require academic order, rigor and discipline. These qualities do not stand in opposition to creativity and imagination; rather, they liberate children's minds and help them achieve the highest goals of academic achievement. Hence, the focus on the "Liberal" or "Liberating" Arts. Imbedded within the Liberal Arts tradition are time tested and proven teaching methods that cultivate mastery of facts, knowledge, communication and wisdom. Furthermore, classical pedagogy brings together all of the disciplines so that they work in harmony.

Classical Distinct Values

The classical Christian model teaches discipline, respect, and authority. These virtues are just as important as facts and data. More importantly, the Christian nature of school is the leading force that propels the

mission and purpose. Biblical principles and the spiritual disciplines are not only emphasized, but they establish the primary worldview that governs every aspect of the school.

Faculty

The classical model depends and thrives on “masters” who teach in their field with knowledge, wisdom, passion, patience and virtue. Excellent teachers are a priority and they are expected to participate in the life of the community, not just as instructors but as mentors. The ideal Ascension teacher:

- An Ascension teacher is a disciple of Jesus Christ, one who models a love for God through obedience to His Word.
- An Ascension teacher wholeheartedly embraces the mission, vision, purpose, and policies of Ascension while embodying the values of integrity and professionalism.
- An Ascension teacher has been trained in and has knowledge of the subject(s) being taught and knows and understands the meaning and the magnitude of a classical education. The teacher is a cultivator of knowledge, being a committed, lifelong learner through daily study and regular participation in courses and conferences.
- An Ascension teacher upholds the highest attainable academic standards in the classroom and communicates expectations clearly and effectively, evaluating students according to the philosophy of Ascension Classical School.
- An Ascension teacher encourages students to think about ideas before accepting them, measuring all knowledge against the standard of God’s revealed truth in Scripture.
- An Ascension teacher prepares excellent lessons that are age and developmentally appropriate and reflect each subject’s Why We Study Statements while organizing the curriculum, classroom and materials in a way that offers the most opportunities for students to succeed.
- An Ascension teacher exhibits a high level of respect for self and others through professional demeanor and dress.
- An Ascension teacher communicates in a clear, positive, and God-honoring way to colleagues at all times and accepts constructive feedback to affect personal and professional growth.
- An Ascension teacher interacts with students with wisdom and discretion, upholding discipline standards with patience, fairness, and consistency and encouraging their personal responsibility, both in and out of the classroom.
- An Ascension teacher communicates well and supports the students and parents by being available and approachable.

Governance

Ascension Classical School is a private, non-profit 501 (c) 3 corporation registered with the federal government and the State of Louisiana. The current address is 10540 Norris Ferry Rd, Shreveport, LA 71106. The operational structure of Ascension Classical School is determined by the Board of Trustees, who employs a President & CEO to oversee the Head of School and other operational staff.

Board of Trustees

Ascension Classical School is a board-governed school. Board members are elected by the Board of Trustees. Detailed operational guidelines and responsibilities of the board may be found in the school's By-Laws which are readily available.

President & CEO

The President & CEO of the school is the Chief Executive Officer of the school and is responsible for overseeing the Head of School and all other operational aspects of the school. The President serves as a liaison between the Board of Trustees and all other stakeholders of the school community.

Head of School

The Head of School is hired by the President & CEO of the school and is charged with leading the faculty and inspiring and overseeing the academic community, assisting the President in the development and implementation of the vision of the school and overseeing the culture of the institution centered upon Biblical principles.

SECTION II: Parent's Partnership with Ascension Classical School

In Loco Parentis

Parents carry the God-given responsibility for educating their children. Enrolling their child at Ascension does not release parents from this responsibility. The school comes alongside parents to assist them in their lifelong duty of instruction. The role of a parent requires the time-consuming, daily, diligent, and caring interaction that results in a lasting influence.

In loco parentis is Latin for "in place of the parents." At Ascension, authority over students is understood as delegated authority. God has given children to their parents. He has given parents the responsibility of raising and educating their children and the authority to do that task. For example:

Hear, O Israel; the LORD our God, the LORD is one! You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these words that I command you today shall be in your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. Deuteronomy 6:4-7

And you, fathers, do not provoke your children to wrath, but bring them up in the nurture and admonition of the Lord. Ephesians 6:4

During the School day, Ascension Classical School picks up such a Biblical mandate and stands *in loco parentis*.

Parental Commitments

As part of enrollment, each parent is expected to support and commit to the mission of the school. Prayer, spiritual encouragement, volunteerism, and cooperation are expected, as well as the following:

- comply with all administrative policies of the school, including those of academic standards, discipline, dress code, cultural protocol, and conflict resolution.
- respect the final professional judgment of the school regarding their child's grades and level placement and continued enrollment in the school.

- remain in regular and open communication with their child's teacher to ensure that the formal education of the classroom continues in the home, whether it is study, homework, or work ethic formation.
- bear financial responsibility for all damage caused to the school by their child.
- explore and expand their knowledge of and commit to the ideals of Christian classicism as expressed in the curriculum, pedagogy, culture, and philosophy of the school.
- support the school with their time, talent and/or treasure to the best of their ability.

Ascension Classical School holds the belief that a positive and constructive working relationship between the school and a student's parents is essential to the fulfillment of the school's mission. Thus, the school reserves the right not to continue enrollment or not to re-enroll a student if the school reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise interfere with the school's accomplishment of its educational purposes.

Volunteering at Ascension

As partners working together, Ascension Classical School asks for a spirit of volunteerism. God has provided talents and gifts to each individual, and such gifts are an asset. The school asks that each parent creatively apply his/her time, talents, and treasures for the edification of the entire community. Examples include, but are not limited to:

- Read carefully the teacher notes, student papers, and newsletters sent home;

- Encourage other parents to assist in the classroom;
- Sign up to be an office assistant through the Parent Council or office manager;
- Attend special Chapel services and all school/parent meetings;
- Sit with a class during lunch or help with library check-in/check-out;
- Participate in field trips where parents are needed to act as drivers and chaperones;
- Read to a class, volunteer to be an assistant in art or music class;
- Help with our annual school auction and other large events which rely on assistance from parent volunteers; or
- Attend/volunteer at in-class parties for your child's class.

The spirit of volunteerism is part of the school's graciousness and identity. Please prayerfully consider these roles and others as part of a calling and mission.

Visiting the Campus on School Days

Parents are welcome to visit classrooms. Since frequent disruptions are a deterrent to a productive classroom, the school asks that all classroom visits be scheduled in advance with the teacher. Whenever attending chapel, visiting classrooms, or volunteering during the school day, (after 8:05 a.m. and before 3:10 p.m.), parents must first sign-in at the main office.

Ascension Classical School is a "gun free" campus. Licensed carriers may not have a concealed

handgun or an openly carried handgun on or about themselves while on school property.

Such restrictions do not apply to qualified law enforcement personnel, including security personnel hired by the school, or trained school personnel approved by the Board of Trustees.

Siblings on Campus

Siblings are welcome to attend chapel and eat with a parent and student during lunch. A sibling is also welcome to accompany a parent to the school if a parent is volunteering for a short time outside of the classroom or the school office.

Siblings may attend school events such as Living History day performances, Grandparents' Day chapel, Flowering of the Cross, after-school mission trips, Field Day, etc.

Conflict Resolution – Grievance Policy

In Matthew 18, the Lord gives instruction concerning the manner in which Christians should settle disagreements. This process has three steps. The first and crucial step is going to the offending party personally. Should this not resolve the matter, then the second step consists of going to the person and bringing another Christian along to serve as a witness. Should this action prove futile toward bringing about an acceptable resolution to the matter, then the final step consists of bringing the dispute before the authority of the organization for a final ruling.

This process has one goal: restoration of the relationship between Christian brothers. All who are in the school community – whether parents, administrators, teachers, or students – must never lose sight of this goal. It is important to note that Christ provided a process that settled disputes quietly. In most cases, problems can be

worked out in a one-on-one manner, and no one in the broader community needs to know.

In this regard, gossip is a sin and an obstacle to restoration. Talking about a dispute or problem that is personal, without the consent of the aggrieved parties solves nothing. For these reasons, Christians must refuse to participate in such a practice. Ascension Classical School is committed to handling disputes and disagreements in the biblical manner already outlined.

The spirit of this policy is intended to settle disputes and grievances as personally and privately as possible. Within Ascension Classical School, it is expected that conflict resolution follows a specific “chain-of-command”: students, parents, faculty, administration, and Board of Trustees. Guidelines for each level are:

Students/Parents to Teachers:

All concerns about the classroom must first be presented to the teacher by the parents or, if the students are mature enough, by the students themselves. If the students present the concern, a respectful demeanor is required at all times.

If the problem is not resolved in a timely fashion, the parents or student may bring the concern to the Head of School. If the student brings the concern, he/she must have permission from their parents.

If there is still no resolution, he/she should request a meeting with the Ascension Classical School President & CEO.

Parents/Patrons to Head of School:

If parents or patrons have a grievance or dispute about the general operation of the school (apart

from the operation of the classrooms), they should bring their concerns to the Head of School.

If there is no resolution, they should request a meeting with the Ascension Classical President & CEO.

This procedure applies also to board members who are acting in their capacity as parents/patrons and not as representatives of the board.

Parents to Ascension Classical School President & CEO:

If parents have a grievance or dispute about the general operation of the school, they should bring their concerns to the teacher involved or the Head of School.

If there is no resolution, they should request a meeting with the Ascension Classical President & CEO.

If there is no resolution, they should request a hearing with the Ascension Classical Board of Trustees.

Communication with the Ascension Classical School Board of Trustees on official school matters should never take place in informal conversation. All official communication with the Ascension Classical School Board of Trustees should be made through the President & CEO or by attendance at a scheduled board meeting.

Parent to Parent:

Parents are encouraged to train their children in the appropriate resolution of matters within the community of believers.

When possible, disputes between students or parents should be resolved face to face and with Christian charity.

The Head of School or President & CEO should only be involved in disputes or actions that affect the student body of Ascension Classical School. Individual disputes should be handled by the parties involved at the individual level.

Other Concerns and Suggestions. For concerns not relating to a specific individual, the student should consider other options including:

Students may respectfully give suggestions to one of their teachers for consideration.

Students may request to meet with the Head of School individually or in small groups.

Students should be willing to accept the decisions, outcomes, and wisdom of those whom God has placed in authority over them, even when they disagree.

If a dispute among families becomes disruptive to the school, the Board of Trustees reserves the right to become involved in the matter.

Reverence in Speech

Ascension Classical School places a high value on the development of Christian character. One way in which this is developed is in the area of speech. The school wishes to ensure that God's name, character, and truth are honored and respected in all that is said and done. In all areas of instruction, proper respect and consideration of God's character is given. Specifically, class songs, skits, stories, and discussion that include references to the name and attributes of the Lord are to be consistent with biblical principles.

The commandment to never use the “Lord’s name in vain” is equivalent to making sure that any reference to God is not empty or trite. Communicating our love of God is to be done with respect and honor. Furthermore, it is a form of obedience to speak with respect and dignity in reference to all God’s creation, especially each other.

In light of these important and foundational principles, vain and abusive language will not be tolerated and appropriate consequences will be enforced at the discretion of the Head of School.

Staying Informed

Ascension Classical School strives for clear and concise communication. The school has the following official means for disseminating information:

School Website:

www.ascensionclassicalschool.org

Email: The school regularly communicates through email. The President & CEO, Head of School, administration, and teachers will use emails that are registered with the school. Parents are responsible for making sure that a valid email is on file with the school. Parents are encouraged to check these emails on a regular basis.

Red Folders: Each Wednesday, all students take home a red folder containing graded papers that are in need of corrections and might include notes from the school office, Parent Council, or room mom. Parents should read through the Admiral Folder each Wednesday evening in order to see their child’s academic progress and to sign/return any notes that are included.

RenWeb / FACTS SIS: ACS utilizes a student information system known as RenWeb or FACTS SIS. It provides features for student information management, admissions, enrollment, tuition management, and communication between the school, students and parents.

Ascension Committees

Ascension Classical School committees exist to assist the administration and enrich the classroom experience. All committees are formed as needed each year and are subject to annual review. Membership on some of these committees is by Board appointment. Other committees, such as Parent Council, exist under the leadership of the Head of School. Parents with questions about a particular committee should contact the school office and request the name of the chairperson of that committee.

