



Ascension Academy

Parent/ Student Handbook

2000-2001

ASCENSION ACADEMY
2000-2001
NOTICE TO STUDENTS AND PARENTS

Declaration

I and my child have read the Academy's notice regarding drug-free schools and sexual harassment located on the inside front cover. I understand that my child shall be subject to school discipline and possibly to criminal prosecution if he/she is found to have violated the Academy's Student Code of Conduct which prohibits the use, possession, sale, or distribution of illicit drugs and alcohol on school premises or at any school activity as attested by our signatures on this Code of Conduct and Parent Acknowledgment form.

Code of Conduct

Student Acknowledgment

Student Code of Conduct:

"I have received a copy of the Academy's Student/Parent Handbook and Student Code of Conduct and understand that all students shall be held accountable for their behavior and be subject to the disciplinary consequences outlined in the handbook and code. I also understand that I shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school-related activities, including school sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that the unlawful possession and use of alcohol or illicit drugs is defined by federal law as wrong and harmful; I understand that school policy and state and federal law prohibit the possession of weapons on any school property at any time. I understand that for these offenses and any other violation of the Student Code of Conduct, I shall be subject to disciplinary action, up to and including expulsion and referral for criminal prosecution for violations of law."

Parent Acknowledgment

Student Code of Conduct:

“I have received a copy of the Academy’s Student/Parent Handbook and Student Code of Conduct and understand that all students shall be held accountable for their behavior and be subject to the disciplinary consequences outlined in the handbook and code. I also understand that my child shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time location. I have read the Student Code of Conduct including the prohibitions of the possession or use of illicit drugs and alcohol and possession of weapons. I understand that any student who violates these provisions as well as any others in the Student Code of Conduct shall be subject to disciplinary action, up to and including expulsion and referral for criminal prosecution for violations of law. I understand that changes in Ascension Academy, school policy may supersede, modify or eliminate the information summarized in the Student/Parent Handbook and Student Code Of Conduct.”

Corporal Punishment:

Corporal punishment is a discipline technique under Academy policy. Parents have the option of refusing this discipline technique. Indicate your preference for the current school year.

Corporal punishment
_____ may be administered

Corporal punishment
_____ may not be administered

Student Records:

“I understand that certain information about my child is considered directory information. Such information includes; a student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, awards received in school, and previous schools attended. Directory information may be released by the Academy to anyone who request it unless I object in writing to the release of any or all of this information within ten school days of the time this handbook was issued to my child. I have marked through those types of directory information listed above that I wish the Academy to withhold and in doing so satisfy the requirements for written notification.”

Student Signature

Date

Student Name (Printed)

Parent/Guardian Signature

Date

Parent/Guardian Name (Printed)

Ascension Academy

Student/Parent Handbook 2000-2001

Board of Regents

Patrick Swindell, Chairman
Robert Balliett
Buck Bovenzi
Dr. Linda Doerfler
Dr. Brian Eades
Murray Hudson
Alfred Koetting
Danny Lee

Denise Litherland
Elizabeth Matos
Celia Otts
Joseph Pool
Cynthia Ronaghan
Carol Saldana
Charles Walker
Dr. Olen Wilson

Mission Statement

Ascension Academy is a religiously oriented secondary school committed to educational excellence in the context of moral and ethical values. It promotes lifelong learning and fosters development of the whole person. The faculty, staff and students support one another in the search for and the communication of truth. It fosters the spiritual, moral, intellectual and physical growth of each student in a community of faith.

Ascension is an academy that welcomes to its community students, faculty, and staff of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization and the common good.

The faculty and staff of Ascension Academy wish to welcome our new students. We hope you shall take full advantage of the varied and numerous opportunities offered by our schools for your educational and maturing experiences. We seek to provide educational opportunities for a wide variety of students which include programs for exceptional academic students, artistically talented ones and many others. You are urged to become involved in student activities as well as academic pursuits. Get to know the teachers, the counselors and the administrators. They all can help you in many ways and are prepared to be of service to you.

Patrick Swindell - Chairman of the Board

Bob Sloan – Principal

General Information

The Ascension Academy Handbook contains information students and parents are likely to need to insure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students are expected to:

- ❖ Behave responsibly, demonstrating courtesy and respect for the rights of other students and Academy staff. Student cooperation and respect for the property of others, including Academy property, is essential to maintaining safety, order and discipline.
- ❖ Attend all classes regularly and on time; be prepared for each class; and take appropriate materials and assignments to class.
- ❖ Be well groomed and appropriately dressed each day.

As required by law, the Academy has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior - both on and off campus - and consequences for violation of the standards. Students are expected to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules, in order to avoid violations and the subsequent consequences.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, as policy adoption and revision is an ongoing process. Changes in policy that newsletters and other communications to students and parents shall communicate affect student handbook provisions. These changes shall generally supersede the provisions found in this handbook.

Acceleration

Students wishing to attempt to meet the criteria for grade or course acceleration must meet the following guidelines: (a) a formal written application must be completed and filed with the school principal; (b) a conference with the student, parent, principal (or designee), and counselor must be conducted to explore the opportunities and to consider all aspects of acceleration; and (c) if the decision is made to allow the student to pursue available options for acceleration, a plan shall be devised and filed in the student’s permanent record file.

