



Parent Handbook

"Train a child up in the way he should go; even when he is old he shall not turn from it."
-Proverbs 22:6

Introduction:

This handbook is intended to be used as a resource for families and employees to provide information regarding the policies and procedures of Ascension Lutheran School. The contents of this handbook will be reviewed and updated- if needed- on a yearly basis.

Mission Statement:

Our mission is to provide a Christ-centered Lutheran education that nurtures each child's faith, curiosity, and love for learning. Through a strong foundation in God's Word, academic excellence, and the development of critical thinking, creativity, and character, we will equip children to serve faithfully, lead confidently, and thrive in a changing world. We will partner with families to cultivate spiritual growth, independence, and a deep respect for self, others, and God's creation.

Vision Statement:

At Ascension Lutheran School, we envision a nurturing, Christ-centered learning community where every child is seen as a unique creation of God, capable of growth, wonder, and purpose. Rooted in Lutheran values, we blend child-led exploration, small group learning, and classical education with joyful engagement to inspire lifelong learners who are spiritually grounded, academically curious, and compassionately connected to the world around them. We will work with the board, congregation, and parents of the students to provide a community where all people feel welcome and acknowledged.

Who We Are:

Rooted in Faith, Growing in Knowledge.

At Ascension Lutheran School, we are a Lutheran elementary school rooted in faith, love, and a deep respect for the way young children learn best. Our approach combines the joyful discovery of play, smaller student to teacher ratios, hands-on exploration, highly regarded Lutheran curriculum, and the nurturing guidance of Christ-centered values.

We believe that every child is a unique gift from God, full of potential and wonder. Our classrooms are designed to inspire curiosity, creativity, and confidence through small group studies, hands-on learning, and meaningful work.

Our dedicated teachers serve as gentle guides, creating an environment where children feel safe, loved, and encouraged to be themselves. Through daily routines and a Christ centered environment, we foster a sense of belonging and community, helping children understand they are valued members of our school and God's family.

At Ascension Lutheran School, learning is joyful, faith is foundational, and each child is known, nurtured, and celebrated.

At Ascension Lutheran School we value:

- Christian Education
- Spiritual Formation
- Academic Excellence
- Character Development

Partnering with Parents

At Ascension Lutheran School we believe that the parent is the primary instructor for the child. We believe that partnering with parents is essential for fostering a supportive, faith-centered learning environment where children grow academically, spiritually, and emotionally.

Ascension Lutheran School will strive to partner with parents in the following ways:

1. **Rooted in a Shared Faith and Mission:** both the school and parents are co-educators in a child's faith and academic journey.
2. **Clear and Consistent Communication:** Newsletters, parent portal, and our visiting policy keep parents informed and up to date with the most recent news.
3. **Faith Formation at School and Home:** Encourage faith practices that extend from the classroom into the home.
4. **Parent Involvement and Volunteering:** We will let parents know how and when they can help at Ascension Lutheran School. Opportunities may involve classroom helpers, recess and lunch duty volunteers, and school events and fellowship.
5. **Equip and Empower Parents:** Support parents in their roles as faith leaders at home with the parent resources, workshops, or other supportive programs.

The Schools Statement of Faith

1. The Holy Scriptures:

We believe that the Bible is the inspired Word of God, the final authority in all matters of faith and practice. It is the source of truth and is without error. The Bible reveals God's plan of salvation through Jesus Christ and serves as the guide for all believers.

2. The Trinity:

We believe in one God, who exists eternally in three persons: God the Father, God the Son (Jesus Christ), and God the Holy Spirit. These three persons are distinct yet of one essence, coequal and coeternal.

3. Jesus Christ:

We believe that Jesus Christ is both true God and true man. He was conceived by the Holy Spirit, born of the Virgin Mary, and lived a sinless life. He died on the cross for the forgiveness of our sins, rose from the dead, and ascended into heaven. His sacrificial death and resurrection bring salvation to all who believe in Him.

4. Salvation:

We believe that salvation is a gift from God, received through faith alone, by grace alone. It is not by our works, but by God's mercy that we are saved. Through Jesus Christ, we are justified, forgiven, and reconciled to God.

5. The Sacraments:

We believe in the two sacraments instituted by Christ: Baptism and the Lord's Supper. In Baptism, we are born again and made children of God. In the Lord's Supper (Holy Communion), we receive the true body and blood of Christ for the forgiveness of sins and strengthening of our faith.

6. The Church:

We believe that the Church is the body of Christ, consisting of all believers in Jesus Christ. The Church exists to nurture faith, share the love of Christ, and bring people into a relationship with God.

7. The Christian Life:

We believe that, as followers of Christ, we are called to live according to God's Word and reflect His love in our daily lives. This includes loving our neighbors, serving others, and growing in faith through prayer, Bible study, and participation in the Church.

8. The Return of Christ:

We believe that Jesus Christ will return in glory to judge the living and the dead. Those who believe in Him will live forever in heaven, while those who reject Him will be separated from God for eternity in hell.

Objectives of Ascension Lutheran School

1. Faith-Based Formation

- Nurture a strong foundation in Christian faith, grounded in Lutheran theology.
- Encourage children to see themselves and others as beloved children of God.
- Integrate prayer, Bible stories, worship, and service into daily routines.

2. Whole-Child Development

- Promote growth in all developmental areas: spiritual, intellectual, emotional, social, and physical.
- Respect each child's unique pace and learning style.

3. Fostering Independence and Responsibility

- Empower students to take ownership of their learning through choice and self-direction.
- Encourage responsibility for oneself, others, and the learning environment.

4. Creating a Joyful Learning Environment

- Inspire curiosity, creativity, and joy in learning through hands-on, purposeful play.
- Provide a safe, nurturing space that supports exploration and meaningful engagement.

Educational Objectives

1. Spiritual Objectives

- Teach the core tenets of Lutheran Christian faith in an age-appropriate way.
- Cultivate habits of prayer, reflection, community service, and worship.
- Develop compassion, kindness, and service as expressions of faith.

2. Cognitive & Academic Objectives

- Offer multi-sensory, self-paced learning in core subjects (language, math, science, etc.).
- Foster problem-solving, critical thinking, and creativity through open-ended play and exploration.
- Align with or exceed state academic standards while honoring child-led discovery.

3. Social & Emotional Objectives

- Build empathy, cooperation, and conflict-resolution skills in a mixed-age or peer-supported setting.
- Provide tools for emotional regulation and self-expression.
- Encourage respect for diversity and community-building.

4. Physical & Practical Life Objectives

- Develop fine and gross motor skills through movement and hands-on activities.
- Teach practical life skills that build confidence, focus, and independence
- Encourage care for the body and for God's creation.
- Create thoughtfully prepared environments with materials that invite exploration and mastery.
- Guide learning through observation, gentle encouragement, small group instruction, and scaffolding.

Organizational Structure of Ascension Lutheran School

1. Administrative Staff

- **Principal:** Oversees the entire school operation.
- **Administrative Assistants/Secretaries:** Handle office work, communications, and record-keeping.