Finances

Any questions about finances may be directed to Ascension’s President & CEO or Head of School. Tuition payments at Ascension are managed by FACTS, a tuition management institution.

The school fully expects all parents to stay current with their tuition and fee responsibilities, and to honor financial commitments made with the school.

The following policy governs all issues regarding tuition, fees, collection, and refund:

The Board will set tuition after consultation with the Finance Committee, the President & CEO and the Head of School. Tuition will be paid one of two ways: (1) full payment for the school year which shall be paid on or before the first day of

school; or (2) parents must and make regular payments through FACTS. Registration deposit amounts set by the Board are non-refundable.

Sibling tuition discounts are given to families with two or more children enrolled at ACS. A family will receive 5% tuition discount off the second child, 10% tuition discount off the third child, 15% tuition discount off the fourth child and a 20% tuition discount for five or more children.

Parents using the FACTS tuition program will be informed that FACTS assesses a mandatory late fee of \$50 for payments that are 5 days (or more) past due. FACTS will issue a letter directly to the parents concerning this matter.

For all tuition payment plans (including the FACTS tuition program), an authorized representative of the school will inform the Head of School when any tuition payment is 30 days past due. In addition, the Head of School will report to the board the number of families who are in arrears each month. At such time, the parents will be notified by letter of the delinquency and informed that the situation must be cured (i.e., current on all outstanding payments) within 30 days. During this period of delinquency, steps may be taken by the school administration to bring the matter to the parent's attention, including removing family access to school records or limiting student's participation in extracurricular activities.

If, after an additional 30-day period (90 days from initial delinquency and a period during which parents can apply for financial aid and receive results), all outstanding tuition payments are not brought current, then the parents will be notified, and the student will not be allowed back into the School. The Board will also be notified of the specific delinquency at this time.

Should the student arrive at the school after such notification, the student will be held out of class and the parents will be called to pick up the student.

For the student to be allowed back into the school, an authorized representative of the school must sign a document officially informing the Head of School that the delinquency has been cured. All payments must be received by 12:00 p.m. on the due date for the student to return to campus the following day.

Once a family has signed a contractual agreement to enroll a student (and, therefore, reserved a spot for a student), the school expects the family to honor its promise to pay tuition in full, regardless of circumstances and regardless of when the student withdraws.

There are limited circumstances, however, in which the school will consider a request for a tuition refund, and the following policies are to govern all requests for tuition refund:

- The deposit is non-refundable. All fees are non-refundable, regardless of circumstances.
- All requests for tuition refund must be made in writing to the President / CEO. The President will respond to the requesting family in keeping with the policy as indicated here. There is no appeal to the board, and this entire process is under the direction of the President / CEO.
- A family is "eligible" for refund if tuition has been paid in full or the family is enrolled with FACTS (and current on all periodic payments) **and** the withdrawal is due to one of the following circumstances:
 - i. Death in the student's immediate family;

- ii. The student's family is required by a third-party employer to move beyond a 50-mile radius from Ascension Classical School;
 - iii. Medical necessity which renders the student unable to attend Ascension Classical school or any other school;
 - iv. Unexpected and substantial loss of income to primary wage-earner in student's immediate family;
 - v. The school determines that a student may not re-enroll prior to the beginning of the school year. Note, once the school year begins, this subparagraph does not apply. In other words, if the student is expelled from Ascension Classical School, the family is **not** entitled to a tuition refund.
- A family who is "eligible" pursuant to subparagraph (c) and makes request pursuant to subparagraph (b), above, will be entitled to refund as follows:
 - i. If the request is made on or before April 30 preceding the school year, 80% of the total amount of tuition due will be refunded.
 - ii. The student's family is required by a third-party employer to move beyond a 50-mile radius from Ascension Classical School;
 - iii. Medical necessity which renders the student unable to attend Ascension Classical School or any other school;
 - iv. Unexpected and substantial loss of income to primary wage-earner in student's immediate family; or
 - v. The school determines that a student may not re-enroll prior to the beginning of the school year. Note, once the school year begins, this subparagraph does not

apply. In other words, if the student is expelled from Ascension Classical School, the family is **not** entitled to a tuition refund.

- A family who is not "eligible" pursuant to subparagraph (c), above, will be given a prorated refund (except non-refundable fees and deposit) **only if the following conditions are satisfied:**
 - i. Written request is made pursuant to subparagraph (b) above; **and**
 - ii. Tuition has been paid in full or the family is enrolled with FACTS (and current on all periodic payments); **and**
 - iii. The student's class is "full" (i.e., there are no spots available in that class) at the time the request is made: **and**
 - iv. There is a qualified student (already applied, accepted, and placed on a wait list) to replace the withdrawing student at the time the request is made; **and**
 - v. The qualified student accepts the vacated spot and enrolls in Ascension Classical School.

The student's records will not be released to the parent or another school until the parents have fulfilled their financial responsibility to the school.

Admissions

The Director of Advancement & Admissions along with the Admissions Committee of Ascension Classical School is charged by the President & CEO with the task of admitting students and families who share the same beliefs and goals like those identified in the school's statement of faith and philosophy of education - those with the abilities, talents, and desire to join the school to fulfill its mission, and students who are academically compatible with the population of

ACS. The Director of Advancement & Admissions and the Admissions Committee makes its determination through an application, assessment, student visit, and parent/family interview.

Ascension Classical School is not suitable for everyone. Acceptance into ACS is not guaranteed, and the school reserves the right to deny admission to a student or family if it believes the student or school is best served by this decision. The Admissions Committee makes its decision after careful consideration and prayer. Generally, the Admissions Committee declines admission when it would not benefit the student or the school due to incompatibilities in one or more of the areas listed above, including disciplinary action at a previous school. Due to the sensitive and, at times, difficult nature of the committee's work, decisions not to accept are shared by letter and without further comment.

All parents wishing to enroll their child in Ascension Classical School are required to submit an application for admission. Details of the complete application and fees required can be found on the school website. (www.ascensionclassicalschool.org). Upon application submission, parents/guardians of applicants will be contacted by the Admissions Team to schedule a family interview as well as student assessment to determine eligibility for the upcoming school year.

If a child is accepted, enrollment will consist of signing the contractual agreement and paying the appropriate enrollment fee. Any other necessary paperwork will be completed and collected when the contractual agreement is submitted to the school office.

The following forms are required to be submitted by parents:

1. Application for Admission
2. Student Enrollment Contract (annually)
3. Birth Certificate (copy)
4. Social Security Card (copy)
5. Immunization Record (copy)
6. Student records (ACS can request records, but parents should submit a copy of the child's current report card and any recent standardized test scores with the signed contract.)
7. Teacher Recommendation
8. Signed Statement of Faith

Re-enrollment

Ascension Classical School invites students in good standing to re-enroll. Those on Academic or Behavioral Probation face the possibility of not being invited back or having the decision delayed until the end of the school year. The school administration determines who may be invited to re-enroll early in the second semester based on input from the faculty. Depending on the number of qualified applications in admissions, those on probation may have their spot taken by a new applicant. In this case and assuming the probation is lifted, the student previously on probation will be placed in the wait pool for the next year.

Early in the second semester, re-enrollment contracts are issued. It will be assumed that a student will be re-enrolled for the upcoming school year unless the parent specifically notifies the school via the online platform, through

written communication. A signed contract must be received by the deadline indicated to ensure a place for the student for the next year. Shortly after the re-enrollment deadline, the Admissions Committee begins accepting new students for the following school year. Those who are invited to re-enroll in January and do so, but earn Academic or Behavioral Probation at any point in the Spring Semester face the possibility of losing their reserved spot for the next year through nullification of the enrollment contract.

To ensure a place for a student for the next year, an enrollment contract must be signed at registration time by the party financially responsible for the education of the student. Contracts must be entered into carefully as a signed and returned contract obliges the signer to pay the full tuition without exception.

Financial Assistance

Ascension Classical School has limited funds for financial assistance and such funds are provided on a case-by-case basis. Applications for financial assistance are completed through FACTS.

Privacy Policy

For the purposes of this policy, "Ascension Classical School" refers to persons who are part of the faculty, staff, and/or members of the governing board of Ascension Classical School. "The Community of Ascension Classical School" refers to persons who are students, other members of a student's own household, and persons who are part of "Ascension Classical School."

The Community of Ascension Classical School-
Personal Information: The privacy of the students, parents, faculty, staff, and Board of

Ascension Classical School is valuable, and is a matter of great importance and trust.

Personal information, (including, but not limited to names, addresses, phone numbers, and email addresses) may only be distributed among persons belonging to the Community of Ascension Classical School and may not be distributed by Ascension Classical School to any other parties.

Friends and Guests-Personal Information: Personal information received by Ascension Classical School belonging to persons other than the community of Ascension Classical School will be treated with care. Reasonable efforts will be made to ensure that the information is distributed only as needed at Ascension Classical School and will not be distributed to other parties.

Ascension Classical School-Internal Communication: Personal information may be distributed among Ascension Classical School for purposes of school-related business only. Ascension Classical School will endeavor to avoid excessive reproduction of personal information to minimize the possibility of improper distribution of personal information belonging to the Community of Ascension Classical School, and personal information belonging to friends and guests.

Ascension Classical School-Community Communication: Community communication of personal information shall be governed by the principle of "one document, one recipient". Each document containing personal information will be intended only for the receipt of one person or household. The following statement shall appear on documents, in any form, that contain personal information belonging to anyone other than the sender or the recipient:

In accordance with the Privacy Policy of Ascension Classical School, this document and any associated documents are intended only for the use of the initial recipient and may contain information that is privileged and confidential. Any use of this information for anything other than its intended purpose or by anyone other than the initial recipient constitutes a violation of the privacy policy of Ascension Classical School. If you have any questions about this policy, please contact the school office.

SECTION III. Academics

The administration of ACS academic policies are the responsibility of the Head of School. The Head of School directs and assists in the establishment of policy, curriculum, faculty management, and day-to-day operations of the Grammar, Logic, and Rhetoric Schools.

Grading Philosophy

The purpose of grades is to convey accurate information regarding student performance. As such:

It is important to resist grade inflation that, over time, inaccurately reports students as performing at a higher level than they actually are performing.

It is important that parents understand the information conveyed by grades and look to see the ways their child is improving and making progress in each graded subject matter.

It is important that parents, students, and teachers accept and value truthful information over inaccurate, inflated grades.

It is important that higher-level grades be reserved for performance that is significantly above expectations and requirements for grade level advancement. Performance that is acceptable but not significantly above expectations should not receive higher-level grades.

Low “B” and high “C” level grades should reflect performance that meets but does not exceed expectations. Grades are determined by teachers and faculty who are in the best position to determine a student’s performance.

Grading Policies and Procedures

Each teacher is responsible for maintaining and tracking student progress with an accurate and current paper or electronic copy of a gradebook.

Teachers will provide progress reports at the midpoint of each nine-week grading period. Report cards will be provided at the end of each nine-week grading period.

Final grades will be reported after the last nine-week grading period and will be used as assessment for promotion.

If a parent is concerned about grades or grading procedures, they must first consult with the teacher who has assigned the grade. After such a meeting, if concerns are still present, parents may request a consultation with the Head of School.

Grading Scale

Ascension Classical School assigns grades that generally reflect the following levels of subject matter mastery. These are broad descriptions and it remains within the discretion of each teacher

to interpret these guidelines as appropriate for the subject matter and grade level involved.

A (90 – 100) Work at this level:

- Meets all standards for “B” work (below);
- Shows attention to detail and care with presentation; Shows well-developed structure and focus;
- Reveals precise and exact understanding of the material;
- Demonstrates an understanding sufficient to allow the student to raise new questions;
- Demonstrates new insights or suggests new approaches;
- Shows confidence with the ideas explored; and
- Contains some originality of thought and expression.

B (80 - 89) Work at this level:

- Meets all standards for “C” work (below);
- Is organized and neat;
- Presents thoughts clearly with no ambiguity;
- Demonstrates understanding of the material; and
- Omits very few important points or questions.

C (70 – 79) Work at this level:

- Demonstrates gaps in understanding of the material;
- Contains some structure and focus;
- Is only occasionally ambiguous or unclear;
- Covers most central points; and
- Identifies the central questions.

D (65 – 69) Work at this level:

- Contains many errors or serious omissions in understanding;
- Shows poor organization;
- Has a lack of structure and focus;
- Has a high degree of ambiguity; and/or

- Forces the teacher to guess at the student’s meaning in written work.