Ascension Academy

Acceptable Use Policy for Electronic Communication System Access

Letter to Parents, Teachers, and Students

The purpose of our access to the Internet is to promote research and education among the student body and faculty of Ascension Academy. The use of any account must be in accordance with the educational objectives of the Academy. Commercial use is strictly prohibited. The availability and use of the Internet is not a right, but a privilege intended to enhance the curriculum established by the Academy. The administrators of the computer system within the Academy shall deem what use is acceptable and what is inappropriate; all decisions shall be final and supported by the administration.

The Internet is a unique resource that allows the user to connect to numerous other computers around the world. Students and teachers shall have the ability to communicate through E-mail with people all over the world. They shall be able to access various informational databanks as well as provide information from their own research and experiments to other users of the Internet.

With this influx of information, there arises the opportunity for abuse by the user or directed toward the user. Ascension Academy has taken every precaution to restrict the access of any controversial materials and to promote the safety of each student.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable. While the Academy shall take responsible steps to preclude access to such material and does not condone such access, it is not possible for us to absolutely prevent such access.

Ascension Academy requires efficient, ethical, and legal utilization of the resources provided by the Academy. The responsibility for any infraction lies with the user, and that user shall be held accountable. The account of a user not following proper procedures shall be restricted or terminated. The administrators of the system within the campus shall determine if further disciplinary action is required.

In signing the student agreement form and the parental consent form, the parties agree to follow the procedures and accept the terms and conditions set forth in this document. This signature is binding and must be in the possession of the campus computer administrator to obtain access to the Internet under the guardianship of Ascension Academy.

Guidelines

I. Warranties

- A. Ascension Academy makes no guarantee that the system and services provided shall be fault proof or without defect and shall not be held responsible for the accuracy or quality of any information obtained via the Internet. The Academy shall not be held responsible for any damage that may occur, including but not limited to loss of information, interruption of data, accuracy of data, quality of data obtained or stored on the system. Ascension Academy shall not be held responsible for any financial obligations arising through unauthorized purchases or commercial ventures on the system.
- B. Every possible precaution is taken with the privacy of the user in mind but all persons should realize that the Internet is not a secure network and that electronic communication (E-Mail) is not always completely private. The Academy accepts no responsibility for any damage done directly or indirectly by the inadvertent mishandling of E-Mail.

II. Copyright

- A. Ascension Academy expects all computer users to abide by all copyright laws and license agreements pertaining to software packages used in the academy.
- B. Students and/or faculty shall not be permitted to load or download any computer software without the written consent of the campus computer administrator or a designee thereof.
- C. Copyright of Academy owned or personal software is strictly prohibited.
- D. Plagiarizing information from the Internet is an act of theft. Any student caught plagiarizing shall be subject to the disciplinary action outlined in the Student Code of Conduct.

III. Security

- A. Only students authorized to use a computer account may do so.
- B. A secure password shall be maintained at all times. Student must keep his/her password confidential.
- C. Access or the attempt to gain access to passwords or restricted areas shall result in termination of computer privileges and/or any other penalty determined by the computer administrators.
- D. Users of the campus computer system have a responsibility to inform a computer administrator if a security problem is suspected or identified.
- E. To maintain security, the academy reserves the right to review personal files at any time. A search shall be conducted if there is sufficient suspicion or evidence to warrant an investigation. The computer administrator shall determine this.
- F. E-mail accounts are subject to parental inquiries at any time, and the content of their child's, but only their child's, account can and shall be disclosed. The request must be in writing.
- G. Knowingly or inadvertently spreading a computer virus shall result in a suspension and/or revocation of computer privileges and shall be subject to the Student Code of Conduct.
- H. The modification, damage, or destruction of software is prohibited.
- I. Forgery or attempted forgery of electronic mail messages is prohibited. An attempt to read, delete, copy or modify the E-mail of other users is prohibited.
- J. A student knowingly bringing prohibited materials into the school's electronic environment shall be subject to a suspension and/or revocation of privileges on the academy's system and shall be subject to disciplinary action in accordance with the Student Code of Conduct.

IV. Personal Safety

Every effort is made to maintain the integrity of the computer system and to protect the students from unacceptable materials by providing a well-structured and safe learning environment. Responsibility for personal safety lies with the user by:

- A. Not giving their real name, address, or phone numbers.
- B. Not agreeing to meet with someone who has been met on the Internet without parental knowledge or approval.
- C. Not releasing school information such as addresses or phone numbers.
- D. Realizing that all information is not always accurate or truthful.
- E. Reporting any message or site that the user feels is inappropriate or undesirable.

V. Internet Access

- A. An account agreement must be signed by both parent and student before the student shall be allowed access to the Internet .Parents have the right to withdraw permission at any time.
- B. Any material that it to be produced and placed on the Internet must be approved by the teacher. All materials must relate to school or educational activities.
- C. All eligible students shall have equal access to the Internet resource. Exploration of the Internet for educational purposes is encouraged, but no single user should monopolize a computer or the network it uses. Personal files may be removed if total system space becomes low.
- D. An Internet account may not be used for any commercial purpose.