2. Teaching Staff

- **Classroom Teachers:** Usually one teacher per class

- **Special Subject Teachers:**
 - Art
 - Music
 - Physical Education (PE)
 - Botany/Gardening/Home Skills

3. Support Staff

- **Assistants/Aides:** Assist teachers in the classroom.
- **Latch Key/After Care Workers:** Provide childcare to students who are registered and enrolled in the after school latch key program.
- **Lunch & Recess Duty Volunteers/Workers:** Help provide supervision to students during the lunch and recess hour, so teachers can take a lunch break and have a planning period.
- **Parent Volunteers:** Help with various needs of teachers and administration around the school.

4. School Board: Consists of volunteer members to help set policy for the school and to handle any grievances that can not be resolved at the administration level.

*** All grievances must first be addressed at the appropriate level before the school board will address any particular concern.** The first step in addressing grievances must start at the teacher, then addressed to the principal. The school board should be used sparingly and as a last resort.

Enrolling in Ascension Lutheran School

Policy of Non Discrimination:

Ascension Lutheran School does not discriminate in its educational enrollment or programs on the basis of race, color, national or ethnic origin, ancestry, age, disability or handicap, sex or gender, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

*Children with special behavioral, medical, or educational needs will be accepted **ONLY** if they can academically and functionally participate in class and regular activities-without the aid of a paraprofessional or extra staff- and benefit from the educational programs offered.

Entrance Ages:

- **Kindergarten:** Children must be 5 on or before August 31st of the school year.
 - **Exception:** Students who are in the exceptions category may need an academic interview to assess Kindergarten readiness depending on age and last state of residence.
 - Any student who moves to Kansas and was enrolled in a program equivalent to the Kansas kindergarten program in another state and/or country may enter the

kindergarten program in Kansas provided they were five years of age by no later than Dec. 31 in the school year they enrolled.

- **First Grade:** Children must be 6 on or before August 31st of the school year.
 - **Exception:** Any student who has completed kindergarten in another state/country and moves to Kansas and wishes to enroll in the first grade must be 6 years of age by no later than Dec. 31 in the school year they enrolled.

Days and Hours of Operation:

The state of Kansas mandates that all elementary students participate in a required amount of days or hours of instruction to complete a school year, with this in mind Ascension Lutheran School will have the following hours:

School Hours: Monday thru Friday 8:00 am - 3:15 pm.
Office Hours: Monday thru Friday 7:50am - 3:30 pm

Ascension Lutheran School will follow a traditional school calendar. However, we acknowledge that many parents are in need of childcare beyond the traditional school hours. With this in mind, we will offer a Latchkey program at an affordable but additional cost from tuition. Latchkey hours will be scheduled from 3:15 pm until 5:30 pm.

***The Latchkey program must maintain at least eight (8) enrolled students in order to operate.**

Outdoor Weather Policy

Outdoor recess is an important part of students' physical, social, and emotional development. Weather permitting, students will have outdoor recess daily while maintaining health and safety. Students are expected to come to school dressed appropriately for the weather. Children should wear or bring winter jackets, rain jackets, rain or snow boots to school on forecasted weather days.

Final decisions are made by school administration based on current conditions (temperature, wind chill, heat index, precipitation, and air quality), but generally follow the listed temperature guidelines:

Cold Weather

Condition	Recess Decision
Above 32°F (0°C)	Outdoor recess
20–32°F (-6 to 0°C)	Outdoor recess with coats, hats, gloves
Below 20°F (-6°C) or wind chill below 15°F (-9°C)	Short outdoor exposure limited to 10 min or less or Indoor recess

Hot Weather

Condition	Recess Decision
Heat index below 90°F (32°C)	Outdoor recess
Heat index 90–95°F (32–35°C)	Shortened or modified outdoor recess
Heat index above 95°F (35°C)	Short outdoor exposure limited to 15 min or Indoor recess

Precipitation & Conditions

- **Light to Moderate Rain and Snow:** Recess Continues
- **Heavy Rain, Lightening, Storms:** Indoor Recess
- **Windy Conditions:** Recess continues unless windchill is lower than 15 F .

Student Dress Code

To promote a positive, respectful, and distraction-free learning environment where all students feel comfortable and safe, all students in grades Kindergarten - 5th grade will be required to adhere to the following uniform policy:

Shirts / Tops:

All shirts and tops must be either: *light blue, red, white, or navy*

1. Solid colored polo shirts - long or short sleeved with a collar
2. Solid colored Oxford shirts- long or short sleeved with a collar
3. Solid colored turtlenecks- can be worn underneath outer garments or under jumpers and sweaters. Students may wear a turtleneck without an outer layer.

Sweaters/Sweatshirts/Cardigans:

School-branded or solid-colored in light blue, red, navy, or white

- Only solid white undershirts may be worn under Dress Code shirts
- No emblems or brand name labels, other than Ascension Lutheran School, may be worn on shirts.
- Indoors, only solid color or school branded sweatshirts, cardigans, fleece vests or jackets may be worn.
- School T-shirts are not part of the Uniform Dress Code and may only be worn on dress down days
- Dress Code shirts must be worn under sweatshirts, cardigans, fleece vests or jackets.
- All shirts must be tucked in.
- Sweatshirts should not have holes, tears, or be frayed, and they should fit properly

Bottoms

. Natural waist and mid-rise slacks/pants and shorts are acceptable. They may be pleated or flat-front and may come with or without cuffs.

1. **Pants / Shorts:** Khaki or navy
 - a. Must be properly fitted (no clothing falling off or tight clothing)
 - b. Shorts may only be worn when weather is above 75 degrees
 - c. No yoga, capri, denim, corduroy, knit, baggy, or tight fitting pants or shorts are to be worn
 - d. The length of the shorts may be no shorter than two inches above the knees.
2. **Skirts/Jumpers (Girls Only)**
 - a. Jumpers:
 - i. Girls in grades K-4 may wear khaki, navy, or red AND navy plaid jumpers.
 - ii. Knit or bicycle shorts are to be worn under jumpers. Shorts can be any color and should not hang below the jumper line when standing.
 - iii. Navy, white, or red leggings may be worn under jumpers
 - iv. Navy, white, or red tights may be worn under jumpers
 - b. Skirts:
 - i. Girls may wear any navy ,khaki, or red AND navy plaid uniform skirt
 - ii. Skirts worn may be NO SHORTER than 2 inches above the knees.
 - iii. Knit or bicycle shorts are to be worn under skirts. Shorts can be any color and should not hang below the skirt line when standing.
 - iv. Navy, white, or red leggings may be worn under skirts
 - v. Navy, white, or red tights may be worn under jumpers

Footwear

- Closed-toe shoes , preferably tennis shoes
- All shoes must have a back that supports or fully encloses the heel
- Shoes must be suitable for running, climbing, and playing
- **NO** Crocs, flip flops, soft soled shoes, backless sandals, slippers, high heels, or wheelies types of shoes
- Children who can not yet tie shoes , should have Velcro or other supportive no tie shoes

Accessories and Grooming

- Backpacks should be full size and between 15-17 inches. **NO** Mini or Extra Large backpacks, purses, clutches, or other accessories.
- Limited jewelry (e.g., small ear studs) No necklaces or any items around the neck are to be worn for safety purposes.