F (below 65) Work at this level:

- Is rated as failing;
- Contains serious and extensive errors in the understanding of the material;
- Shows lack of conscientious engagement;
- Is sloppy in presentation; and/or
- Demonstrates lack of care.

Grading for Grammar Enrichment Classes

Enrichment classes (art, music, PE, nature studies, and Latin) are an essential part of classical education. Beginning in the third grade, students will be assessed in all enrichment classes according to the school grading scale outlined above.

Non-Numeric Grading Scale

In certain circumstances, especially Bible, memory work, penmanship and conduct, the following non-numeric grading scale is used:

E (Exceeds Expectations) – reserved for students whose work or behavior has clearly exceeded expectations. This is not given to students who need to improve their work or behavior in any way. A grade of E is reserved for the rare situation in which a student consistently behaves or performs above and beyond in every way.

M (Meets Expectations) – given to students whose work and behavior meets but does not significantly exceed the classroom expectations.

N (Near Expectations) – given to any student whose work and behavior falls slightly short of expectations and calls for increased effort and improvement.

U (Unsatisfactory) – given to any student whose work and behavior has a significant negative impact on the classroom, the other students, or upon the student’s own academic performance.

Please note that on this evaluation scale, few students exceed expectations in all areas. Our goal for students is to **M** (Meet Expectations). If some earn **E** (Exceeds Expectations), it is because they are performing at a level above and beyond what they are expected to do. We teach our students that we all have room to improve our skills in every aspect of our life.

Grading in Kindergarten

In kindergarten, students receive quarterly assessments of skills and do not receive numerical progress report grades. Students are graded on the non-numeric scale outlined above.

Controversial Subjects

Controversial subjects are those subjects which Christian families and churches commonly consider divisive or very sensitive, whether the introduction of the topic was planned by the teacher or brought up by a student. In such cases, the goal of any teacher, faculty or staff member will be to direct students to Biblical standards and Christian principles.

The following general guidelines apply:

If in the course of teaching a class, a teacher sees that a subject has arisen which he or she has

good reason to believe is controversial or obviously of a sensitive nature, and discussion of that subject will not help him or her achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.

If a subject arises which the teacher has reason to believe is controversial and/or of a sensitive nature, and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:

- As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
- Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
- As appropriate (i.e. pertinent to the stated goals of the class), direct the students’ attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as, a research paper, guest speakers, reading different authors, etc. Strongly encourage the students to become knowledgeable of the most widely held views on the topic.
- Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.

Due to the extremely sensitive and intimate nature of human sexual relations, instruction on these matters is the privilege of parents.

As a classical school, it is likely that students will be exposed to “ancient world” images, likenesses or subjects that are not Christian in nature. Ascension Classical School teachers will use prudence and tradition as a guide and determine the appropriate materials.

The teacher is to remember that according to Scripture he/she is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with student(s) on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy and sound teaching practices, he/she is to encourage a gracious and scholarly attitude in the students.

If a parent has any objections to a controversial topic, or has concerns regarding materials presented in class, he/she should immediately contact the teacher. If a parent continues to be concerned, he/she should contact the Head of School.

Academic Probation/Academic Expulsion

Ascension Classical School is working to make sure every child is receiving excellent instruction. Teachers, parents, and administration will continually monitor and provide resources for continued success. However, in certain cases, there may be a need for formal academic discipline. This discipline includes the following categories:

Academic Probation

If a student’s report card records a “D” in any two subjects or an “F” in any one subject in a nine-

week grading period, that student will be placed on academic probation.

Academic probation is a warning to students that their performance in the classroom is inadequate and below the standards of the school. Academic probation is intended to convey to students that unless significant improvement occurs, they will fall behind their grade level and will not be eligible for promotion.

If a student is placed on academic probation, the parents are required to attend a conference with the Head of School.

Academic Expulsion

Multiple failing grades in a reporting term are often an indication of a serious academic problem. At the discretion of the Head of School, a student in grade four or higher is not allowed to continue the current academic year at Ascension if he/she earns a “D” in three or more numerically graded subjects or an “F” in two or more numerically graded subjects in a quarter.

The expulsion of a student for academic reasons, either mid-year or at the end of an academic year, does not release the parents from any tuition contract in effect.

In all cases, either probation or expulsion, all final decisions will be made by the Head of School.

Student Promotion

To establish consistent standards for academic promotion, current students must meet the following criteria to be promoted to the next grade:

Students must pass letter-graded classes with at least 70% average in each graded subject.

Students must have resolved any “Unsatisfactory” (U) marks by the end of the academic year, and where applicable, should be working at a minimum of “Near Expectations” (N).

If, in the teacher’s judgment, there are any other compelling reasons to recommend retention (i.e. developmental reasons, etc.), the teacher should communicate their concerns as early as possible both to the parents of the student in question and to the Head of School. The Head of School will make the final determination on promotion or retention.

Homework

Ascension Classical School teaches students to be lifelong learners. Appropriate grade-level homework is expected. In the classical model of education, parents are expected to help provide the necessary time, space, and atmosphere for such work.

Effective Home Study Recommendations:

The student should:

Select a quiet study area with a straight chair, flat table space, sufficiently bright light and all necessary work materials.

Schedule a specific study time each day.

Study most days, even when no written homework is assigned. It is recommended that students study each weekday or night, Monday through Thursday, plus one day on the weekend.

Review his/her difficult subjects even when no homework assignments are brought home.

Notes/materials/handouts from classes need reinforcement daily. Re-reading past assignments, texts, and other materials given in class is a very wise practice.

Reserve study as a quiet time; research has shown that TV, radio and listening to music during study is distracting to most students – no matter what students believe. Distractions should be held to a minimum – younger siblings, pets, and electronic devices.

Devote time to reading daily!

The parent should occasionally:

Ask their child if he/she needs assistance.

Check their child’s assignment book or log as tailored to individualized student need.

Check assignments to be completed.

If students review and study on a daily basis, their grades will reflect their hard work. This daily practice helps to reinforce important facts, vocabulary, and formulas. Regular reviews of material help a student to learn and to retain information as needed prior to an assessment.

Tutoring

If a student is encountering difficulty in a particular subject, the first step is to seek extra help from the teacher involved. Teachers may tutor students in their classes for a short duration only (no more than five tutoring sessions) and may not accept payment. Students in need of more assistance may arrange for tutoring for pay with another ACS teacher or seek outside professional tutoring at the parents’ expense. The student’s current teacher may not provide tutoring for pay.

If a teacher chooses to have an after-school Reading Club or Math Club, he/she may work

with his/her students; however, the teacher may not charge a fee for the students to attend the Club.

Learning Exceptionalities

Ascension Classical School provides opportunities for students with learning differences.

Anchor Lab: The school has partnered with a Certified Academic Language Therapist to provide support to students with dyslexia. Students can meet with the therapist up to three times per week. The program is paid for by the parent in addition to tuition.

In-Classroom and Pedagogical: Ascension Classical School teachers are aware of exceptionalities and employ multiple strategies of effective teaching within the classroom. Even though not all teachers can diagnose exceptionalities, they know of warning signs and other factors. Teachers can be the initial first step in assessing and evaluating. Certain accommodations can be made in the classroom for students with learning differences.

Professional Evaluation: Ascension Classical School encourages evaluation from professionals. If any parent or teacher is concerned about a student's learning and evaluation reveals a need for more information, it is highly recommended that parents seek professional testing. Ascension Classical School can provide information and recommendations for such programs.

Diagnosis and Intervention: If a student is diagnosed with an exceptionality, it is recommended that the parents request a conference with the Head of School, the student's current teacher, and the other faculty

relevant to the situation. The purpose of the conference is to discuss the professional diagnosis, plans for intervention, and to map out the best possible academic plan for the student. Subsequent meetings may be necessary. It is the responsibility of the parents to provide ACS with current student evaluations.

Documentation: Any plan developed for a student with exceptionalities will be consistently evaluated. The evaluations will be documented.

Textbooks and Supplies

Textbooks and resource books are issued at the beginning of the school year and at other times during the year as requested by the teacher. Students will also be allowed to check out books from our school library. Students are required to replace or pay the school for any school-owned textbooks, library books, and supplies given to them if they become damaged or lost.

Library

All classes have a scheduled weekly visit to the school library. The students are allowed to check out books. All library books are due two weeks prior to the end of school. The school encourages donations of books from the approved list to be donated to our school library. You can call the school office to request a list of approved books for your child's grade level. If a student loses a book that he has checked out, he/she should inform his homeroom teacher. The school will order a replacement and charge the child's parents the purchase price through FACTS.

Outside Literature

No outside pamphlets, flyers or materials used for promotional purposes are allowed in the classroom without the teacher's consent. As a

rule, Ascension Classical School will not distribute any materials that do not directly relate to the curriculum or purpose of the school.

SECTION IV: Student Conduct and Discipline

Philosophy of Discipline

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11

The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline. Proverbs 1:7

In loco parentis (see section II, part B) is the foundation of all discipline at Ascension Classical School. The faculty and staff work temporarily in place of the parent during the school. In this way, a partnership exists between the school and the home, understanding that the final responsibility for the discipline of a child rests with the parent.

Ascension Classical School affirms the belief that a classical education requires the formation of character. In the Christian context, this also requires the teaching of virtue. The partnership between parents and the school has a greater purpose than just academics. In this regard, Ascension Classical School upholds the biblical understanding that all humans were created in the image of God. In Adam's sin, however, humanity was alienated from God and it is now man's nature to be disobedient to God. The things students say and do reflect the abundance of their hearts and are symptoms of the deeper human struggle against God's authority. Therefore, the monitoring of conduct is a necessity. Furthermore, discipline is a process that enables a safe and productive learning environment. Good behavior requires discipline.

This discipline is measured in love and defined by an obedience to Christ. All policies related to conduct and behavior are intended to help children love and appreciate God. In essence, discipline is one of the ways that the school teaches love and Christian character.

In relation to this philosophy the following guidelines apply:

The Head of School determines the appropriate consequences needed for instilling discipline in school. During investigating actions and events concerning possible student incidents, the school may seek to question students alone or in groups. The Head of School will strive to adapt individual discipline procedures and processes to the needs of the student and communicate expectations and findings to parents in a timely manner. Failure of parents or students to cooperate fully in related investigative or disciplinary proceedings by the school may result in further disciplinary action.

Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include the seriousness of the offense, the student's age, the frequency of misconduct, the student's attitude, and the potential effect of the misconduct on the school environment.

Ascension Classical School does not administer corporal punishment. All biblical passages calling for corporal discipline of children are directed to parents alone. These passages are based on the uniqueness of the parent-child relationship. For this reason, the school does not operate in the place of the parent in corporal discipline.

The Four Rules of Conduct

All students are expected to embrace and exercise the following characteristics:

Admirals are **obedient**. *Fear God and keep His commands.* Ecclesiastes 12:13

Admirals are **responsible**. *Do your work as unto the Lord.* Colossians 3:23

Admirals are **respectful**. *Honor one another above yourselves.* Romans 12:10

Admirals are **joyful**. *Do everything without grumbling.* Philippians 2:14

Ascension Behavior Motto:

*“As Admirals we are **obedient, responsible, respectful** and **joyful** for God’s glory, our teacher’s joy, and our good.”*

See Appendix A for a list of examples of how these rules are employed at Ascension Classical School.

Ascension Classical School is committed to ensuring a safe and caring environment for all students. Each individual is treated with respect and dignity, free from all forms of intimidation, exploitation, or harassment in person or via social media.

Bullying Policy

Negative behavior exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of any such behavior,

the situation will be evaluated as to the seriousness of the behavior by using the following guidelines:

Immature Behavior

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others/or their property

Immature Behavior: Such behavior will primarily be addressed by the classroom teacher.

Unkind Behavior

- Intent is to be unkind
- Behavior is not frequent
- Behavior intensity level is low
- Behavior may reflect impulsivity and is infrequent
- Behavior duration is short

Unkind Behavior: Such behavior may be addressed by the classroom teacher or school administration.

Bullying Behavior

Bullying, including cyberbullying, is not tolerated. Bullying is defined as a single act or a pattern of acts that exploits an imbalance of power that harms a student(s). These acts might involve engaging in written or verbal expression, expression through electronic means, or physical contact.

- Intent is to be harmful (Physically or Emotionally)
- Behavior is frequent
- Behavior level of intensity is moderate to severe
- Behavior duration is long

- Negative behavior is mostly one-sided

Bullying: Such behavior will be addressed by the classroom teacher and will be determined as an act or pattern of acts of bullying in conjunction with school administration.