VI. Netiquette

All users are expected to abide by rules of etiquette when using the network.

Following is a list of examples, but the rules are not limited to only these:

- A. Politeness. Verbal abuse is not acceptable.
- B. Appropriate language is to be used at all times. The Student Code of Conduct rules apply to language used on the Internet.
- C. Illegal activities are strictly forbidden, and the Code of Conducts rules shall be enforced.
- D. Personal addresses, phone numbers, and information of students and faculty should not be released on the Internet or through E-mail. No E-mail should be considered private.
- E. Any use of network that disrupts the ability of other to successfully use the network is prohibited.
- F. Subject headings in E-mail transmission should be used and stated clearly.
- G. Wording should be chosen carefully because context clues or voice inflections are not conveyed over the net.
- H. Harassment, as defined in the Student Code of Conduct, is strictly prohibited.
- I. False, defamatory, and/or inflammatory information about another person or information that shall damage or disrupt the system is prohibited.
- J. Any attempt to violate the provisions.

VII. Consequences of Inappropriate Network Behavior

- A. Any user who does not comply with this Acceptable Use Policy shall lose computer privileges for a period of not less than one week. Repeated or severe infractions of the Acceptable Use Policy may result in termination of access privileges permanently. Student infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft under state and/or federal law.
- B. The Academy shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the Academy's electronic communication system.

Alternatives for Gaining Academic Credit

A student may earn credits toward graduation through the alternatives listed below. Permission from the principal (or designee) must be secured before participating in any of these alternatives:

- 1) Correspondence courses through an approved university for high school students in grades 9-12.
- 2) Students pay all fees. A maximum of 2 credits may be earned.
- 3) Dual-credit courses held on college campus for qualifying high school students grade 11-12. Students pay all fees and provide their own transportation.
- 4) Amarillo College Access Program is available to high school students in grades 11-12. Students pay all fees and provide their own transportation.

Attendance

Regular school attendance is essential for the student to make the most of his or her education-- to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student eighteen or older has more than five unexcused absences in a semester, the Academy may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing. A student absent without permission from school, from any class, shall be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his or her parents.

A student may be excused for these reasons:

an absence,

- resulting from any cause acceptable to the teacher or principal, including personal illness, illness or death in the immediate family.
- for the purpose of observing religious holy days, including traveling for that purpose.
- for receiving treatment by healthcare professionals if the student begins classes or returns to school on the same day of the appointment or treatment.

If graded classwork/homework is assigned on the day of an excused absence, the student whose absence is excused shall be permitted a reasonable time within which to make up work missed.

A student absent from school for any reason, other than for a documented health care appointment, shall not be allowed to participate in school-related activities on that day or evening unless the principal gives approval.

Attendance Rule

For any absence the parent should call the attendance clerk to explain the absence beforehand, if possible, or at least on the morning of the absence.

If telephone notification is not given, a student must bring a parent-signed note that describes the reason for the absence within two days after returning to school. Notes signed by the student, even with the parents' permission, shall be considered forgery, and the student shall receive proper discipline.

Make-Up Work

Students who have excused absences may make up work missed and shall have one day per day of absence to complete and turn in the work. For extended absences that are excused, arrangements can be made between the student and teacher to set a deadline for the makeup work to be completed. It is the responsibility of the student to check with the teachers for the assignments and to turn the work in on time.

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth assignments by the teacher to meet subject or course requirements. A student who does not make up assigned work within the time allotted by the teacher shall receive a grade of zero.

Unexcused Absences

Students who receive unexcused absences shall not be allowed to make up any work missed and shall receive zeroes for that work or test missed unless otherwise indicated by the attendance committee. Examples of unexcused absences include but are not limited to the following:

1. Truancy: Students absent from class without the consent of the school or the parent are considered to be truant and shall receive an unexcused absence. Students who remain on campus but skip a class are also considered truant and shall receive an unexcused absence.
2. Students whose parents have not called the school on the day of the absence and who do not call or send a note within two days of the student's return to school shall receive an unexcused absence.
3. Students leaving school for any reason without signing out in the office shall receive an unexcused absence.
4. Students who become ill at school must get permission from the office to leave school.
5. Students removed from school by parents for family business for which the written request has been submitted and denied shall be unexcused.

Required Health Practitioner Excuses

Students who miss four consecutive days due to personal illness must bring a physician's or health practitioner's note, regardless of the number of accumulated days.

Tardiness

Students are tardy to class if they are not in the proper room when the tardy bell rings.

Cafeteria

School lunches shall be catered. Lunch tickets shall be available weekly. Menus with two available options for each week shall be available by Wednesday of the preceding week.

Care of Building and Grounds

The cooperation of each student is necessary if the school plant is to be kept in good repair and in a neat condition. A large part of the Academy's budget is allotted for equipment and supplies, repairs and maintenance. Students should take personal pride and interest in the physical plant that has been provided.