- **NO** makeup is to be worn by elementary students. Chap sticks are allowed but should be applied at home before school.
- Hair must be natural in color and be neat and tidy in appearance
- Small streaks of color, colored hair tinsel, or highlights of hair color are permissible as long as it does not become a distraction to the student
- Hair decorations for girls such as bows, beads, headbands are allowed
- **NO** Hats, bandanas, hoodies, scarves or other headcoverings may be worn
- Socks should be worn at all times by all students under the following conditions:
 - Navy, white, red, or light blue knee high or high ankle socks can be worn
 - Low cut or no shoe socks may be any color or pattern as long as they are not shown above the shoe
- Knit or nylon tights can be worn with skirts and jumpers, in place of socks, but should be limited to navy, white, or red.
- No purse type bags or accessories allowed
- Any accessories, hair items, or jewelry that become a distraction to the student shall be asked to be removed and a note sent home to inform parents that such items are a distraction to their student and shall not be worn to school.
- Students should **NOT** bring electronics, tablets, gaming systems, toys or other personal items to class, unless permission is given by your child's teacher or the principal for a specific purpose

Dress Down Days Shall Follow the guidelines listed below:

- Denim pants or jeans, corduroy or knit slacks/pants, and athletic track pants may be worn.
- Jeans and pants should not be tight nor have holes, tears, or be frayed.
- yoga, spandex and tight / form fitting pants may not be worn
- Shorts or capri pants may be worn in weather above 75 degrees F
- Skirts, dresses, and shorts are to be no shorter than two inches above the knee
- .School T-shirts may be worn.
- No suggestive clothing may be worn.
- Shirts must be long enough so that skin is not visible at any time
- Low cut tops, tank tops, spaghetti straps, and "see-through" mesh shirts may not be worn.
- No violent, adult content, suggestive, or offensive pictures, logos, or words may be worn on any clothing.
- The principal may grant occasional exceptions to the Dress Code for special days and circumstances.

In general all clothing should be neat, tidy, and appropriate for the school environment. Children should similarly be neat and tidy upon arrival to school.

Enrollment Priorities

Students can be enrolled at any time of the school year, as long as space is available in your child's intended classroom. You will be notified if the classroom intended is full and asked if you wish to be added to a waitlist for future placement. Students will be enrolled/re enrolled in the following order:

1. Current students
2. Children of staff members
3. Siblings of current students who already attend Ascension Lutheran school
4. Children of LCMS members
5. Waitlisted children
6. All others who apply for enrollment

Enrollment Process

Students may be enrolled at any time during the school year, as long as space is available in your child's intended classroom. The enrollment process for new students is as follows:

1. Fill out an information form on the school website
2. Setup a school tour and informational meeting with the school principal or another school staff member/volunteer in the principals absence.
3. Fill out online registration forms
4. Sign a tuition agreement form and pay all fees and fines owed during the registration process
5. Provide the school with all necessary paperwork on your student including the following:
 - a. Birth Certificate
 - b. Immunization Record
 - c. Current year physical
 - d. Signed doctors management plan for any long term medication or illness requiring medication. This can include:
 - i. Asthma Action Plans and Inhalers
 - ii. Epi Pens and Life Threatening Allergies
 - e. Any and all report cards/ transcripts from previously attended schools (First grade and above)
6. All new students- not enrolled at the beginning of the school year- will be observed in the classroom for 30 days and a parent teacher meeting will be held to discuss the students settling in period. New students enrolled at the beginning of the school year will be evaluated at the first parent/teacher conference. The student will fall into one of the determined outcomes below:
 - a. **Full admission:** Student successfully transitions and becomes a regular enrollee.
 - b. **Extended probation:** More time is needed for proper evaluation.
 - c. **Dismissal:** If the student is not a good fit, the school may recommend withdrawal.

Re Enrollment Process

All currently enrolled students and siblings will have the opportunity to re enroll before Ascension Lutheran School opens registration to the general population and member community.

In order to re enroll at Ascension Lutheran School all student accounts must be in good standing and all outstanding balances paid in full by the final due date. Any students with outstanding balances at the end of the year will be considered non eligible for enrollment until accounts are paid in full.

The following process will be followed for re enrollment:

1. Fill out online registration forms
2. Turn in/update all required paperwork
 - a. All students must have and renew their yearly physical and update their immunization record as needed
3. Sign a new tuition agreement and pay all fines and fees associated with reenrollment

School Tuition and Fees

The tuition schedule for any given school year is August - May, with a school supply fee due in June and a registration fee due at the time of registration.

Tuition is due promptly according to the agreed-upon payment schedule, typically the first Monday of the month. Timely payments directly affect Ascension Lutheran Schools ability to meet its financial obligations to vendors and employees. **A late fee of \$40 will be assessed when accounts are more than five (5) days overdue. An email will be sent to the email on file informing the parent that a late fee has been assessed. An invoice will be sent with the updated late fee included. Tuition not paid after thirty (30) days from when owed, will result in the student not being able to attend until a payment is received or an APA (Alternative Payment Arrangement) is put in place and the first payment has been made.**

Ascension Lutheran School is committed to making every effort to support the continued enrollment of students who may be facing temporary financial difficulty. Families facing financial difficulty are requested to discuss setting up an Alternative Payment Arrangement (APA) with the office prior to incurring late payments. Establishing an APA will allow late fees to be waived so long as the new plan is approved in writing and adhered to. A family that routinely misses tuition payment dates or does not pay tuition in full may not be eligible for re enrollment or their student not allowed to attend until fees are paid or APA is adhered to.

Tuition payments are the same from term to term, regardless of vacations, school closures or delays, school closure for major repair, absences or sick days. Students enroll for the school year with the expectation of completing the year. In the event of early withdrawal or schedule change by the parent, written notice of such must be turned into the school office no later than 30 days prior to the last day or date of schedule change. All schedule changes must be approved in writing. All fees are due prior to the

last day of attendance. All students with outstanding fees at the end of the year, shall not be considered enrolled for the following year and shall not receive records or transcripts until all fees are paid.

Any student suspended for behavior reasons is still subject to the tuition agreement and must pay the month's tuition regardless of how many days attended. Any student terminated from the school is forfeit from continuing education payments, but is required to pay a prorated rate for any and all days attended in that month. If a student is terminated and has already paid for the year or month, tuition shall be refunded minus any prorated tuition for days attended in the month or year.

Financial Assistance

Ascension Lutheran Schools ability to provide financial assistance to students will vary year to year depending on funds and grants distributed for such cases. If your family needs financial aid, please contact the office to discuss the best way to afford an education at Ascension Lutheran School.