Guidelines for Disciplinary Action

All penalties except suspension, expulsion, and disciplinary probation may be given by individual teachers. Written documentation of behavior and the discipline will be kept on file. For a serious disciplinary case, the Head of School will have the final authority.

There are four levels of disciplinary action in Grammar School.

Level One: Classroom Discipline Minor Infractions - The vast majority of everyday discipline problems are dealt with at the classroom level. The infractions are usually minor unless they are reoccurring. Teachers and administrators have discretion to employ discipline as needed and determine the severity of the infraction.

Minor Infractions Procedures:

Students will receive a verbal warning after the first two infractions.

The third infraction in a day will result in the student meeting with the Principal or the Head of School and a phone call home to parents.

Teachers and administration may dispense other disciplinary measures appropriate to each situation.

Level Two: Classroom Discipline, Severe Infractions - A student's continued inability to adhere to the school standards, as determined by teachers, warrants a visit to the Principal's or Head of School's office.

Severe Infractions Procedures:

Severe discipline infractions result in the student meeting with the Principal and/or the Head of School, and a phone call to parents. The teacher and/or the Principal or Head of School will provide a detailed account of the infraction, which will be recorded in the student's school file.

Teachers and administration may dispense other disciplinary measures appropriate to each situation.

In addition, five (5) identifiable behaviors automatically necessitate discipline from the Head of School. These behaviors are:

1. Name Calling: Purposeful, verbal injury intended to demean or degrade others.
2. Physical force intended to harm: Any physical force or threat used with the intention to harm or intimidate another student or staff member.
3. Willful Disobedience: Any repeated disrespect by refusing to follow directions or act in a manner consistent with clear authoritative directions. Teachers and administration have discretion in the definition of "willful."
4. Dishonesty: Any willful intention to defraud, lie, cheat or steal.
5. Obscene Language: The use of any words that are meant in a flippant, crude, degrading, or insulting manner. This especially includes taking the Lord's name in vain.

All referrals to the Head of School result in the student calling his or her parents. The Head of School may demand the student be taken home

immediately, or the student may be removed from the classroom for an extended period of time.

Level Three: Formal Parent Conference - If the actions outlined above do not resolve a problem or upon a second office visit, parents are required to meet with the Principal and/or Head of School and relevant teachers or staff. At this level, a student is placed on behavioral probation.

Behavioral Probation Procedures:

Behavioral probation is a warning based on serious behavioral misconduct. It is intended to convey to students that unless significant improvement occurs, they will be unable to continue as students at Ascension.

Students in Grammar School are placed on Behavioral Probation if they earn a “U” for Admiral Conduct on their report card at the end of each quarter.

Behavior Probation lasts a minimum of four (4) weeks and for a longer period of time depending on the severity or repetitive frequency of the behavior. The length of probation is determined by the Head of School in consultation with the faculty.

Grammar School students on Behavioral Probation are not allowed to participate in off campus activities such as field trips, including overnight trips.

At the end of the probationary period, the student is released from probation if he or she has not earned additional office visits, has clearly demonstrated a desire to change, and receives a good report from each of his/her teachers. If the above are not met, the probation is extended for four (4) more weeks and remains in effect until the conditions are met.

Students on probation face suspension or expulsion for additional office visits.

Possible future enrollment of a student who ends the year on Behavioral Probation is made after the conclusion of the school year and takes into account the student’s and parent’s ability and motivation to correct the problematic behavior.

After the probationary period an evaluation of the situation will be made by the Head of School and a second conference with parents may be necessary, but is not required unless otherwise determined by the Head of School.

Level Four: Suspension and Expulsion In the unusual event that efforts to give instruction and direction to a student fail and parents are unable to correct disobedient or disruptive behavior, suspension and expulsion are considered.

Procedures of Suspension:

Suspension is a mandated physical absence of a student from school property and any related school events. The length of a suspension is determined by the Principal and/or the Head of School.

At the end of a suspension a student and their parents must meet with the Head of School to determine expectations upon a return to school.

Any academic consequences that result from a suspension are the discretion of the teacher and/or Head of School.

Procedures for Expulsion:

Expulsion is the permanent dismissal of a student from Ascension Classical School and is only for extreme cases of misconduct, as determined by the Head of School.

A student under consideration for expulsion will be placed on suspended leave for a maximum of three (3) school days while the matter is reviewed by the Head of School.

All decisions to expel a student for major offenses are made by the Head of School in consultation with the President & CEO.

Expulsion requires a minimum of one full semester away from campus before readmission may be considered. An expelled student who wishes to re-enroll in the school must go through the normal admissions process (i.e., application, assessment, etc.). Students who have been expelled and desire re-admittance to the school will be expected to give an account in the student interview (applicable to fifth grade and above) of changes to their behavior that warrant consideration for re-admittance.

Note: Attending Ascension Classical School is a privilege that is extended on the condition that students and parents accept and support school policies. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund or tuition or waiver of financial obligation.

Extreme Misconduct

In certain circumstances the Head of School may deem behavior “extreme” in nature and has the discretion to by-pass standard disciplinary procedures. Examples of such major offenses include acts or threats endangering the lives of other students or staff members, gross violence, vandalism of school property, violation of civil law, or any act in clear contradiction of scriptural commands. Please note that it is impractical and impossible to list every type of offense. The school leadership reserves the right to address and discipline any behavior or attitude that is

inconsistent with the mission, philosophy and conduct standard of the school.

Off-Campus Behavior

The school’s interest in the conduct of students away from campus is the same as it is in their conduct on campus. The school may hold students accountable for their off-campus and online conduct in appropriate ways, including a disciplinary response.

Students are expected to represent Ascension Classical School in a positive manner even when they are not on school grounds and/or attending a school function. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays, and summers. The administration will address student behavior that violates the school’s Code of Conduct or that draws attention to Ascension Classical School in a negative manner. Such behavior may result in disciplinary action or a student’s expulsion from the school.

SECTION V: Day-to-Day Operations and Procedures

Attendance Policy

Attendance at school is a matter of state regulation and is monitored closely. During each day, students are exposed to various types of instruction. Because each class period contributes significantly to the curriculum objectives of Ascension Classical School, and because the instructional program is progressive and sequential, student attendance in all prescribed classes is critical. The school calendar is designed to cover the required number of days for students.

Students must be in class at least one-half of the day (in attendance until 11:30 or arriving no later than 11:30) in order to be counted present for that day. Students on class field trips are considered present even though not physically on campus.

In order to receive credit for their classes, students must not have absences in excess of 20 days. If students exceed this number of days, they are at risk of not being promoted to the next grade. If students exceed ten days per semester, they are at risk of not earning the credit for that semester.

After 8 absences per semester, the head of school may request a consultation with the parents. The head of school has discretion in all matters of absence and absence exceptions.

Attendance patterns that indicate that a student may accumulate an excessive number of absences (10 or more) for the year can be monitored and called to the parents' attention.

Athletics - Students may not participate in athletic events or other school-related activities on the same day they have been absent more than three class periods, except when the absence is due to a medical appointment. Although missing classes for an athletic event constitutes an excused absence, it is the student's responsibility to inquire as to any missed classwork or homework assignments.

Definitions:

Excused Absence: Absence from school for any of the reasons listed below.

- Illness or extended medical appointment. A note from a parent is sufficient for an illness or medical appointment resulting in an absence of no more than three school days.

For illnesses longer than three school days, a note from a licensed physician is required. Parents are strongly encouraged to make every effort possible to schedule medical appointments for their children after school hours or during school holidays.

- Death of a family member
- Natural disaster
- Traffic accident that directly involves the student
- Law enforcement order or court subpoena
- Extraordinary circumstances (such as surgery, not family vacations)
- School-sponsored co-curricular activity

Unexcused Absence

Absence from school for any reason not listed as an excused absence (see above).

Procedures for Absent Students

For all absent students the following guidelines are observed:

A record of attendance for each student is kept. The total number of days absent and days present is recorded on the student's record.

When a student returns to school from being absent, he/she should bring a doctor's excuse or a note from his/her parent explaining the reason for the absence. The office manager will record it as an excused or unexcused absence. If no documentation is presented to the school, any absence will be assumed as unexcused.

Students/parents are responsible for obtaining any missed assignments:

If the teacher's schedule allows, daily work assignments and books might be prepared at the request of the parents on the day of the absence. **This request must be made several hours in**

advance in order that the desired materials can be ready by school dismissal.

Students are responsible for returning missed work in the times set by the teacher.

If there is a medical reason preventing the student from completing the assignment in the time allocated by the teacher, it is the parent's responsibility to notify the teacher in writing prior to the due date of the work.

Family Trips - In the event that a student must miss school due to a family trip, please notify the school office and the teacher in writing at least 5 days in advance. The teacher will use his/her discretion regarding the issuing of assignments prior to the trip. **Parents and/or students are responsible for ensuring that all class work and homework is completed and given to the teacher on the first morning of their return.** If no assignments are given prior to the trip, the student will have two days upon return to complete the work as with all unexcused absences.

Family trips are considered an unexcused absence. Parents are asked to keep in mind these facts as they consider family trips that lead to absences:

- Students can rarely be absent without a negative effect on their progress.
- Asking the teacher to help a student catch up on missed work creates an additional burden on teachers.

Tests will not be given early for planned absences. If the absence coincides with the last week of a quarter (end of a grading period), a student must take all tests and complete assignments prior to the absence.

Students should not expect a teacher to delay a test simply because they missed a day of school just before a test, but special consideration should be given to those students who have obviously been too ill to prepare for school.

Make-Up Work Policy

Each teacher will determine which assignments a student misses due to absence are to be made up.

The following time schedule will determine the due date for make-up work.

Excused Absences

For every day a student is absent, he/she will be granted that same number of school days to complete the missed work. For example, if a student is absent on a Monday, he/she will have one day, Tuesday, to complete the work missed. The completed work will be due on Wednesday. Days of the weekend are not calculated when determining make-up work due dates. For example, if a student is absent on a Thursday and Friday, make-up work will be due on Wednesday of the following week. For Logic and Rhetoric School students, he/she will be granted two days for every day missed, with a maximum of ten days total.

An exception to this policy applies to assignments that are due on a standing day every week, i.e., Friday spelling assignments or tests, memory work, or vocabulary exercises. If a student is absent on the day before one of these weekly assignments is due, he/she will be expected to come to school prepared to complete the assignment along with the rest of the class. In rare cases of emergency or extenuating

circumstances, the teacher may decide to allow one of these types of assignments to be made up later. If a parent feels that a child's absence reflects an excusable hardship, he/she should discuss this with the teacher before sending the student back to class.

Unexcused Absences

A student will be allowed a maximum of two days to complete the missed work regardless of the number of days a student has missed. For example, if a student is absent for four days (Monday, Tuesday, Wednesday and Thursday) he/she will have the following two days, Friday and Monday, to complete the work missed. The completed work will be due on Tuesday.

Sign-In and Sign Out Procedures

Parents must sign-in any students returning to campus from either an excused or unexcused absence.

A parent must sign-out a student before taking the student off campus prior to 3:00 p.m. Student check-outs are not allowed after 2:15 p.m., unless prior approval has been requested and granted by the Office Manager (admin@ascensionclassicalschool.org).

All sign-in or sign-out sheets are in the school office and the documentation must be done in person. Calling, emailing or texting will not be accepted as an official sign-in or sign-out.

Arrival and Dismissal Procedures

Arrival

Arrival time is between 7:40 a.m. and 8:05 a.m. for Grammar School and 7:40 a.m. and 8:00 a.m. for Logic and Rhetoric Schools. Any student

arriving before 7:40 a.m. must be accompanied and supervised by an adult until the school doors are opened. Teachers are not responsible for students on campus until 7:40 a.m. unless prior arrangements are made between the teacher and parent and approved by the Head of School. Teachers are in their classrooms to welcome students from 7:40 a.m. until class begins at 8:05 a.m.

Tardies - Tardiness must be avoided. Any student arriving after 8:05 for Grammar School and 8:00 for Logic/Rhetoric School is considered tardy and the following rules apply:

At 8:05 a.m. (or 8:00 a.m. for L/R Schools), the school doors will be locked. Any student who arrives after the doors are locked is considered tardy. A parent must accompany the student to the school office to check-in.