These suggestions are offered:

1. Paper should be placed in wastebaskets located inside and outside of the building.
2. During the lunch period, papers and rubbish should be placed in accessible containers.
3. Care should be taken to prevent unnecessary marks on walls and furniture.
4. Students should never sit on desks or tables.
5. Chewing gum causes significant maintenance problems; therefore, students are asked not to bring chewing gum to school.
6. Students should not take food or drinks into the gym, auditorium, or classroom areas.
7. All pupils should take pride in the appearance of the school campus. Flowers, grass, and shrubbery are for students' pleasure and enjoyment.

To ensure that school facilities can serve those for whom they are intended--both this year and in the future years--littering, defacing, or damaging school property is not tolerated. Students shall be required to make restitution for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

Chapel Services

All students are required to attend chapel once a week. Chapel services are considered a vital part of the weekly schedule. Therefore, discipline for truancy or unexcused absence shall be the same as for a regular class. Parents, family members, and ministers are strongly encouraged to attend the campus chapel services with students.

Clubs and Organizations

Student clubs and performing groups such as the band, choir, and athletic teams may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct shall apply in addition to any consequences specified by the organization.

College Visits for Senior Students

A senior may be granted an excused absent to visit a university or college under the following circumstances:

1. The visit is necessary for an interview for admission or scholarship.
2. The interview cannot be completed on the weekend or on a day that school is not in session.
3. The student has a letter or written documentation from the university or college that the visit was necessary, indicating the date attended before returning to school.
4. The student must clear the absence through the Counseling Center and the administrative office prior to the day he or she needs to be absent.

Communications

The public address (PA) system shall be used only at a designated time each day or as needed in case of emergency.

Appropriate announcement forms may be requested by anyone who desires communication with the student body. These forms must be presented to the principal for approval prior to the beginning of the first period each day in order that the communication may be given on that day.

Complaints by Student/Parents

The following information about how to bring a complaint to the school is intended to provide parents and students an opportunity to resolve questions or problems that may arise.

Complaints about instructional materials, loss of credit on the basis of attendance, prior review of non-school materials intended for distribution to students, removal to alternative education programs, or expulsion are handled through procedures specific to those particular areas. To review relevant policies or obtain further information regarding a complaint process, contact the principal.

A student and/or parent with a complaint regarding possible discrimination on the basis of gender in any school program should contact the principal. For a complaint regarding sexual harassment or abuse, see the Student Code of Conduct.

For all other matters, a student or parent should first discuss the problem with the appropriate teacher. If the teacher's decision is not satisfactory, the complainant may request, within ten calendar days, a conference with the principal. If the principal's decision is not satisfactory, the complainant may request, within ten calendar days, a conference with the Executive Director. If the Director's decision is not satisfactory, the student and/or parent may contact the Board of Regents.

Conferences Between Teachers, Students and Parents

Parents and teachers are encouraged to establish and maintain frequent communication concerning student progress.

A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the appropriate teacher, counselor, and principal. A parent who wants to meet with a teacher may call the office for an appointment during the teacher's conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time.

Students and parents may expect teachers to request a conference for these reasons:

1. If the student is not maintaining passing grades or achieving the expected level of performance.
2. If the student presents any other problems to the teacher.
3. In any other case the teacher considers necessary.

Counseling

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about the curriculum, course offerings, graduation requirements, and differences between graduation programs. All students in grades 6-12 and their parents shall be provided information about the recommended courses for students preparing to attend college, as well as available school-to-work programs. Students who are interested in attending a college, university, or in pursuing some other advanced education should work closely with their counselor so that they take appropriate courses of study.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such area as social, family, emotional, academic, or chemical dependency needs. Students who wish to meet with the counselor should make an appointment.

The school shall not conduct a psychological examination, test, or treatment without requesting the parent or guardian's written consent.

Disallowed Items

Students are not permitted to possess or use the items listed below while on school property, while using Academy transportation, or while attending school-sponsored or school-related activities, whether on or off school property.

The following are examples of disallowed items:

- camera,
- walkman type radios,
- tape players and other sound reproducing equipment,
- Gameboys,
- dice, playing cards, trading cards (sport and celebrity),
- cellular phones,
- paging devices,
- chains, guns, knives,
- lighters,
- laser pointers,
- any type of spray device,
- materials containing gang graffiti-type writings.

Items will be confiscated and students shall be disciplined according to the Student Code of Conduct. The administration reserves the right to disallow other items which might present a distraction to the learning process and/or have a negative impact on the environment on campus.

Distribution of Materials

All school publications are under the supervision of the teacher, sponsor, and principal.

Non-school Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on school campus by a student or a non student without the approval of the principal and must be in accordance with campus regulations.

Dress (Uniforms) and Grooming

The Academy's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. The guidelines for the attire of the student body are intended to assure that all students are dressed comfortably, afford ably, and according to socially acceptable norms.

Guidelines:

- All white socks are to be plain, with no markings or logos
- A belt must be worn with all pants, shorts or skirts with belt loops.
- No open-heel or open-toed shoes and no boots.
- Dress uniforms are required for all-off campus Academy events, chapel days, and special services defined by the administration.
- Shorts are student option from: August-November 15 and March 15-May.
- Skirts should be fingertip length.