Financial/ Tuition Discounts

The following tuition discounts will be in effect at Ascension Lutheran School:

1. Employed Full Time Staff of Ascension Lutheran School:

- a. An employed full time teacher is entitled to a 70% discount on tuition for immediate family members. Immediate family members shall be reserved for students who are determined to be in custody of the teacher either through birth, legal foster care, temporary care given legally by family circumstances, court appointed judge, or legal adoption.

2. Employed Part Time Aid or Part Time Teacher:

An employed part time aid or part time teacher is entitled to a 30% discount on tuition for immediate family members. Immediate family members shall be reserved for students who are determined to be in custody of the teacher either through birth, legal foster care, temporary care given legally by a court appointed judge, or legal adoption.

3. LCMS Church Member:

- a. Any family that is a member of an LCMS church body shall follow the LCMS member discount schedule instead of the regularly priced tuition.

4. Siblings/ Households with more than one child:

- a. A 10% tuition discount shall be given for 2nd and 3rd child at either the member or community rate depending on which category your student falls in. Sibling discount can not be added to an employee discount.
- b. Family of 4 maximum tuition \$24,000*

*Does not include student enrollment, supply, field trip, special event, or application fees.

Tuition and School Costs:

Tuition for the 2026-2027 Academic year (August-May) has been set as follows:

	LCMS Member K-3	Community Member K-3
Yearly	\$6,800	\$7500
Monthly	\$680	\$750
*Latch Key	Full Time	Part Time (up to 5 hours per week)
Yearly	\$2300	\$1,600
Monthly	\$230	\$160
Hourly Drop In	\$10	

Latch Key runs 3:15 pm- 5:30 pm daily when school is in session. Latch Key is not in session on half days, school weather or other closures, or during school breaks, unless specifically stated.

Scheduled/Communicated Drop In Latch Key: \$10 per hour

Unscheduled/Late Pick up Latch Key: \$15 for the first hour \$10 for the second hour

***The Latch Key program must maintain a minimum of eight (8) enrolled students in order to operate at Ascension Lutheran School.**

Other Fines and Fees

Late pick up from school day : Any student not enrolled in latch key that is still at the school at 3:17 pm shall be charged an initial \$15 for the first hour of latchkey- regardless of how much time they spend in latch key. An additional \$10 will be charged at 4:30 pm - regardless of how much additional time is spent at latch key.

Late Latch Key pickup: Students not collected at or before 5:30 pm shall incur an initial \$20 late pickup fee and shall then be charged an additional \$2 per minute starting at 5:35 pm.

Students who are not collected by 6:30 pm and whose parents have not had an emergency or been in contact with the school shall be turned over to emergency contacts or authorities for parents to collect from.

- The school will make every effort to contact parents and emergency contacts before involving authorities.

Students who are chronically picked up late shall be unenrolled from the latch key program and must be picked up at the end of the school day.

Yearly Registration Fee : \$75 per child due at the time of registration

**Registration fees are non refundable*

Yearly Supply Fee Due June 1st: Supply fees are used to purchase shared classroom materials that are routinely used for special activity classes. These materials ARE NOT individual school supplies for your student. You will be issued a student supply list according to your child's grade or individual teacher.

- One child household: \$250
- Two child household: \$400
- Three child household: \$550

* Yearly supply fees are refundable in the following scale:

1. By June 20th: 100% refunded
2. On June 21st and Before July 1st: 50% refunded
3. On July 2nd and later: Nonrefundable

**Other fees such as school/class parties, field trips, or other unforeseen classroom opportunities are not included in the school tuition and will be communicated to parents on an as needed basis.*

Drop Off and Pickup:

Drop off:

All enrolled students must be dropped off between 7:55am and 8:00 am. Any student arriving after 8:05 am shall be marked tardy. Students may not arrive before the indicated time above and shall remain under the supervision of their parent/guardian at all times before the beginning and after the end of the school day.

Parents should stay in their vehicles and use the car line to drop off students. If you would like to walk your child to the door, please park your vehicle in an official parking space and not in the car line.

Early Pickup:

Early dismissal is a disruption in routine for students and teachers and as such should be used sparingly and for good purpose. Any student leaving early shall be signed out by a parent or guardian through the office. NO child shall be released to anyone other than those persons on their authorized pickup forms.

No child shall be dismissed between 2:45 pm and 3:15 pm unless for extenuating circumstances. All early pickups must be before 2:45 pm.

Please do your best to schedule doctors appointments in the after school hours or after 2:00pm.

If you can not find a time after school the next best time is during your child's recess or lunch times.

This causes the least disruption to your students' learning day and classroom.

Returning to School After an Early Pickup:

Any child returning to school after an early pickup, must be signed in at the office, by a parent or guardian, before returning to class. **Children may not return to school after 2:00 pm- unless enrolled in latchkey care**, as the classrooms are in their final procedures and getting ready for dismissal.

Pickup at the End of the School Day:

School dismissal begins at 3:05 pm. Pickup is from 3:05 pm until 3:15 pm. Any student not picked up by 3:17 pm will be signed into Latchkey and the parent will be notified and charged accordingly. Please refer to the fines and fees section for late pickup rates.

Pickup Authorization

Each parent/guardian will need to have a pickup authorization and emergency contacts on file in the office.

For your child's protection, Ascension Lutheran School will not release a child to someone other than a custodial parent or authorized pickup, unless written authorization is provided to the school. Ascension Lutheran School will not allow students or other parents to inform the school that they are picking up or going home with another student.

If a person not on the written permission list presents to pick up the child without prior verbal, in emergencies, or written notification from a parent or guardian, Ascension Lutheran School will call the parent/guardian to inform them that their child will be held in latch key care until a parent, guardian, or authorized pickup can retrieve them from the school.

Students who are going home with another school family or someone not on the authorized list must have written documentation signed by the parent or guardian and given to the child's teacher and/or the school principal.

If your child is going home with another student or a person not on the pickup list when you are having an emergency, such as a car accident, flat tire, or health emergency, please call the office to let us know the following:

- If there is a change in who is picking up your child and that person's information
- If your child is going home with another family or friend who attends Ascension Lutheran School
- If your child will need to stay in latchkey care until other arrangements are made

In an emergency a written email with electronic signature shall be sent to the office.

Ascension Lutheran School will not release students by phone call the day of or take your child's word for it. In the event of disputed custody of a child or other similar circumstances, Ascension Lutheran School must have a legal written document proclaiming the arrangement for the child.

Weather Related or Emergency Closures

Ascension Lutheran Schools policy related to school closure/early dismiss Ascension Lutheran School is to follow the decisions made by Wichita USD 259.

From time to time Ascension Lutheran School may close or stay open in opposition to public schools. Ascension Lutheran School will generally proceed with school, if the environment is safe, functioning, and the commute is non hazardous.