Students who are tardy must report to the school office to receive a tardy slip. The student will then be dismissed to his/her classroom. Upon entering the classroom, the student should present the tardy slip to the teacher, who will receive the slip and process it. The slip is considered an official notice to the parents of the child's tardy.

A student may be tardy three times in a nine-week period with no consequences. The office manager will send the parents an email warning them that the child has received his/her third tardy. Upon the fourth tardy, the family will be fined **\$15**. This will continue for each additional tardy throughout that quarter.

In severe cases where tardiness is habitual, Ascension Classical School reserves the right to suspend, expel, or refuse readmittance. The Head of School has discretion for all decisions related to excessive tardiness.

Dismissal

School will dismiss at 3:10 p.m. each school day and carpool will begin immediately. Parents may not go to the classroom to pick up their student or park and walk up to the carpool line to get their student. All students should be picked up in the carpool line as directed.

Grammar School Morning Arrival and Afternoon Pick-Up

Morning: Vehicles must enter the school driveway off of the Southern Loop and continue driving on the right side until the end of the parking lot. Two car-lines will form adjacent to the south side of the school, (or the north side of the parking lot). As soon as a child has safely exited a vehicle and is no longer in the parking lot, the car may proceed to leave the parking lot via the Southern Loop exit.

Afternoon: Vehicles will follow the same traffic pattern as arrival, with the exception that only the far-right lane is used. For afternoon pickup each family will be assigned a carpool number. Every car picking up a student must have a family number clearly visible from the outside of the vehicle. Staff/Teachers will use the numbers to notify students and dismiss them from classrooms. Cars must remain in a single line until the appropriate children are safely in the vehicle.

Pick-Up Policies: Authorization, Late Pick-up and Office Notification Requirements

All students must have a current carpool authorization form on record with the school office.

For a student to be picked up by anyone not listed on the carpool authorization form, he/she must have written or verbal permission from the Head of School or office manager. School personnel are not authorized to facilitate pick-up arrangements. Exceptions will be made in emergencies only.

Parents arriving late (after 3:25 p.m.) must notify the school. Students who have not been picked up by 3:25 p.m. will be taken to the school office. Late parents are charged a fee of \$5 per student per every 5-minute increment that a student is left at school after 3:25 p.m. This fee is billed to parents monthly.

Occasionally, everyone is delayed by an unanticipated event; therefore, parents are not charged the first two times their student is picked up late. Please understand that calling ahead does not exempt anyone from this policy.

Any deviation from the student's regular means of transportation must be communicated to the school office. This is for the safety of all our students.

In the case of a last-minute change requiring a student to be picked up by another parent or someone not in the normal carpool, parents must notify the office no later than 2:45 p.m.

Notification to the staff once the dismissal routine has begun delays the process for all involved and is therefore not permitted.

If such notification has not occurred by the determined time, drivers are required to park and wait until the end of the dismissal period after which the staff can properly attend to the situation.

School Closings

In the event of a school closing, delayed start, or early release, the announcement will be communicated through the school's text-messaging system. All weather-related closures will be communicated at 6:00 am on the day of the closure.

Messages and Deliveries

Any items that need to be delivered to a student must be left in the school office. The office staff has discretion on when and how those items are transferred to the appropriate students. In most cases, the students will pick up items from the office. Under no circumstances, except emergencies, may classroom activities be interrupted for deliveries.

If a parent needs to contact a student, he or she may leave a message with the office manager via phone or email. These messages will be relayed at the appropriate times. In case of emergency, the office manager will take necessary action and convey messages as quickly as possible.

If a parent needs to contact a teacher during the school day it is expected that he or she uses email. Please do not use a teacher's personal email or cell phone number to communicate during the school day. Please contact the teacher through his/her Ascension email address or call the school office to leave a message.

Lost and Found

Articles found on campus are turned into the Lost and Found located in the school office. Please check these items periodically for any missing items. The Lost and Found is cleaned out at the end of every month and unclaimed items are donated or sold. **PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS.** Lost items are easy to

return to their owners when a name is written on the item.

Lunch

Parents are required to provide lunch (including a drink, which can be their water bottle) for their students. Hot lunches are available for purchase three (3) days a week (T, W, & Th) for those who have purchased the lunch through Boonli by the due date. Grammar School and Logic/Rhetoric student lunches brought from home cannot be refrigerated or microwaved, so items must be brought that do not require special preparations. A soft insulated lunch container and a freezer pack are good for keeping lunches cool.

In the event a student has no lunch, the office manager may call a parent to have a lunch brought. Lunch must be delivered to the office unless the student is already with his/her class outside for lunch time in which case the parent can hand deliver the lunch to the child.

Students who expect a lunch delivery are encouraged to stop by the office at the start of the lunch period to inquire about the delivery. If a lunch has not been delivered by the start of the student's lunch period, he or she will wait with the class until lunch is delivered.

If a student is not able to connect with a parent and no lunch is expected, the school will provide a basic meal. These meals are limited in supply and they are to be used only when there is no other option. Furthermore, a fee of \$10 will be assessed for each lunch provided by the school.

Due to the possibility of adverse reactions from food allergies, students may not share or trade lunches.

Parents are encouraged to join their students for lunch. Parents may stay with their child until the lunch period is over.

Snack and Drinks

Food and drink may be consumed only at lunch or at an appropriate snack time designated by the teacher. Parents are asked to send a healthy, substantial mid-morning snack for their student. In addition, students should bring a water bottle every day. Water is preferred over juice drinks.

Recess and Physical Education

Involvement in outdoor activities is an integral part of education at Ascension Classical School for all students. The school seeks to train the body, as well as the mind, soul, and spirit. Students participate in a variety of outdoor activities. Students are excused from outdoor activities for health reasons only if the parent has notified the office and teacher with appropriate documentation. This includes verified medical documentation or a parental letter that explains the situation. Those students who are excused from participating either observe class or act as scorers or timekeepers. Exceptions may be made depending on the nature of the illness and weather conditions.

If there are medical reasons for restricting a student's involvement in outdoor activities, parents must provide a doctor's statement indicating the reason. Participation in non-Ascension extra-curricular activities is not accepted as a valid reason for a student to be excused from physical education.

Whether as players or spectators, Ascension Classical School students and parents are expected to display team spirit, loyalty, and good sportsmanship always.

Good sportsmanship means that students and parents:

- Never hiss, boo, or make disparaging remarks about the opposing players, referees, teammates or teachers.
- Play hard, making every effort to win, but never violating the rules.
- Never attempt to injure opponents.
- Acknowledge good play, whether by an Ascension player or an opposing player.
- Never boast in winning or make excuses in losing.
- Accept responsibility for one's own mistakes.
- Practice safety and follow the instruction of the teacher or coach.

Holiday Observances

Teachers and students are not to criticize parents or families for their private choices regarding holidays. Likewise, parents may not impose or promote their views on specific holidays to other students through snacks, gifts, or other materials distributed to students in the classroom. Class parties are not mandatory and are always subject to the discretion of the teacher and Head of School.

Civic Holidays When appropriate, the school recognizes God's grace in the life of our nation. Students say the "Pledge of Allegiance" and the American flag is proudly displayed. The school also acknowledges the sacrifice and dedication of people who serve our nation in multiple ways. Therefore, days such as Veterans Day, Martin Luther King Jr. Day, and President's Day may be celebrated or recognized by the school.

Halloween Ascension Classical School does not celebrate Halloween. Parents may not send their student to school dressed in a costume or send candy or other Halloween related items.

Thanksgiving Each class is allowed to celebrate the time for giving thanks with a finger food snack provided by class parents. Teachers may choose to plan a writing or art activity that expresses a student's thankfulness to God.

Christmas Ascension Classical School rejoices and gives thanks in the incarnation of Christ during the Christmas season, as we should throughout the year. Each class may have a party. The school also celebrates with a school-wide program listed on the school calendar.

St. Valentine's Day St. Valentine's Day is acknowledged and celebrated with Valentine's cards and class parties. While this is a secular celebration, the school chooses to emphasize the love that Christ commands all Christians to have for one another.

Easter As with Christmas, it is appropriate to remember an aspect of God's grace during a special time of the year. Therefore, during the Easter season, the truths of Jesus' death and resurrection for the salvation of his people are taught. Each class may have a class party. In addition, the school will celebrate as a community with a traditional Flowering of the Cross chapel.

Where there are multiple classes per grade, the relevant Room Moms should consult with the teachers involved and with each other prior to planning any party. Classes do not have to have identical parties, but an effort should be made to create a reasonable parity among the classes.

Birthdays

A meaningful way to celebrate a student's birthday is to donate a book to the school library in the student's honor and read to the class from the donated book. If parents wish to donate a book, they should check with the school library for a list of suggestions.

The student will celebrate his/her birthday in the classroom. Each classroom teacher has established procedures in which the student will be honored with the birthday song and a special birthday blessing by the teacher.

Parents may also provide a snack for their student's class on their birthday during their normal snack/lunch time or at a time convenient for the teacher.

If a parent wishes to provide a simple snack (cupcake or cookie) and drink, they are asked to notify the teacher in advance.

Invitations

Invitations to a student party may be distributed at school only if the student is inviting the entire class or celebrating with an all-girl or all-boy party. If he/she is not inviting all students in the class, then parents must mail the invitations or deliver invitations personally, but not on school property.

Field Trips

Not all learning takes place in the classroom. Field trips are an important part of Ascension's educational program. They not only enrich the curriculum but also involve parents in the teaching and learning process beyond campus.

Each class participates in several field trips each year. These excursions are supervised by faculty members and parent volunteers. Transportation

is provided by volunteer parents in private cars. Appropriate attire is required on all field trips.

Parental involvement is needed to make these experiences possible and successful. The teachers need parents to assist as chaperones, drivers, facilitators, etc. to ensure these experiences are safe and affordable.

Basic guidelines for field trips are as follows:

All drivers must be at least 25 years of age.

Siblings are not permitted on school-sponsored trips. An exception can be made by the Head of School if the sibling is less than one year old. In order to obtain permission for the infant to attend the trip, the parent will contact the Head of School via email. If the infant attends the field trip with the parent, the parent taking the infant may not serve as a field trip chaperone. Because the parent is not able to be an official chaperone, the only student that may ride with this parent is their own child. No other students can ride with or be under the care of the parent with an infant.

Admission and other costs for drivers and chaperones are typically covered by the school (exceptions are made known prior to the event).

We recommend a minimum of two adults in every vehicle when transporting students.

Students under 13 years of age are not permitted in seats with air bags.

We follow the Child Car Seat Laws of Louisiana which were updated August 1, 2019. *Parents are required to provide a car seat/booster device for their child if necessary.*

4 up to 8 years old: Must ride restrained in a belt positioning child booster seat.

At least 9 years old and up: Must ride restrained with a lap-shoulder belt secured correctly on the vehicle seat.

Children younger than 13 years old must ride properly restrained in the rear seat of a vehicle when available.

****Failure of parents to provide a booster seat will prohibit the student from attending the field trip.***

Ascension parents/grandparents (serving as chaperones) are responsible for the students in their assigned group/vehicle for the duration of the trip. The classroom teacher will be happy to assist you if challenges with students arise.

All drivers and chaperones must complete the Volunteer Driver/Chaperone Application Form. In addition, all drivers must submit a copy of his/her driver's license and current vehicle insurance card.

Overnight Trips

Students in grades four and above may have the opportunity to take extended, overnight school trips.

Guidelines for these overnight trips are as follows:

Ascension students must represent themselves, their parents, and the school as representatives of Christ. Unless otherwise stated, all school rules are still in effect.

Students must respect all property, including hotel rooms, fellow students'/chaperones' belongings, restaurants, etc. Any violations are the responsibility of the student and his/her parents, including monetary damages.

Students should not pack or bring anything inappropriate. This includes but is not limited to: knives or weapons of any kind, lighters or matches, fireworks of any kind, iPads, game consoles, or valuables.

Students should assume the school dress code is in effect unless otherwise directed or instructed prior to the trip.

Cell phones are not to be used during the trip without permission. Cell phones may be collected prior to leaving on the trip.

Chaperone Policies:

All chaperones are representatives of the school during the time of the trip.

All chaperones must have a background check on file.

Chaperones are volunteers. Unless they are full-time faculty or staff, they are expected to pay for the cost of the trip and will not be reimbursed for expenses.

Ascension Classical School staff members are the official leaders of all overnight trips, and thus, all volunteer chaperones are expected to respect the authority of the staff.