The following brands are required for all uniform items with the exception of belts, shoes and socks:

Executone Apparel - blazers; Royal Park – skirts

School Apparel - all other items.

Exclusive distributor of uniforms - **BEST KEPT**.

The Uniform dress code is as follows:

Middle School

- Girls: Dress Uniform Red crested sweater, white oxford blouse, navy plaid skirt, hose or white socks, dress shoes.
- Standard Uniform White oxford blouse, khaki or navy pants or shorts, hose or white socks, brown or black belt, tennis shoes.
- Boys: Dress Uniform Red crested sweater, navy pants, white oxford shirt, dress shoes and dark socks, black belt.
- Standard Uniform White oxford shirt, navy or khaki pants or shorts, black or brown belt, white socks, tennis shoes.

High School

- Girls: Dress Uniform: Red-crested blazer, white oxford shirt, navy plaid skirt, white socks or hose, dress shoes.
- Standard Uniform: White oxford shirt, navy or khaki pants or shorts, black belt, white socks or hose, tennis shoes.
- Boys: Dress Uniform: Red-crested blazer, white oxford shirt, navy pants, black belt, dress shoes and dark socks.
- Standard Uniform: White oxford shirt, navy or khaki pants or shorts, brown or black belt, white socks, tennis shoes.

Emergency Drills Fire, Tornado, and Other Emergencies

Students, teachers and other Academy employees shall participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge in a quick, quiet, and orderly manner. Each campus shall instruct students as to specific procedures for emergency drills.

Emergency School Closing Information

Announcements shall be made on radio stations and on television stations when it is necessary to cancel school due to bad weather.

This information shall be given to the stations before 7:00 a.m., if possible. This decision shall always be made on the morning of the day in question. Students should listen to any local television or radio station in the event that there is a question of school being canceled. The television and radio stations shall be notified by noon if there shall be an early dismissal. Again, parents should listen if there is a question of school being dismissed early.

Extracurricular Activities

Extracurricular activities are viewed as a necessary and important part of the school's instructional program.

1. The students are to abide by the regulations set by the sponsor(s) of the organization, whether the meeting is on or off campus.
2. Students at school-sponsored contests, whether they be participants or not, are to maintain a high level of decorum so the reputation of the students shall not suffer.

Participation Guidelines

Students who are absent all or part of a day must have the approval of both the principal and the coach or sponsor before being allowed to participate in an extracurricular activity on the day of the absence.

No Pass-No Play Guidelines

Students who represent the Academy in individual and/or team competitions must maintain academic eligibility standards in order to participate in the activity.

General Restrictions

A student who receives, at the end of any grade evaluation period, an average grade below 70 in any academic class may not participate in extracurricular activities for at least three weeks. A student may practice or rehearse while suspended. The student regains eligibility when the principal and the teachers determine that he or she has earned a passing grade of (70) or above in all classes.

Restriction for School on Grading Periods

1. During the first grading period, a student is eligible if he/she was promoted at the end of the previous year or had accumulated the required number of units toward graduation.
2. Students who are eligible shall not lose eligibility until seven calendar days after the end of the grading period in which they are failing one or more courses.
3. Ineligible students must wait seven calendar days after the end of the grading period to regain eligibility.
4. The semester grade has no effect on eligibility. Since, eligibility is determined at the end of each grading period.

Fees

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supply of pencils, paper, erasers, and notebooks. He may be required to pay certain other fees or deposits, including these:

1. The materials for a class project that the students shall keep.
2. Membership dues in clubs or student organizations and admission fees to extracurricular activities.
3. Personal physical education and athletic equipment and apparel.
4. Voluntary purchase of pictures, publications, class rings, yearbooks, graduation announcements, etc.
5. Voluntary purchase of student accidental insurance.
6. Musical instrument rental and uniform maintenance, when provided by the Academy.
7. Personal apparel used in extracurricular activities that becomes the property of the student.
8. Fees for lost or damaged library books, textbooks or school-owned equipment.
9. Fees established by the state for driver training courses, if offered.

Any required fee or deposit might be waived if the student and parents are unable to pay. Application for such a waiver may be made to the principal.

Fund Raising

Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administrative approval; these will be under the supervision of the project sponsor.

All fund-raising projects shall be subject to the approval of the Executive Director.

No outside organization, commercial enterprises, or individuals may solicit contributions from students within the school. Charitable organizations will be allowed to place collection boxes in the school buildings with principal approval, provided no pressure to contribute is exerted on the student at any time.

Gifted and Talented Program

Students may be nominated for the gifted and talented program at any time by teachers, counselors, parents, or other interested persons.

Written parental consent will be obtained before any special testing or individual assessment is conducted as part of the screening and identification process.

A selection committee composed of at least three professional educators will be established at the campus. This committee shall evaluate each nominated student according to the established criteria and will select those students for whom gifted program placement is in the most appropriate educational setting. Parents shall be notified.