Public schools rely on buses for student transportation and this can sometimes be a difference maker for the closure or delay of school. In the event of inclement weather, please monitor the local news sources, Facebook, and the schools platform for decisions regarding early dismissal and closures.

Ascension Lutheran School, as required by the Board of Health, if the power or water is out in the school building for greater than 2 hours, school will be dismissed for the rest of the day. Ascension Lutheran School will do everything possible to inform parents as early as possible about closures or delays.

Ascension Lutheran School uses a mass texting system that will automatically send to you in the case of a school emergency, delay, or closing. **PLEASE MAKE SURE YOUR CURRENT CELL PHONE NUMBER IS ON FILE WITH THE OFFICE.**

** Parents should note that tuition is not discounted for any weather closure, power or water failure, sick closure, or cleaning closure.*

Parent/Teacher Communication

Teachers are busy supervising children during drop off, pick up, and playground times. Please DO NOT try to have a conference or conversation with your child's teacher during these times.

Any parent desiring a conference should contact their child's teacher via email or the schools communication platform to set up an appointment. Parents should not expect teachers to reply to messages during teaching hours or after the hour of 4:00 pm Monday through Friday. If you have not heard back from your child's teacher in 48 hours during the school week or by Wednesday morning after the weekend, please notify the office.

Teachers will not respond to messages on the weekend. All emails will be answered within 48 hours during the week and by Wednesday morning if contacting a teacher on the weekend. **If you need an answer straight away or if there is an emergency, parents should call the office to get in touch with the school. If no one is available, please leave a detailed message and someone will get back to you shortly.**

In the case of a serious time sensitive emergency, parents should first call the office to speak with the principal/office assistant directly. If the principal or office assistant is not available parents should call the church office or the overseeing Pastor to make sure someone is aware and notified of the emergency.

Parents will be notified by their child's teacher or school principal- either by phone or email- if there is any cause for concern in the classroom or with individual behavior issues.

PROBLEMS OR CONCERNS

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother.” Matthew 18:15

If any parent has questions about a teacher's procedure, a child's homework, grades, or behavior the following steps should be followed:

- a. contact the teacher to attempt to resolve the issue;
- b. if dissatisfied, the parents should contact the principal
- c. if the matter is still not resolved with the teacher or principal, contact the Overseeing Pastor
- D. If the matter is still not resolved with the teacher, principal, or Pastor, Contact the Board President

This procedure should be followed at all times. The involvement of the overseeing Pastor and school board should be used sparingly, for good purpose, and only as a last resort.

Parents may request a conference with their child’s teacher at any time and vice versa. Please do not wait until the “boiling point” before contacting the school or your child’s teacher about a concern.

VOLUNTEERS

Volunteers are vital to the ministry and operation of Ascension Lutheran School. All parents and grandparents are encouraged to volunteer for any of the activities, field trips, programs, or organizations of the school. We especially need volunteers for Lunch and Recess duty between the hours of 11:30 am and 1:00 pm to give teachers a lunch and an uninterrupted planning period.

*As part of the Child and Youth Protection Policy, volunteers are required to complete and submit the Child and Youth Protection Screening form.

Lunch and Snacks

Ascension Lutheran School will **NOT** have a hot lunch program at this time and for this reason every student must pack their lunch.

School lunches should include fruits, vegetables, whole grains, and protein foods. Sometimes, small amounts of treats may be allowed, but healthy foods should always come first. Making good food choices helps students have energy and feel their best at school. Please refrain from packing a lunch with more than two of these items: chips, cookies, snack cakes, chocolate candy, chocolate spreads, fruit snacks, etc.

Please **DO NOT** send energy drinks, caffeinated beverages, or soda to school with your child.

DUE TO SEVERE FOOD ALLERGIES NO PEANUT BUTTERS, TRAIL MIXES, OR SNACKS IN ANY CLASSROOM.

Independence is strongly encouraged in the classroom, so food should be packed such that the child can open and eat it independently (ie. no hard to open packages or containers). ***Parents should purchase lunch boxes or lunch items that keep food at an acceptable temperature until lunch time. Ice packs, thermoses, or other items are highly encouraged.***

Children will not have access to a refrigerator, stove, or other ways to cook or refrigerate food. Students may have limited access to a microwave, however it may take some time for your student to be able to use the microwave, limiting their time to eat.

On occasion Ascension Lutheran school may offer the option to purchase a hot lunch by working with local restaurants. A notification will be sent home when this lunch is available.

Choking Hazards and Food Items

Due to the tendency for small children to choke on certain foods, Ascension Lutheran School is asking that parents take appropriate precautions for the health and safety of their children and serve food items in a way their child can eat them safely.

While all staff at Ascension Lutheran School are trained in CPR and First Aid, choking accidents may happen if your student brings high risk items to school.

Please serve large circular foods in cuts of halves or quarters. This would include things such as grapes, cherry tomatoes, ect. Kernel popcorn should be avoided in lunches for safety reasons.

Health and Safety

- 1. Physical Exams:** It is recommended by the Board of Health that all children have a physical exam each year prior to the start of school. Physical exams are required every year and must be on file in the office.
- 2. Health Screenings:** The school will schedule a vision and hearing test each year for all students. If the screening indicates any unusual signs, parents are notified and a more thorough examination by the family physician is recommended.
- 3. Immunizations:** The State of Kansas mandates that all students in a school (preschool through eighth grade) must have up-to-date medical information on file, especially a completed Kansas Certification of Immunization (KCI) form. A new immunization record must be submitted for all kindergarten and incoming middle school students. If new students do not have a KCI form/physical from a previous school, they must have their physician fill out new forms and return them to the school. Early in the school year every new student's health file will be reviewed. If there is a need to up-date any immunization, these should be done within 90 days of the start of school. Any exception must be approved by the principal. Only medical exemptions will be given for non vaccination of students.

- 4. Students Needing Medication in School:** Please make sure to read the following medication policies below. The following policies are for the protection of your child. These rules include prescription medication as well as over the counter medication. *Ascension Lutheran School does not give over the counter medications to any student without written permission from the child's doctor for a specific purpose.*
- a. Any medicine that is brought to school must be given to the principal upon arrival. NO medication should be in your child's lunchbox or backpack. This includes your child's inhaler, epi pen, or other medications. If you want your child to have vitamins or nonprescription drugs, please administer them at home.
 - b. Ascension Lutheran School WILL NOT give over the counter medication for fever, coughs, bug bites, or colds. Medication cannot be kept in your child's bag or lunch box.
 - c. The principal or another staff member trained in medication administration will provide your child with the appropriate medication.
 - d. All medications given at Ascension Lutheran School must have a doctor's approval and a form filled out by the child's physician on why the child needs to take this medication during the school hours.
 - e. A medication authorization form must be filled out each week the child is on medication, which includes the length of time the medication is to be dispensed, medication dosage, and reason for medication. This form must be completed and signed before the Principal or other trained employee can give your child medicine. One form needs to be completed for each medication your child is taking.
 - f. The medication to be dispensed must be in its original, labeled pharmacy container with your child's name on it. This rule is for clarification in case of an allergic reaction and to help prevent any mistakes in medications.
 - g. All medication- excluding EPI PENS and Asthma Inhalers- will be stored in a labeled cabinet in the office. EPI PENS will be taken with the student to potential risk locations in a medical box and then returned to their designated medical box inside the classroom when finished with activities. Asthma inhalers will be located in a medical box in the classroom. All asthma inhalers will be accessed before physical activity and kept on the supervising teacher or staff during these times.
 - h. For children with severe life threatening allergies, EPI PENS shall be stored whenever your child is located in a safety storage box. All staff shall be trained on the usage of EPI PENS in a medical emergency.
 - i. All Epinephrine pens and life saving medication shall only be used for the intended child. Each child needs to have one (1) EPI PEN in the office/school for emergency use. Ascension Lutheran School can not administer another child's EPI PEN to another in the case of an emergency.