Ascension parents (serving as chaperones) are responsible for the students in their hotel rooms or vehicles.

Regarding sleeping arrangements in hotel rooms, the following apply:

- Staff and chaperones must restrict students of the opposite sex from entering each other's rooms.

- Unless the student is his or her child, no adult chaperone is to sleep in the same bed with a student.
- No member of the Ascension staff is to room with a student or students, unless the student is the staff member's own child.

Contracts regarding student behavior must be signed and submitted prior to the overnight event.

Specific chaperone duties for each overnight event are to be conveyed by the Ascension staff person in charge. A mandatory meeting must be attended to serve as a chaperone for overnight trips.

School–Sanctioned Events

All school-sanctioned events must meet the same standards of conduct as are required during school hours. School-sanctioned events are those events that are organized by the faculty or staff member acting in his or her official capacity, approved by the Head of School, encouraged in school communications, or that receive financial support from the school. School-sanctioned events should be consistent with the mission and philosophy of the school.

School-sanctioned events require the attendance of a faculty or staff member or designated parent.

No alcohol may be served or consumed by parents at any school-sanctioned event at which students are present.

School-sanctioned activities are generally limited to students who are currently enrolled at the school. The Head of School may grant exceptions.

School-sanctioned activities should be communicated to students and families in a timely manner.

School-sanctioned activities held off campus must have a signed written waiver by the parents releasing the school from any liability. When appropriate, the statement should authorize medical treatment in case of injury. This may be covered by a general waiver signed at the beginning of the school year.

Only school-sanctioned events are placed on the school calendar and receive support from the school.

The Head of School must approve all proposed activities, determine the number of chaperones required, and approve a date for the event.

Money, Electronics, and other Items at School

Students should not bring money to school. Exceptions involving school projects or excursions are communicated by the teacher in advance.

Students may not bring electronics such as cell phones, iPads, game players or iPods to school. A student may bring a camera to school for special school projects if the teacher and parents both allow the student to do so. No other electronic equipment may be brought on campus unless permission is granted by the Head of School in advance.

Students may not bring small electronics on field trips. The only exception to this rule is a camera, which the student is solely responsible for keeping up with during the trip.

The following items are not permitted on campus during school hours:

- Skateboards
- Scooters
- Skates
- Roller Blades
- Shoes with Wheels
- Lighters
- Knives
- Firearms, etc.

Room Moms for Grammar School

Every class in Grammar School is assigned a Room Mom. Volunteers are invited to serve in this capacity by the classroom teacher in consultation with the Ascension Classical School Parent Council Room Mom Coordinator. Along with the responsibilities listed below, Room Moms have a unique opportunity to minister to the teacher and families in their assigned class. In agreeing to this role, Room Moms also seek to help set a tone and model Christ-like love, unity, obedience, and submission on the Ascension campus.

The Room Moms strive to assist the classroom teacher to help the class run more smoothly according to the school's rules and standards. Some of the Room Moms' responsibilities include:

Each Room Mom is required to attend training sessions at the beginning of the school year.

Encouraging and inviting parents to attend PC general meetings (September and April) and other PC events.

Coordinating and maintaining regular helpers for the teacher. Helpers perform such duties as copying, typing, cutting, reading, etc. as the teacher needs. Helpers may or may not be required on a regular basis.

Enlisting volunteers to help with Teacher Appreciation Week. They would assist the PC volunteer who oversees the ACS Teacher Appreciation Week.

Coordinating birthday, Christmas, and End-of-the-Year gifts for the teacher. The parents in each class will determine if they would like to celebrate these with individual or group gifts.

Gifts for teachers should always be given in a basket or bag and given from the “whole class” so that none of the students are upset if they were not able to individually present the teacher with a gift. All gift donations are strictly voluntary.

Teachers with summer birthdays will be celebrated on their “half-birthday” date. That date will be given by the Room Mom.

The Room Mom can obtain the teacher’s *Favorite Things* list from the school office if parents are curious about what the teacher likes/prefers. This is often helpful when selecting a gift.

Overseeing class fellowships/celebrations/
Living History Day.

There should be a class coordinator for each class party, event or celebration. The coordinator will remind parents of the upcoming event with specific volunteer assignments. This may be done via email, Sign-Up Genius, or by sending a flier home through backpacks. Parents are also reminded to arrange for alternative care for their small children, as **siblings are not allowed at class parties.**

Room Moms will discuss each event with the teacher to confirm time and any concerns or preferences.

It is helpful for Room Moms to be familiar with the Student Handbook and be able to answer other parents’ questions about the stated rules and procedures.

Teacher Gifts

Ascension strives to create an atmosphere of modesty and good stewardship regarding teacher gifts. Teachers feel loved, appreciated and honored when they receive small tokens of appreciation like a homemade card, a flower from your yard, or a favorite treat such as a coffee or fountain drink. If you prefer to participate in a group gift for your child’s teacher’s birthday, Christmas gift, or end-of-the-year gift, the Room Mom for your class may collect donations from any parent who wishes to participate. Group gifts are strictly voluntary and there is no pressure for anyone to feel obligated to participate.

Parent Council will organize another opportunity during the school year for students and parents to show appreciation to the teachers during Teacher Appreciation Week.

We encourage you to use teacher gift giving as a teaching tool to model to your child(ren) what gift giving should look like. The best gifts come from the heart and are not necessarily material things.

To help with gift giving ideas, at the beginning of each school year, the ACS Parent Council asks each Ascension Classical School faculty/staff member to complete a *Favorite Things List* that is available in the school office.

Backpacks and Lunch boxes

Backpacks, lunch boxes and accessories need to follow the spirit of the dress code (see below). Backpacks need to fit in the cubbies, which are two feet high, one foot wide, and one foot deep or lockers for the Logic/Rhetoric Schools. We ask that you avoid references to pop culture as much as possible. Discretion belongs to the parent.

Uniform Policy

Spirit and Ethos

The dress code of Ascension Classical School is a positive reflection of the school's values and mission. Uniforms, formal and informal, are an essential part of Classical Christian education. Parents, students and staff are expected to share in the healthy pride that an Ascension uniform represents. By embracing this visible distinction, the entire school recognizes the great value and distinction that is symbolic of the Ascension dress code.

Spiritually, a uniform teaches humility, obedience, modesty, unity, and disciplined community. It removes many temptations and provides a consistent reminder of purpose and place. Rather than expressing themselves through fleeting fashions and trends, students at Ascension are expected to express themselves with good attitudes and willing hearts.

Academically, the Ascension uniform represents a keen and active Christian mind. A uniform guides learning by eliminating distractions, cultivating a unified learning environment, and providing a context for discipline.

Communally, wearing an Ascension uniform is an honor. It creates a corporate sense of purpose and mission. Specifically, the school asks that everyone consider "others" before they consider themselves. By being obedient to the dress code, you are serving the entire community and sometimes sacrificing your own tastes or wishes. These internal qualities become external and visible with the proper adornment contained in the school's dress code.

For all of these reasons, Ascension Classical School, provides the following general guidelines:

- A student must be in full uniform from morning drop-off to afternoon pick-up. Exceptions are made for athletic or special events that are sanctioned by the School.
- Specialized uniform items may be purchased at Land's End. Official School Logos may be used from Land's End, Shreveport Gymnastics, Poppy's Monogramming, and Jeannie's Monogramming.
- Unless otherwise stated, uniforms are expected on all field trips. Exceptional events are guided by a prudent Casual Dress Day Code. (See Below)

By embracing and acknowledging the spirit of these guidelines, it is expected that parents, administration and staff humbly and gracefully cooperate. Violations are not a point of shame, but rather another opportunity to teach. All procedures recognize this general principle.

As a service to the Parents and Students the Dress Code is defined by the following categories:

Personal Hygiene and Appearance

Application for All Students:

- Natural hair color or dyed one natural color
- Neatly kept, combed and brushed hair
- Hairstyles must comply with the spirit and atmosphere of the school (no outlandish expressions)
- Socks must be white
- Proper undergarments
- Shirts tucked in
- No visible tattoos

- Jewelry and accessories must comply with the Spirit of the dress code, and should not be distracting.

Application specific to Male Students:

- No make-up
- No piercings
- No colored fingernails
- Hair must be cut above the shirt collar and should not obstruct view in the front

Application specific to Female students:

- No excessive make-up
- No excessive coloring of fingernails
- Piercing of earlobes is allowed for up to two piercings per lobe
- Skirts or shorts must be no shorter than two inches above the knee

All Student Spirit Days

Every Friday is School Spirit day. Students have the option (but not required) to wear a school spirit shirt with the appropriate uniform bottoms.

Casual Dress Days

A casual dress day pass is purchased through the Parent Council at the beginning of the year. On casual dress days, the guidelines are relaxed, but the spirit of the dress code is still recognized.

Please observe the following on Casual Dress Days:

- Shirts: ACS, athletic/college apparel, solid, patterned shirts, sweatshirts and/or sweaters. NO pop-culture characters, cartoons or phrases. Please use discretion.
- Bottoms: Denim jean pants/shorts, khaki pants/shorts, cargo shorts, and/or athletic shorts.
- Pants must not be frayed, patched, or sagging. **No leggings.**
- Dresses: no one-shoulder and no spaghetti straps.
- Shoes: No flip-flops.
- Headwear: No caps or hats.

Note: In all cases, any shorts or clothing must follow the same length and modesty guidelines as outlined in the regular uniform policy, i.e. **all bottoms must be no shorter than two inches above the knee.**

Modesty and Humility

Modesty and Humility are two essential virtues that deserve special consideration. The guidelines and regulations put in place are meant to encourage and strengthen these values. Unfortunately, the subjective nature of our culture and plethora of options can be a great distraction and source of contention. Ascension Classical School asks for cooperation. This requires planning and foresight. Children will grow throughout the year. What was appropriate for one child in August may be obsolete by the spring. Enforcement of the dress code is not about shame or “rules-for-rules” sake. They are a statement of value and education. Please be considerate and mindful of this reality.

In all cases, the Head of School and Administrative Team maintain and govern the spirit of these rules and guidelines.

SECTION VI: Student Health and Safety Policies

Immunizations

The school recognizes that immunizations are not without risk. The requirements indicated here are determined by the Louisiana Department of Health and are applicable to students in public as well as private schools.

Parents are encouraged to discuss immunizations with their child's physician to determine the need for each of the indicated immunizations.

Exemptions from these requirements are permitted when received in writing: 1) from a physician stating the vaccine is medically contraindicated for the student; or 2) from parents indicating their decision not to immunize for conscience or religious reasons. The parent's form must be notarized.

Each student must have a copy of his or her immunization record on file in the school office showing that he/she is up-to-date with all required immunizations. Immunization records are required at the time of original enrollment and as updated. Students without complete immunizations records or a current notarized exemption form on file are not permitted to attend class.

Illness or Accident During the Day

If a student is ill or injured at school, he or she is sent to the school office where the decision is made whether to contact the parent(s) or the adult designated on the Student Information Form. Calls are placed by school staff. Sick students remain in the office area until a parent or authorized person can pick them up from school.

For a serious illness or accident requiring a trip to the hospital, parents or guardians are notified

immediately. A school staff member accompanies the student to the hospital.

If a student has a fever (>99.6), vomiting or diarrhea within the 24-hour period prior to the school day, he or she should not attend school.

In the event 25% – 30% of the school population is absent due to illness, the school will close. The length of the school closure will be determined based on the number of days needed to deep clean the school and for the illness to be contained.

Should a student contract chicken pox or other contagious illnesses, the parents must notify the school as soon as possible so that the school representatives may contact other students who may have been exposed.

Students who contract head lice are sent home for treatment and welcomed back after treatment has been given and proven effective. Subsequent evidence of head lice will result in the student being sent home for three days and welcomed back after being cleared by the school office.

Food Allergy Policy

Ascension Classical School is a ***"Nut Free Zone"***. This means that snacks and lunches must not contain nuts. While the products that are made with nuts may be a little more obvious (i.e., trail mix, peanuts, etc.), the products that are manufactured with nuts are a little more difficult to pick out. The best way to do this is by reading labels. Most brands will mark their packaging with an allergen list or a warning that states one of the following (or similar):

- "May Contain Peanut or Tree Nuts"
- "Contains Peanut or Tree Nut Ingredients"

Some packaging will even list out the tree nuts, instead of just saying “tree nuts”. Tree nuts include: almonds, Brazil nuts, cashews, chestnuts, filberts/hazelnuts, macadamia nuts, pecans, pistachios, pine nuts, and walnuts.