Graduation Programs

The following graduation programs are available to Academy students:

1. Regular Program - 23 credits
2. Minimum Program - 21 credits
3. Exemplary Program - 26 credits

Students who are ranked in the top ten percent of their graduating class are eligible for a period of two school years following their graduation for automatic admission into Texas general academic universities and colleges. Students and parents should see the counselor for further information about deadlines and application procedures.

Declaration of Intent to Graduate Early

Students are encouraged to remain in high school for the total four years in order to assure receipt of the maximum benefit from further study. However, early graduation for any student shall be considered on an individual basis.

If a student plans to graduate early, the following guidelines must be adhered to for formal declaration of intent:

1. A formal written request must be completed by the end of the sophomore year by students wishing to graduate a year early.
2. A formal written request must be completed by the end of the junior year by students wishing to graduate a semester early.

Students who complete graduation requirements early and withdraw from school under this policy shall be allowed to participate in the end-of-school social activities (such as the Junior-Senior Prom) provided that they conform to the expected behavior standards.

Students who complete their graduation requirements as described above may participate in the baccalaureate and/or commencement programs, provided that the following guidelines are met:

1. The Students must notify the registrar (before the end of the first semester) of their intention to participate in these programs so that names may be properly included on the graduation list.
2. Early graduates must place an order during the first semester at the same time the other members of the senior class place orders for caps and gowns.

Commencement Exercises

A student who graduates early may participate in graduation ceremonies. If a student withdraws from school before completing all graduation requirements, he/she shall not be allowed to participate in graduation ceremonies without permission from the principal, who shall make the decision based on determination of hardship conditions.

Health Information

Immunizations

All Academy students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, they should not be immunized. The immunizations required are these:

diphtheria,	HibCV,
rubeola (measles),	poliomyelitis,
rubella,	hepatitis A,
mumps,	hepatitis B,
tetanus,	varicella (chicken pox)
pertussis,	

If a student is not to be immunized for medical reasons, the student or parent must present a certificate, signed by a U.S. licensed physician, which states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless otherwise specified by the physician.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) which states that the immunization conflicts with the beliefs and practiced of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

Medicine at School

In order to administer any drug or medication (including nonprescription drugs), school personnel must have a written request to administer the medication from a parent, legal guardian, or other person having legal control of the student who is requesting such medication; and the medicine must be in its properly labeled container. No phone authorization shall be accepted. The student must have written authorization. The school shall not provide any medication.

Communicable Diseases

Parents with students with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted.

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious.

These diseases include these:

amebiasis, viral A hepatitis, rubella (German measles), including congenital, campylobacteriosis, impetigo, chicken pox, infectious mononucleosis, salmonellosis (including typhoid fever), common cold with fever, influenza, fifth disease (erythema infectiosum), bacterial meningitis, shigellosis, viral gastroenteritis, mumps, invasive streptococcal disease, giardiasis, pinkeye (conjunctivitis), pulmonary tuberculosis, head lice (pediculosis), ringworm of the scalp and whooping cough (pertussis).

Emergency Care Treatment

If a student should have a medical emergency at school or at a school-related activity, the school shall make every attempt to contact the parents. Parents are asked each year to complete an emergency care consent form in case they cannot be contacted . Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up to date. Having current information shall be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information.

The Academy is not responsible for medical costs associated with a student's injury. The Academy does make available an optional, low cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child shall be responsible for paying insurance premiums and for submitting claims through the insurance carrier's office. Insurance policy information shall be distributed to students at the beginning of the school year.

Late Work

Student work should be completed and turned in on the date due, except in extenuating circumstances as determined by the teacher. The teacher may determine grade penalties.

Library

Libraries support instruction at the campus and are available to students at designated times. Students are encouraged to take advantage of the many services offered by the libraries.

With the privilege of using library materials comes responsibility. Students are required to return books when due. Fines shall be charged for late returns, and replacement costs shall be assessed for lost books.

General rules:

1. The library is open from 7:30 a.m. to 4:00 p.m., Monday - Friday.
2. Food and drink are not allowed in the library.
3. Boisterous behavior is not permitted.
4. The atmosphere in the library must be peaceful and conducive to study.
5. Any student not obeying the library rules shall be asked to leave.

Lockers

Lockers remain under the jurisdiction of the school even when they are assigned to individual students. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether students are present or not. The office must have the combination or key to any lock placed on a locker.

Office

Students should enter the Academy office only with the permission of the office secretary and leave promptly when their business is finished. A phone shall be made available to students for special needs, with the permission of the secretary. Office personnel shall make an effort to transmit messages from parents to students only in the case of an emergency. Teachers use faculty offices for study and class preparation only. Students are allowed in the teacher's office at the invitation of the teacher. The faculty lounge is off limits to students at all times.