- j. Ascension Lutheran School will absolutely not distribute or give any child an expired medication- this includes Epinephrine pens and inhalers. All medication must be unexpired and in its original container.
- k. All students with asthma must have an asthma action plan on file in the office

Injuries and Illness

The Kansas Department of Health states that no person having an infectious or contagious disease shall be admitted to any public, parochial, or private school, or to any public place. **A child who has any of the following diseases must be excluded from school until a written release is obtained from a physician: whooping cough, typhoid fever, diphtheria, meningitis, and tuberculosis.** The following contagious diseases Ascension Lutheran School require the student to remain home from school:

- 1.chicken pox/shingles Excluded until six days after first crop of eruptions
- 2.COVID-19 Physician Guidelines
- 3.hepatitis A Excluded until seven days after onset of jaundice
- 4.impetigo Excluded until medical treatment is received by a doctor
5. measles Excluded until four days after rash disappears
6. mononucleosis Excluded from school throughout duration of fever
7. mumps Excluded for ten days from onset of disease or until swelling is gone, whichever is longer
8. pink eye Excluded until there is no discharge from the eye in viral pink eye OR 24 hours on antibiotics in the case of bacterial pink eye
- 9.ringworm Cases may attend school if receiving treatment, but should not participate in athletic activities involving skin-to-skin contact until skin lesions are completely healed. Specific treatment with fungicidal agents is available.
10. rubella (German measles) Excluded for seven days after onset of rash
- 11.strep throat Excluded 24 hours after the appropriate antibiotic therapy has begun or for 5 days if antibiotics are not administered
12. Flu: Excluded until child is fever free for 24 hours without fever reducing medication and is well enough to stay awake, alert, and participate in class

Illness

The health and safety of all children attending classes is Ascension Lutheran School's top priority. Any ill child should be kept at home. **Children must be kept at home for a minimum of 36 hours after being sent home with any communicable illness and may not return until they are fever free without fever reducing medication for 24 hours.** If any child exhibits the symptoms below they should be excluded from school and school activities. Any child who exhibits these symptoms at school shall be sent home.

1. Known contagious or communicable diseases such as pink eye, RSV, Covid, flu, hand/foot/mouth disease, viral illness, stomach bug, etc..

2. Fever 100.4 or higher
3. One incident of vomiting not related to a documented medical condition
4. Head lice
5. Strong cough and uncontrollable coughing fits
6. Runny nose that is very frequently needed wiped and causing a disruption to the learning environment or the child to feel unwell or have trouble breathing
7. Children who are lethargic, have strong changes in behavior, or who struggle to stay awake
8. Children who are not well enough to go outside or who require more rest time than provided by the program should stay home.
9. More than two instances of diarrhea
10. Nausea that is causing student distress or unusual discomfort
11. Trouble breathing, wheezing, or catching their breath

In addition, if your child has a communicable disease e.g., mumps, strep, chicken pox, hepatitis, pneumonia, impetigo, measles, contagious rashes, rubella, head lice, COVID, scarlet fever, hand foot and mouth, scabies, pertussis, haemophilus/influenzae type a or b, encephalitis or meningitis you must report this to the school office. Parents who knowingly send children exposed to or with symptoms of a communicable disease to school will incur a \$100.00 per incident sanitizing fee.

If more than 6 children in separate households, in the classroom or more than 20 students schoolwide have a shared communicable illness (more than a minor cold), Ascension Lutheran School will consider this an outbreak, and may close the school for 1-3 days to clean and sanitize. Tuition will not be refunded or discounted if the school needs to close to sanitize or clean classrooms due to widespread illness.

Injury

Parents or their authorized emergency contacts will be notified of accidents, injuries or illnesses. Behavioral incidents and minor accidents or injuries will be communicated to parents through email and/or the school platform. The classroom teacher will determine this and will communicate with you either immediately via phone or email you a report of the accident.

In the event of a medical life threatening emergency, the teacher or principal will first call 911 and the emergency medical response team will determine necessary care including possible transportation to a hospital emergency room. Parents shall be called and informed of the medical emergency after emergency services have been called.

Chronic Medical Illness or Severe Allergies

If your child has a food allergy or chronic medical condition that must be monitored (ie, Asthma, heart condition, autoimmune disorder), please notify and discuss this with the principal and teachers so that an individualized safety plan can be developed and kept on file for your child. It is your

responsibility to provide Ascension Lutheran School with all necessary medical knowledge and information from your child's doctor on how to manage your child's condition. Ascension Lutheran School can not be held liable for any injury or illness that happens to a child due to a prior medical condition not disclosed or reported to the school.

All children with an anaphylactic allergy must have EPI PENS stored at all times with the school office.

Behavior and Discipline

Ascension Lutheran School expects all students to behave according to Christian guidelines and principles of Ascension Lutheran School. The following are some basic expectations we have for all members of our community in order to create a safe, supportive learning environment..

- Walk in the classrooms and hallways
- Use "indoor voices," refrain from yelling across the classroom
- Practice kindness toward others
- Be respectful of concentration, by taking care to not interrupt others who are working.
- Respect other students' personal belongings
- Work together to care for the classroom by returning materials to their proper place on shelves, and by working with the materials as they are intended to be used.
- Respect the living things in our environment
- Respect the non-living things in our environment.
- Do your best work

Ascension Lutheran School implements discipline practices grounded in mutual respect, cooperation, and empowerment. When a student is struggling to meet Ascension Lutheran School's expectation of positive conduct, the staff of the classroom, the principal, and family will make every effort to try to work collaboratively toward a solution. The process of addressing behavior challenges will include:

- "Circling up" or discussing unwanted behavior during a class meeting
- Let's Talk Moment between teacher and student
- Temporary Exclusion from activities when a student repeats unsafe choices
- Observation notes and recording of student behavior
- A conference with parents, teacher and principal
- The development of a behavior management plan
- Behavior management plan implementation period
- Re-evaluation conference to determine efficacy
- If behavior issues cannot be resolved using this process, outside evaluations may be required to gather additional information about the child's unique needs.
- Behavior that continues to present a safety concern or that continues to heavily disrupt the learning environment for the other children may result in the child's removal from the program

- Behavior that continuously disrupts or interrupts classroom instruction or work periods can be grounds for early dismissal, suspension, or expulsion from Ascension Lutheran School.
- Violent behaviors, outburst, threats, or bullying shall not be tolerated at Ascension Lutheran School and will be immediate grounds for suspension or expulsion from the school depending on the circumstances involved.