Why reading labels and ingredients is important

Not all manufacturers follow the same guidelines. Companies are required by law to document in the ingredients if one of the top allergens is inside that product; however, they are not required to document if there is a risk of cross-contamination.

If you are trying to choose between an “off brand” and a “name brand” product, the best choice is to go with the name brand. Most well-known name brands often have better labeling protocols.

Disclaimer: Before you rely on any snack list or compile your own, understand that due to flaws in US labeling rules, it is impossible to tell whether a product is safe from the label alone. It is your responsibility to check the product label to ensure that unwanted allergens are not included and to verify with the manufacturer that trace amounts of unwanted allergens were not introduced during the manufacturing process. By using this informational list, you understand these risks and assume the responsibility of making sure the product is safe for a peanut and tree nut allergy child.

Medication

The policies regulating the administration of medication during school hours are for the students' safety and are mandated by the state of Louisiana. These procedures and regulations include:

- If your child requires medication during the school day, a Medication Administration Form must be on file at the school. The form must be signed by a parent (and by a physician for prescription medication) annually and updated immediately as changes occur. It is recommended that the first dose of any new medication be administered at home.
- Over-the-counter medication supplied by parents must be turned in to the office by a parent in the original manufacturer's container.
- Prescription medications must be brought to the office by the parent in the current, original, properly-labeled container, as dispensed by the pharmacist or physician. Under no condition will children, including siblings, be allowed to share prescription medications. A Medication Administration Form and Medication Order Form must be signed by both the parent AND the physician who prescribed the medicine.
- The parent must deliver all medication (over-the-counter and prescription) to the school for verification and inventory. All medication must be picked up by the parent at the end of the school year or upon discontinuation of use. Any medication not picked up by the end of the school year will be discarded.
- Medication labels must contain the student's name, name of medication, directions for use, and date. Physician's order and medication label must be the same.
- For those children with EpiPen prescriptions, a Medication Administration Form must be completed and signed by the parent AND physician. This form is available at the school.

- NO medication of any kind may be carried on a student's person without permission from the administration.

Serious Disease Guidelines

The following applies to all students, staff, administration and faculty at Ascension Classical School:

Serious diseases are communicable diseases that are potentially life-threatening or that can cause permanent bodily damage. Meningitis, AIDS (Acquired Immune-Deficiency Syndrome) and pneumonia are examples. Common colds, acute influenza, chicken pox, strep throat, lice and the like, though unpleasant and contagious, are not considered serious diseases. (COVID policies are determined and announced on a regular basis.)

In the case of serious diseases, the following procedures will be enforced:

- The administration will take all appropriate precautions (including isolating the student(s) who may have contracted or been exposed to the disease) to reduce the risk of infection of any student, employee, or volunteer by any known serious diseases.
- The school will not be held responsible for the communication of any serious disease that was introduced to the school without the knowledge of the administration.
- Upon receiving reliable information that a student, employee or volunteer has contracted or been exposed to a serious disease, the administration will immediately contact the parents of any involved student, the Board and (at the discretion of the administration) local health officials and the Center for Disease Control in Atlanta, Georgia, to obtain pertinent information.

- Based upon all available information, the administration will determine what actions are necessary. The administration will then contact the parents of the affected student(s) and relay to them the information it has received as well as the decisions it has made.
- The administration may require a student to remain home for a specific or indefinite period of time.
- The Board of Trustees and administration may close the school in extreme cases.

Chronic Health Conditions

All students with a chronic health condition (such as allergies, asthma, diabetes, seizures, or any other medical disorder) must have a "Plan of Action" annually updated and on file with the office manager.

Emergency Drills

Ascension Classical School annually reviews and adopts an Emergency Action Plan. This plan is on file with local emergency officials and updated with their consultation.

In accordance with that plan, teachers are regularly required to undergo emergency training and when appropriate specialized certification.

Furthermore, the school conducts fire drills, tornado drills, disaster drills and lock down drills on a regular basis during the school year.

Those in school buildings when the emergency alarm sounds, including visitors and parents, must follow the emergency response plan according to the drill as instructed in the Emergency Guides available in each classroom.

LOGIC AND RHETORIC SCHOOL DISTINCTIVES

Annex Building Procedure

The Logic/Rhetoric School is currently leasing an annex building which is adjacent to the school property. Inside the building, all sidewalks, and the parking lot in front of the building are considered the same as school property; therefore, the code of conduct and all applicable school rules are still enforced. Because the building is school property only for the short term some special protocols and procedures will be implemented.

Annex Safety and Security: The annex will be always locked. No one should enter or attempt to enter the annex building without first registering at the main office. Do not knock on doors or windows to gain access. There are monitors and intercoms at the annex, but teachers will not release students or admit visitors without clearance from the office.

Drop-Off and Pick-Up: The annex building is part of an office complex. The driveway and parking lot of that complex are not to be used by Ascension families or Parent's Partnership with Ascension Classical School visitors. All access to the annex should be done via the Ascension driveway and appropriate drop-off/pick-up lanes on the south side of the building.

Morning Procedures: There is a drop-off lane on the right-hand side of the driveway and it is adjacent to the building. Logic/Rhetoric students can be dropped off in this lane. Only two cars may be in the lane at any one time. A staff person will be available to help guide traffic. Please note that Logic/Rhetoric students need to exit their cars, retrieve any necessary items and

immediately proceed to the annex building. There should be no loitering or lingering around the cars. Staff will not be opening doors; however, they will be available for assistance and guidance.

Afternoon Procedures: All Logic/Rhetoric students will be at the main building and pick-up will follow normal car-line procedures. Students should be looking for their rides. The only exception will be inclement weather. When it is not possible for students to be at the main building, parents can pick-up at the annex building, but they must do so on their way into the driveway. Once they have picked up their child, they should proceed through the carline. There is no immediate turnaround at the annex building. In the event of inclement weather, parents will be notified of any changes through our school communication system.

Check-in/Check-out: Any Rhetoric/Logic student who is being checked-in or checked-out must register at the office in the main building. When a child is checked-in or checked-out, the office will communicate to the teachers in the annex building and arrange either arrival or pick-up. Parents who have checked-in or checked-out their child may drive to the annex and park in the annex lane. Their student will enter or be waiting at the far east door where there is a monitor. Teachers will receive or release students to authorized parents or adults.

Fire Procedures: There is an exit for every classroom and every hallway. In the case of fire all students will exit the room or hallway and proceed to designated rally points.

Tornado/Storm Procedures: In the case of severe weather, students will be directed into appropriate shelter, including restrooms, hallways, and break rooms.

Lockdown Procedures: In the case of lockdown, students will shelter in place at the direction of the teachers. These locations will be rehearsed and teacher directed.

Student Expectations: Rhetoric/Logic students are expected to listen and obey their teachers and adults in authority. They must also be adaptable to changing circumstances. Some policies and procedures will change based on particular events and information. However, the following is a general guide:

- **Transitions:** There will be transitions throughout the day. Teachers will guide and help with these transitions, but students are expected to learn the schedule and be prepared for the transition, including gathering appropriate materials and proceeding quickly to their next class. There should be no loitering or lingering. Note: Students not in their classroom at the assigned time will be considered tardy. This includes transitions that require walking to and from the main building.
- **Noise:** Students should avoid excessive noise.
- **Lockers:** Students will be issued lockers. There is no expectation of privacy in these lockers. Lockers are subject to inspection at any time. Students may decorate the inside of lockers if the decorations are not permanent. However, the contents should be only school related items needed immediately following school. Do not bring valuables.

Arrival and Dismissal Procedures

Arrival

Arrival time is between 7:40 a.m. and 8:00 a.m. Any student arriving before 7:40 a.m. must be

accompanied and supervised by an adult until the school doors are opened.

Teachers are not responsible for students on campus until 7:40 a.m. unless prior arrangements are made between the teacher and parent and approved by the Head of School. Teachers are in their classrooms to welcome students from 7:40 a.m. until class begins at 8:00 a.m.

Tardiness must be avoided. Any student arriving after 8:00 is considered tardy and the following rules apply:

- At 8:00 a.m., the school doors will be locked. Any student who arrives after the doors are locked is considered tardy. A parent must accompany the student to the school office to check-in.
- Students who are tardy must report to the school office to receive a tardy slip. The student will then be dismissed to his/her classroom. Upon entering the classroom, the student should present the tardy slip to the teacher, who will receive the slip and process it. The slip must be signed by the student's parents and returned the next day.
- A student may be tardy three times in a nine-week period with no consequences. The office manager will send the parents an email warning them that the child has received his/her third tardy. Upon the fourth tardy, the family will be fined **\$15**. This will continue for each additional tardy throughout that quarter.

In severe cases where tardiness is habitual, Ascension Classical School reserves the right to suspend, expel, or refuse readmittance. The Head of School has discretion for all decisions related to excessive tardiness.

Dismissal

School will dismiss at 3:10 p.m. each school day and carpool will begin immediately. ***Parents may not go to the classroom to pick up their student or park and walk up to the carpool line to get their student. All students should be picked up in the carpool line as directed.***

Logic and Rhetoric Carpool Procedures

Morning: Vehicles must enter the school driveway off of the Southern Loop and continue to the designated drop-off area. As soon as a child has safely exited a vehicle and is no longer in the parking lot, the car may proceed to leave the parking lot via the Southern Loop exit.

Afternoon: Vehicles will follow the same traffic pattern as arrival. For afternoon pickup, each family will be assigned a carpool number. Every car picking up a student must have a family number clearly visible from the outside of the vehicle. Staff/Teachers will use the numbers to

ACS RHETORIC GRADING SCALE		
Grade	Range	GPA Points
A+	97 - 100	4.0
A	93 - 96	4.0
A-	90 - 92	3.7
B+	87 - 89	3.5
B	83 - 86	3.3
B-	80 - 82	3.0
C+	77 - 79	2.7
C	73 - 76	2.3
C-	70 - 72	2.0
D	65 - 69	1.0
F	0 - 64	0.0

notify students and dismiss them from classrooms. Cars must remain in a single line until the appropriate children are safely in the vehicle.

Social Media Policy

Each parent agrees to support Ascension Classical school as part of the parental agreement. This includes on-line communications and social media. Parents should be aware of how the school is portrayed and presented on-line or on public platforms.

The administration reserves the right to address any negative information or postings which are detrimental to the school, faculty, staff or individual students.

General Policy on Gender/Sexuality

In all cases Ascension Classical School believes that males and females were created as such by God. Males and females are distinct by their biological make-up and all persons will be treated according to this reality. This belief and policy will govern any instances where there needs to be a distinction between sexes, e.g. bathrooms, changing rooms, sports, etc. Any disagreement or defiance of this policy will be considered as noncompliance with the school's mission and values.

Grading for Logic Enrichment Classes

Enrichments classes (Art, Music, PE) are an essential part of a classical education. These subjects are taught less frequently but are co-equal in academic status and importance. All enrichment teachers will assign a numeric grade according to the grading scale already outlined.

Grading Scales for Rhetoric School

All grades assigned as credit will be measured on a 4.0 scale. A failing credit is the equivalent of no credit. Any weighted or outside courses

granted credit will be measured and compared on the same scale.

The grading scale chart showing GPA points is below. Please see the previous grading scale descriptions of expectations for each grade level.

All grades in Rhetoric school are assigned by teachers at the end of each semester and transcribed onto a student's transcript. These grades are final apart from extenuating circumstances.

Appealing Grades in Rhetoric

The teacher, as the master of a subject, is the most qualified to assign grades. Their judgment and discretion should be respected and valued. If a student or parent feels that a grade is unjustified or incorrect the following procedures will be observed:

- A student may speak directly to the teacher respectfully and in appropriate terms. He or she may request an assessment of their grade. The teacher has complete discretion on providing an answer.
- A parent may speak directly to the teacher respectfully and in appropriate terms. They may request an assessment of a student's grade. The teacher has complete discretion on providing an answer.
- If after consultation with the teacher the student or parent still believes there is an error or an unjust conclusion, they may appeal to the Logic/Rhetoric Principal. At this level, the appeal should be made in writing and any meetings documented by the principal.

A final appeal may be made to the Head of School only after the previous steps have been observed or have been completed. This appeal will be in writing. If applicable, the Head of School will consult with the teacher and Logic/Rhetoric Principal. Any subsequent meetings will be documented, and final decisions will be made by the Head of School.