Parental Involvement, Responsibility, and Rights

Education succeeds best when there is a strong partnership between home and school, partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are asked to do the following:

- 1) Encourage your child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- 2) Review the information in the Student Handbook, with your child; sign and return the acknowledgment form. Parents with questions are encouraged to contact the principal.
- 3) Become familiar with all your child's school activities and the academic program. Discuss with the principal any questions, such as concerns about placement, assignment, or early graduation, along with options available to your child. Monitor your child's academic progress and contact teachers as needed.
- 4) Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- 5) Review your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) health and immunization information, (8) teacher and counselor evaluation, and (9) reports of behavioral patterns.
- 6) If an instructional activity in which your child is scheduled to participate conflicts with your religious and moral beliefs, you may temporarily remove your child from the classroom. The removal cannot be for the purpose of avoiding a test.
- 7) Become a school volunteer. For information, contact the principal.
- 8) Participate in campus parent organizations. The activities are varied, ranging from band boosters and campus-planning committees formulating Academy and campus plans improving educational opportunities for all students. For further information, contact the principal.

The parents' association is a separate, self-governing body for the purpose of parents and teachers working together to advance the quality of life on campus. The association elects officers from among parents to govern the body and recommends faculty to serve in an advisory capacity. The president of the association also serves as a member of the Board of Regents during his/her tenure. The association meets a minimum of once a quarter (four times a year). The president of the association conducts the meetings with proper rules of order and presents issues of policy or procedures to the Board of Regents for consideration. All association meetings are held in public forum, which allows parents the opportunity to address issues of concern.

Community Service

Each parent is asked to complete a minimum of 20 hours of service each year to the Academy. This service is designed to create a sense of community by involving parents as much as possible in the daily routine. It also allows parents to set an example of leadership through measurable and demonstrated service. At the time of registration, parents are asked to sign up for a volunteer position that best fits their unique needs and circumstance. Possible service areas (but not limited to) are as follows:

Library assistant, teacher's aide, lunch server, office assistant, fund-raiser, parent association officer, Academy tour guide, Board of Regents member, extra-curricular activity aide, newsletter/publication aide.

Parties, Athletic and Social Events

The rules of good conduct and grooming shall be observed at school social and athletic events held outside the regular school day. Guests and spectators are expected to observe the same rules as students attending the event, and the person inviting the guest shall share responsibility for the conduct of the guests. A student attending a party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party shall not be readmitted.

Posters

Notices promoting school-sponsored events may be posted in the halls as long as they are not placed on any painted surface.

All notices and posters must be approved by the administration before being posted or distributed. Posters displayed without authorization shall be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

Release of Student From School

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures.

Report Cards

Written reports of students' grades and absences are issued to parents at least once every 6 weeks. If a student receives a grade of less than 70 in any class or subject, the parents are requested to schedule a conference with the teacher of that class or subject. Report cards must be signed by the parent and returned to the school as soon as possible.

Retention and Promotion

Curriculum Mastery

Promotion, grade level advancement, and course credit will be based on mastery of the curriculum.

Standard of Mastery

Mastery will be determined as follows:

- Course assignment and unit evaluation shall be given to determine student grades in a subject.
- An average of 70 or higher shall be considered a passing grade.

Grades 6-8

In grades 6-8, promotion to the next grade level will be based upon an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

Grades 9-12

Mastery of at least 70 percent of the course objectives will be required.

Grade level advancement for students in grades 9-12 will be earned by course credits. Changes in grade level classification will be made at the end of each semester.

Grade level promotions shall be based on the following credits:

5 credits	=	10 th grade classification
10 credits	=	11 th grade classification
15 credits	=	12 th grade classification

Safety/Accident Insurance

Student safety on campus or at school-related events is a high priority of the Academy. With safety in mind, the Academy has implemented safety procedures. However, the Academy can address only part of the challenge; the essential remaining part is the cooperation of students, including these precautions:

- 1) Avoiding contact that is likely to put the student or other students at risk.
- 2) Following any additional rules for behavior and safety set by the principal or teachers.
- 3) Remaining alert to and promptly reporting safety hazards, such as intruders on campus.
- 4) Knowing emergency evacuation routes and signals.
- 5) Following immediately the instruction of teachers, and other Academy employees who are overseeing the welfare of students.

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medication, etc.) by teaching their children safety rules. Also parents should contact the school nurse to update any information. Having current information shall be of critical importance should an accident or injury occur that requires medical attention.

The Academy is not responsible for medical costs associated with a student's injury. The Academy does not make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses.

Scheduling for Instruction

Students attending Ascension Academy must be enrolled as full-time students. "Full-time" is defined as enrollment for a full school day. Senior-level students must apply for and receive a "senior permit" in order to register for less than a full school day.

Daily Schedule

The school day begins at 8:25 a.m. Classrooms are opened and supervised at 8:15 a.m. No student is admitted into the building earlier than 7:30 a.m.

When the bell rings at 8:25 a.m., all students are expected to be seated at their desks; if not, they are considered tardy. The school day shall open with a public prayer, pledge of allegiance, and/or announcements. Classes typically end at 3:40 p.m.

The short breaks between classes are for restrooms breaks, getting a drink, putting books away, preparing for the next class, and changing classrooms. Each student is expected to be in his/her place when the bell rings for the start of the next period.

Smoking

All persons are prohibited from smoking or using tobacco products at a school-related or school-sanctioned activity, on or off school property.