In addition to the above processes, behavior challenges are addressed in collaboration with the children. Community meetings are used to address conflicts and one-on-one meetings are used to address academic, concerning or repetitive behavior challenges, or work-habit concerns. Ongoing behavior issues will be addressed by conferencing with parents and creating a behavior management plan to identify solutions and establish a timetable for correcting behavior. If unacceptable behavior persists after implementation of a management plan, Ascension Lutheran School may require additional steps including a Family Learning Contract to address at-home factors. In addition, the child may need to be assessed by a licensed health professional to identify possible physiological or psychological causes of behavior.

Bullying and Harassment Policy

Ascension Lutheran School defines bullying as an imbalance of power from one party to another. Bullying is any repeated, intentional behavior by one or more individual Ascension Lutheran School that harms, intimidates, or humiliates another person, either physically, verbally, emotionally, or electronically. Bullying can take the following forms:

- **Physical:** Hitting, pushing, tripping, causing fear of harm to oneself or property ,or physically damaging someone's belongings or person.
- **Verbal:** Teasing, name-calling, inappropriate sexual comments, suggestions, or threats.
- **Social/Relational:** Spreading rumors, name calling on a consistent basis, or embarrassing someone in public.
- **Cyberbullying:** Sending harmful or threatening messages via digital devices or social media.

Bullying and Harassment Prevention and Education

- Students will receive age-appropriate instruction on bullying prevention and kindness.
- Teachers and staff will be trained annually on recognizing and addressing bullying.
- The school will promote a culture of respect through activities, classroom lessons, and school-wide events.

Reporting Bullying or Harassment

- Students, staff, or parents may report bullying verbally or in writing to any teacher or the school principal.

- All reports will be taken seriously and investigated promptly

Investigation Process

- The school principal or designee will investigate all reports of bullying within 2–3 school days.
- Parents or guardians of the students involved will be notified.
- Confidentiality will be maintained to the extent possible.

Resolution

If the teacher or the principal determine that a student has engaged in bullying, prompt action will be taken. The remedial action may include but is not limited to:

- The parents of the child engaging in bullying behaviors will be notified;
- The parents of the child who is the target of bullying behaviors will be notified;
- A written warning with stipulated conditions may be given to the child engaging in bullying behaviors
- The child engaging in bullying behaviors may be required to adhere to a behavior management plan
- Action may be taken to ensure that the child who bullies has minimal contact with the child who is the target;
- Suspension or Expulsion may be recommended by the principal

Retaliation and Ascension Lutheran School Reports

Retaliation against a student or staff member for reporting bullying is strictly prohibited and will result in disciplinary action. Making Ascension Lutheran School accusations is Ascension Lutheran School subject to consequence up to and including expulsion.

ATTENDANCE POLICY:

The following portion is dedicated to the Ascension Lutheran School attendance policy.

Regular and punctual attendance is necessary for students to learn on pace and consistently. The hybrid approach to schooling is such that students must attend in person and every day to progress in their studies. Students who miss days during the week are missing important lessons that may be hard or impossible (if a student misses a lab) to make up or review. Students with excessive absences have a difficult time catching up and for this reason, Ascension Lutheran School has implemented the following policies:

Responsibility of the Parent

1. Students are required to be on time for school. It is the responsibility of the parent or guardian to assure students arrive on time every day. After eight (8) tardies, a conference will be scheduled with the principal and a plan will be put in place to support punctual attendance. Students who are consistently tardy may be referred to summer school (if summer school is held) or to repeat the current grade.

. 2. Students should not arrive at school past 9:00 am on any given day, unless for extenuating circumstances such as a doctor's appointment or prior approval is given by the principal

3. Anytime a student is absent from school the parent or guardian must send a written email explaining the absence before the hour of 9:00 am to the principal and the child's classroom teacher.

A satisfactory note from the parent or guardian is defined as the following:

- a. Illness or Injury
- b. Death in the family
- c. Inclement weather that poses a substantial risk to the life or health of the student
- d. Legal Quarantine
- e. Emergency conditions as decided by the principal
- f. Chronic ailments that may cause the child to miss school during the year are required to be documented in the office with a doctor's statement verifying the child's condition. This must be done as soon as the problem occurs and updated every year with a new doctor's statement about the child's condition.

g. Students are allowed two (2) excused absences for Head lice for each Head lice instance. In the case of repeated absences for Head lice Ascension Lutheran School will conference with the parent/ guardian about other preventative measures. After 2 instances of Head lice Ascension Lutheran School will require the parent/ guardian to submit a treatment plan for the student, documenting how they are treating the head lice. Students shall be checked daily for nits after returning to school and sent home if nits are found

Excused absences for family trips are allowed but limited. Prior permission for excused family trips by the principal must be obtained in order for an excused absence. Parents shall notify the principal and the child's classroom teacher no later than 2 weeks prior to the scheduled vacation or leave of absence.. **Students shall not be given more than one excused family trip, of 5 days, per school year- unless for extenuating circumstances.**

4. A written note from parents/guardians as described above will excuse absences A-G for up to eight (8) days per trimester. Sick/travel days do not accumulate for students.

5. Parents/guardians of the student who is absent nine (9) or more times in a trimester, must present a proof of illness or injury in the form of a clinical or doctors to the school in order for the absence to be considered excused. The note or proof of illness must be presented within two (2) days of the students return to school.

6. Students must be in attendance for one-half of instructional time in order to be counted as present during the school day.

7. Students with ten (10) or more unexcused absences during the school year will be enrolled in summer school or online learning and a parent conference will be held to discuss the attendance policy going forward. A family attendance contract may be discussed, presented, or required.

8. Students with more than fifteen (15) unexcused absences will be enrolled in the current grade for the next year, unless number five (5) or letter (F) above is in effect.

9. Students with more than eighteen(18) unexcused absences will be considered truant and reported to the local school district and unenrolled with Ascension Lutheran School.

Responsibility of the School

1. Ascension Lutheran School reports all student attendance and enrollment to the school district and other public or private institutions upon request. Your child's lack of attendance or tardiness at Ascension Lutheran School may affect their ability to attend a magnet, public, or other private school in the future.
2. Ascension Lutheran School will call or email the parent/guardian if your child is absent and we have not heard from you after 9:00 am.
3. Ascension Lutheran School will send a written notice or warning about your student's excessive absences or tardies before scheduling a conference or reporting your student for truancy.
4. Ascension Lutheran School will always host an attendance conference with the parent before submitting them for truancy. The conference will be a way to hold families accountable for their students' tardiness and absences and as such will be the last step before reporting your student for truancy.