Cheating

Cheating and academic dishonesty are serious offenses. They violate both academic and character standards associated with Ascension Classical School. Students will be taught about the nature of the offense, and they will be given clear instructions about how to maintain academic integrity.

Examples of Academic Dishonesty

Cheating and academic dishonesty include, but are not limited to the following:

- Plagiarism or deliberately using someone else's work in place of their own ideas. This includes improper or intentional misuse of citations.
- Use of Restricted Sources – all guidelines for assignments and exams must be followed. If a teacher specifically forbids the use of a particular source or sources, any violation is considered academic dishonesty.
- Use of Artificial Intelligence (AI) – Any use of AI, unless it is for a particular purpose outlined by the teachers in a specific class, is strictly forbidden.
- Collusion, or intentionally aiding or attempting to aid another student in an act of academic dishonesty is forbidden. This

includes copying assignments or not working independently as instructed by teachers.

- Copying – Students are expected to do their own work and not copy from another student, unless permission is granted from the teacher.

More detailed definitions and examples of each category will be part of a student's education and provided in individual classrooms.

Procedures in Cases of Academic Dishonesty

Teachers and the administration have discretion on what is or what is not considered cheating. All cheating violations will be examined on a case-by-case basis.

If a teacher suspects cheating the following will occur:

- The student will immediately receive a "0" for the assignment, exam or project.
- The teacher will document the case in writing and provide any evidence.
- The teacher will report the case to the principal and provide a copy to the Head of School.
- The teacher will determine the severity of the case.
- The teacher will do his/her best to keep the case private.

The teacher, in consultation with the principal, will determine the appropriate consequences beyond a failing grade of "0" on the assignment. Such consequences may include, but are not limited to:

- Doing the assignment or exam a second time
- Failure of the entire course with no credit granted
- Detention
- Suspension and/or expulsion from Ascension Classical School (this will happen only in consultation with the Head of School and the President).

If a student is assigned a consequence, parents will be notified by the teacher.

The ultimate goal of these procedures is to intentionally use the case as an opportunity to build character within a student.

Logic Homework

Ascension Classical School teaches students to be lifelong learners. Appropriate grade-level homework is expected. The Logic school introduces an exciting new array of more advanced subjects including formal logic, Latin, chemistry, pre-algebra and more. Homework is expected to help facilitate learning at this level.

In the classical model of education, parents are expected to help provide the necessary time, space, and atmosphere for such work.

If students review and study on a daily basis, their grades will reflect their hard work. This daily practice helps to reinforce important facts, vocabulary, and formulas. Regular reviews of material help a student to learn and to retain information as needed prior to an assessment.

Rhetoric Homework

In order to develop independent thinkers and lifelong learners, parents should give minimal help on rhetoric level homework.

Students at the Rhetoric level are expected to handle all questions for academic work themselves by utilizing the sources provided in the class and seeking guidance from their teachers. An open dialogue between the students and teachers is expected so that instruction and learning work together.

It is expected, unless otherwise instructed, that students not use the internet or any group communications to assist in their homework.

School Technology and Devices Assigned to Students

Students may use school technology, especially computers for the purpose of research and writing during the school day. These computers are school property and may only be used for the purposes assigned by teachers. The following guidelines apply:

- School computers or technology devices are used by individual students. Their login and passwords must be accessible to teachers, parents and administration.
- The school will equip every device with a set of filters and firewalls. Furthermore, students will receive education in reference to internet safety.
- A teacher or administrator may inspect or ask for a device to be returned at any moment
- Inappropriate use of a school device including accessing pornography, “dark web” or any action that violates the school code of

conduct is a serious offense. Such behavior will immediately bring disciplinary consequences as determined by the teachers and Head of School.

- Any damaged, lost or stolen devices are the financial responsibility of the parents. Parents and students may sign a “Technology Agreement” that outlines specific use for school owned devices.

Cell Phones

We discourage the presence of any student cell phones on the school campus and their use is prohibited during the school day. If a student needs to bring a cell phone due to after-school activities, the phone should be turned in where it is kept in the office during the day. If a phone is heard or seen, it will be confiscated and delivered to the school office.

- First offense - Parent is contacted and parent must pick up the phone in the school office at the end of the day.
- Second offense - A \$25 fee will be charged and parent must pick up the phone in the school office.
- Third offense - A \$50 fee will be charged. The phone can be picked up in three days by the parent.

Logic and Rhetoric Emails Assigned to Students

Rhetoric/Logic Students will be assigned a school email address for use with school programs. This email is used for communication and the distribution of information from the school.

Email messages belonging to a student address are not private property. The following guidelines apply:

- The school will issue email addresses to each student. Student login and passwords must be accessible to teachers, parents and administrators.
- Inappropriate use of an assigned school email address including but not limited to “bullying”, “stalking” or intimidation will not be tolerated. Such behavior will immediately bring disciplinary consequences as determined by teachers and the Head of School.

Rhetoric Graduation Requirements and Procedures

As of Fall 2024, a Rhetoric student who plans to earn the TOPS award has to have the following credits for graduation and can earn them through ACS.

Subject	Credits Required
History Western Civilization European History U.S. History Civics/Economics	4
English/Literature English I English II English III English IV	4
Math Algebra I Algebra II Geometry Advanced Math	4
Science Physical Science Biology Chemistry Physics	4

Foreign Language Latin I & II Sequence or Other	2
Fine Arts	1
Physical Education/Health	2
Financial Literacy	1
Electives	2
Total Humber of Credits for TOPS**	24

TOPS credits are required by the state.

**In addition, ACS will have electives required for a student to be able to graduate.

All credit bearing courses will be transcribed to a transcript. Each grade assigned to a credit bearing course will be graded on a 4.0 scale and a GPA will be calculated.

Students completing the requirements for graduation will be certified and granted a diploma from Ascension Classical School signifying their accomplishment.

Requests for Transcripts

All transcripts will be kept at Ascension Classical School in a student’s file or secured in a school database. Transcripts will be released in the following circumstances:

- All official transcripts must have the school seal stamped and certified by a school official.
- Any request for a transcript must be made in writing or via email. At least four business days must be allowed for processing of the transcript.

- Parents or legal guardians of students.
- Students who have been certified as graduates.
- Colleges and/or universities that have made an official request with the permission of either a student's parents or the student.
- High schools that have made an official request with the permission of either a student's parents or the student.
- Places of possible employment or other institutions granted permission by either the student's parents or the student.

Fleet System

Fleets at Ascension Classical School are based on the British house system, which is a long-standing tradition originally designed for boarding schools where students live together on campus in houses.

Today, the "house system" is a common feature in many boarding and day schools, both in England and in the United States, and is designed to foster community, encourage healthy competition, learn leadership skills and offer opportunities to serve. Given our nautical theme, we've designated our houses as "Fleets." The four ACS Fleets are named after regional rivers: Ouachita, Red, Tensas, and Sabine.

Logic and Rhetoric Discipline Procedures

Disciplinary Actions

Level 1: Level 1 disciplinary action is reserved for day-to-day minor infractions in behavior or conduct that is not conducive to the culture of the school. Examples are:

- running in the halls or horseplay,
- disrupting the class by talking, or
- not paying attention to a teacher when called.

Action: A student will receive a demerit (see below) after being spoken to by the faculty member.

Level 2: Level 2 disciplinary action is any infraction in behavior or conduct that requires immediate intervention by faculty or staff.

A Level 2 disciplinary infraction will require consultation between the teachers, administration, and the Head of School.

Examples of Level 2 infractions include, but are not limited to:

- unwanted physical contact with other students, faculty or staff
- irreverence in speech
- bullying
- repeated disrespect of rules and regulations
- open defiance
- violation of school technology policies
- repeated Level 1 infractions and multiple detentions

Action: Discipline for Level 2 infractions will be determined by the principal or Head of School. These may include but are not limited to: detention (lunch, Saturday, after-school) or in-

school suspension (temporary removal of student to the office or other classroom), or assignment of extra duties (pick-up trash or clean).

Level 3: Level 3 disciplinary action is required for any extreme misconduct that rises to the level of possible expulsion.

A Level 3 infraction requires documentation by the faculty, which is placed in the student's file. It also requires consultation between the parents, teachers, administration, and the Head of School. This includes but is not limited to:

- violent behavior
- continued bullying
- extreme violation of the school's technology policies
- continued defiance of authority
- multiple Level 2 violations

Action: Discipline for Level 3 infractions will be determined by the principal or Head of School. These may include but are not limited to: expulsion, home suspension, or removal from school events.

Note: In all circumstances the recommended disciplinary action is at the discretion of the Head of School.

All penalties except suspension, expulsion, and disciplinary probation may be given by individual teachers. Written documentation of behavior and any discipline Level 2 or above will be kept on file. For a serious disciplinary case, the Head of School will have the final authority in consultation with the Head of School.

Merits and Demerits

Definition

The merit/demerit system is an incentive-based discipline system that positively rewards exceptional behavior and collectively directs students to reconsider any negative behavior. Merits and demerits are not for extreme cases of discipline or special circumstances that rise above minor infractions. Furthermore, merits/demerits are reflected in fleet tallies and have a collective consequence, both positive and negative. Merits and demerits are defined as:

Merit: A merit is awarded for any behavior or action that rises above *normal* expectations on a student at Ascension Classical School.

Demerit: A demerit is given for any behavior or action that falls below *normal* expectations of a student at Ascension Classical School.

Procedures for Merits/Demerits

Merits/demerits can be given by any faculty member at any time during school and at any school sanctioned event. They are considered a Level 1 disciplinary action. Merits/demerits are recorded on a weekly basis and added to both individual and fleet records. The results of these tallies include, but are not limited to:

Merits

- Any student receiving three or more merits in one week will receive recognition in front of the Logic/Rhetoric student body.
- Other rewards will be determined by faculty and the Head of School on a case-by-case basis.

Demerits

- Any student receiving more than three demerits in a one-week period will receive a lunch detention and a notification will be sent to parents.

- One lunch detention will be assigned for every demerit over three.
- Other consequences may be considered on a case-by-case basis.

Fleet Tally

A fleet tally of merits/demerits will be kept on a bi-weekly basis. The fleet with the least number of demerits and the most merits will receive special rewards to be determined by the faculty.

Although tallies are weekly or bi-weekly, repeated infractions or detentions will result in further disciplinary action as determined by the principal or Head of School.

Procedures for Detentions

A lunch detention is assigned for an entire lunch period. A student will report to a designated area and must eat their lunch in silence under the supervision of a teacher or designated staff member, who may or may not assign extra work to be completed during detention.

An after-school detention is designated for a time period after school. A student will report to a designated area and remain for no less than thirty minutes, but no longer than sixty minutes. A student may engage in no activities during after school detention except school assigned work. They will remain under the supervision of faculty until their assigned time is completed. The faculty member may or may not assign extra work to be performed during detention. Parents are responsible for picking-up students after a detention is served.

Students must serve a detention within two days of its assignment. In some cases, the administration or faculty can grant an extension

of this time period. However, athletics and extra-curricular activity do not qualify as an excuse for an extension.

Logic and Rhetoric Policies on Interpersonal Relationships

Ascension Classical School recognizes that as part of adolescence students will begin to engage in more mature interactions with the opposite sex. The school does not encourage nor will it support the concept of “dating.” Parents have discretion on how to discipline students in these areas; however, as an institution the following applies:

There shall be **NO** Public Displays of Affection (PDA) on campus or any school related event. In this case PDA includes but is not limited to:

- Students of the opposite sex hugging each other at inappropriate times or in an inappropriate manner
- Students holding hands
- Sitting in one another’s laps
- Students lying on top of each other or lying close together
- Kissing in any form
- Any inappropriate touch or gesture conveyed with affectionate feeling including arms around waists or shoulders

Violations of this policy will result in disciplinary action as determined by the faculty or administration.

Students are to refrain from encouraging dating between other students. They should not tease, ridicule or publicly embarrass any students, especially as it relates to this issue.

Student Drivers

Driving to or from school is a privilege. If a student wishes to drive to school, his or her parent must sign the "Permission to Drive to School" document.

The school is not responsible for the safety of the contents of the vehicle.

Once a student drives to school, he or she must enter the building immediately.

The student cannot return to his or her car without administrative approval.

If a student is caught leaving campus without permission, the student may be suspended and/or lose his/her driving privilege to school for a period of time.