Student Activities

Ascension Academy encourages students to become actively involved in student activities. The campus offers a wide variety of opportunities for student participation. The student shall be required to complete a minimum of ten hours community service per year.

Student Living Separate and Apart from Parent/Guardian

Seventeen-year-old students are encouraged to live with their parents or legal guardians. If this is not possible, the parent or legal guardian must notify Ascension Academy immediately.

Student Records

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the Academy until the student withdraws or graduates. The record moves with the student only upon withdrawal or graduation from the Academy.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 17 or who is considered a dependent for tax purposes. A parent whose rights have been legally terminated shall be denied access to the records if the school is given a copy of the court order terminating these rights. The principal is the custodian of all records for currently enrolled students.

Access to Student Records

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 17 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interest" include any employee, agent, Regent of the Academy, cooperatives of which the Academy is a member, or facilities with which the Academy contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are working with the student, considering disciplinary or academic actions, compiling statistical data, investigating programs, or evaluating programs.

Certain officials from various government agencies may have limited access to the records. The Academy forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else.

When the student reaches 18 years of age, only the student has the right of consent to release his/her records.

Correction of Student Records

A student over 17 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Although improperly recorded grades may be challenged, parents and the students are not allowed to contest a student's grade in a course through this process.

Directory Information

Certain information about Academy students is considered directory information and shall be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook.

Directory information could include the following: student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Telephone Messages

Messages shall be delivered to students on an emergency basis only. Every effort shall be made to provide an optimum learning environment for every child and, therefore, class interruptions must be kept to a minimum. Parents should communicate with their student before school concerning transportation plans or appointments for the day.

Testing

The counseling center is in charge of various testing programs throughout the school year. Registration for college admission testing is done on an individual basis. If a student wishes to participate in testing offered, he may do so by contacting the counseling center.

Textbooks

Books must be covered by the students, as directed by the teacher, and treated with care. A student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian. However, a student shall be provided textbooks for use at school during the school day.

School-Sponsored Travel

Students who participate in school - sponsored trips are required to ride in transportation provided by the school to and from the event. However, the principal may make an exception to this requirement under the following circumstances:

- 1) the parent personally requests that the student be permitted to ride with the parent;
- 2) on the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent

It is the total responsibility of the parent to see that transportation is provided for their child. The Academy shall not be liable for providing any transportation to and from school events.

Tuition and Fees

Tuition and fees must be paid prior to the beginning of each semester. Student loan options and assistance shall be available at registration. Several major credit cards may be used.

The following fees apply to all grade levels of the Academy:

Tuition:	\$4,200.00 Middle School per year	\$4,800.00 High School per year
Application Fee:	\$75.00(one-time fee for the cost of entrance exam and application processing)	
Registration Fee:	\$200.00 Middle School	\$300.00 High School
	(Charged each year to cover the cost of processing registration materials)	

Valuables

The school is not responsible for students' valuables such as money, fountain pens, pencils, books, watches, and jewelry taken from hall or gym lockers or lost at school. Students are urged to be extremely careful in regard to this matter.

Coats, gym outfits, and other wearing apparel should be labeled in such a manner that they can be easily found and identified. Students who find articles, which do not belong to them, must turn them into the office.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his or her vehicle, must make certain it is locked and that the keys are not given to others. A student shall be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons, that are found in his or her car and shall be subject to disciplinary action by the Academy, as well as referral for criminal prosecution. Searches of vehicles may be conducted anytime there is reasonable cause to do so, with or without the presence of the student.

The operation of automobiles, motorcycles, or other vehicles on or near the school premises will be under the supervision of the principal in charge. The school's administration shall establish appropriate regulations governing the operation of vehicles on or near the school grounds during regular hours and during those times when school-sponsored activities are being conducted (see School Sponsored Travel,) Any student who operates a vehicle in an unsafe manner shall be denied the privilege of driving on or around school property while school is in session. Cars parked in areas of the campus designated as "no parking" such as, but not limited to, fire and bus lanes, are also subject to towing at the owner's expense.

Visitors

Parents and other visitors are welcome to visit our school. All visitors must first report to the principal's office, sign in, and obtain a visitor's pass. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher; such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

NOTICE TO STUDENTS AND PARENTS

Pest Control Information

Ascension Academy periodically applies pesticides indoors. Information on the application of the pesticides is available at the request of parents or guardians from the Principal.

Drug- Free Schools

Ascension Academy believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the Academy has established a Code of Conduct, which prohibits the use, sale, possession, and distribution of alcohol and illicit drugs on school premises or at any school activity, regardless of its location. Compliance with this Code of Conduct is mandatory, and students shall be disciplined if they are found to have violated it. Violators shall be referred to appropriate law enforcement officials for criminal prosecution.

Federal Compliance Statement

Ascension Academy does not discriminate on the basis of race, religion, color, national origin or gender in providing education or providing access to benefits of education services, activities and programs, including career and technology programs, in accordance with TITLE VI of the Civil Rights Act of 1964, as amended; TITLE IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and TITLE II of the Americans with Disabilities Act.

Ascension Academy believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The Academy considers sexual harassment of students to be serious and shall consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.