Ascension Lutheran School will follow this attendance policy for the health and wellbeing of the classroom and the student. Attendance is the only way your child will get the most out of the classroom. There is no substitute for your child attending school.

School Sexual Harassment Policy

The purpose of this policy is to maintain a safe, respectful, and supportive learning and working environment for all students and staff. Sexual harassment of any kind is strictly prohibited.

This policy applies to all teachers, administrators, staff, students, volunteers, contractors, and any other persons attending or working within the school environment.

Definition of Sexual Harassment

Sexual harassment includes any unwelcome conduct of a sexual nature that interferes with a student's ability to learn or an employee's ability to work.

Sexual harassment may include, but is not limited to:

- Inappropriate sexual comments, jokes, or gestures
- Unwelcome touching or physical contact
- Sharing sexually suggestive materials
- Sexual advances or requests for sexual favors
- Online or electronic harassment (texts, emails, social media)
- Displaying sexual images or messages

Zero-Tolerance Standard

The school maintains a **zero-tolerance policy** toward sexual harassment. Any employee found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination of employment and possible referral to law enforcement

Reporting Procedures

All staff members are mandatory reporters and must report suspected sexual harassment immediately.

Reports may be made to:

- The school principal
- The overseeing Pastor
- CPS or the Police and school authority

Reports should include:

- Names of individuals involved
- Description of the incident(s)
- Date(s), time(s), and location(s)
- Names of witnesses (if any)

Reports may be made verbally or in writing.

Investigation Process

- All complaints will be taken seriously and investigated promptly.
- Investigations will be conducted in a fair and impartial manner.
- Confidentiality will be maintained to the extent possible.
- Both the complainant and the accused will have the opportunity to provide information.

Protection Against Retaliation

Retaliation against any individual who reports sexual harassment or participates in an investigation is strictly prohibited.

Any retaliation will result in disciplinary action.

Training and Prevention

Students will receive age-appropriate instruction on personal safety and respectful behavior.

Field Trips

Parents will be notified in advance of any upcoming field trips as well as any associated fees. Parents will be encouraged to assist in some way with planned field trips- if able to do so. A signed field trip permission form will be needed for a student to participate in the field trip. Students without a signed permission form will not be allowed to participate in the field trip. Any parent who volunteers to drive on a field trip will need to fill out a volunteer form and submit a copy of their drivers license and insurance to the school.

Elementary Students are required to attend field trips unless sick or otherwise unwell. Students who opt out of field trips due to not wanting to attend will be given an unexcused absence and may be required to complete extra school lessons, after school tutoring at the rate of \$30 per hour, or be given extra

work to receive the lesson they missed. It is important for students to attend all educational field trips as they enrich the classroom material and support learning objectives. Drivers are Ascension Lutheran School asked to sign a form indicating that the vehicle is in good repair and that driving laws will be followed- especially that each child will be required to wear his/her seat belt or properly restrained in a booster seat or other safety device. Children in grades K – 5 are **NOT** permitted to ride in the front passenger's seat in automobiles.

No student shall be excluded from field trips, because of monetary concerns. If your family is having trouble paying for a field trip, please reach out to the office and they will make sure your student is paid for. Ascension Lutheran School will do its best to keep field trips affordable for all families.

Communication

Most of the communication coming from the school will be via email. It is essential that we have your email address and that you keep us current if that address changes. Most communications regarding field trips, events, calendar changes, reminders and updates will be posted on the parent portal via the school platform and regular emails. It is the responsibility of the parent to keep the school updated with a current email address which you regularly check. It is Ascension Lutheran School the parent's responsibility to read these emails in their entirety and respond or plan appropriately. Occasionally a newsletter or flyer may be sent home with your student.

GRADING

Kindergarten- Fifth grade children receive a written progress report at the end of each trimester. The progress report identifies various developmental skills and where the child is in relation to these skills. The grading scale shall be the following for

Kindergarten to 5th Grade:

E: Exceeds Expectations (Student is consistently performing above grade level)

S: Satisfactory (Student is consistently performing at grade level)

U: Unsatisfactory (Student is consistently performing below grade level)

N: Needs Improvement (Student is consistently performing at least two (2) grades below grade level)

Unless there is an absence due to sickness or an emergency, all assignments and tests are due according to the due date assigned by the teacher. All schoolwork not turned in by the end of the trimester will be considered incomplete. All parents are strongly encouraged to contact teachers if they have any questions or problems about their child's school grades

Camera Usage In School

Ascension Lutheran School is equipped with a closed circuit camera system for the health and safety of all students and employees. Cameras can only be accessed by certain staff members and are not available for parents to watch or check on students during the day.

By enrolling and sending your child to Ascension Lutheran School you acknowledge that you are aware of the school security cameras and consent to your child being monitored, seen, and recorded with cameras while on school property. You acknowledge that the footage on the cameras may be used in the case of investigation of complaints that could include but are not limited to theft, bullying, and harassment of physical, sexual, or mental nature.

Visitation Policy

We encourage parents to come and participate in classrooms through volunteer opportunities or during school events. Parents at Ascension Lutheran School are welcome to call or visit the office if they feel their child is in need of support, please coordinate this with the principal prior to visiting the school for observation purposes. Parents at Ascension Lutheran School are free to check in on students during the day, however please note this may cause a classroom disruption and an emotional disturbance to your child especially if you are only checking in and not dismissing the student.

During parent volunteer hours, the teacher will direct the volunteer to the appropriate activities and provide guidance as to appropriate activities, and assistance. We look forward to working with you!

Ascension Lutheran School
Parent Signature Page and Handbook Acknowledgement Form

I _____ the parent/guardian of _____
acknowledge that I have read and understand the Ascension Lutheran School Parent Handbook
and all of its contents and I agree to abide by all rules and regulations held within this handbook.
I acknowledge that I have read and understand the tuition, attendance, dress code, playground,
illness, and medication policies written within this handbook. I understand that Ascension Lutheran
School has a closed circuit camera system and that my student will be monitored and recorded by
this system while on school property.

X _____
Signature of Parent/Guardian

Date

Public Release Form

Ascension Lutheran School has opportunities each school year to release pictures, video, or classroom information onto our social media, advertisements, and website. This information may be used both electronically and in print- and posted on the school's website or social media to promote the school's enrollment, programs, and goAscension Lutheran School. In the event your child is in a picture, video, or other social media, advertisement, or publication we will assume we have parent/guardian permission unless you circle the numbers below to indicate otherwise.

Ascension Lutheran School **DOES NOT** have permission to use the following:

(Please circle any you **DO NOT** give permission for Ascension Lutheran School to use)

1. Photographs
2. Images
3. Videos
4. Child's Name (listed above)

in any social media, advertising, or public relations.

X _____
Signature of Parent/Guardian

Date