

STUDENT HANDBOOK

2019-2020



ASCENSION CHRISTIAN

WELCOME TO THE LION NATION

ASCENSION CHRISTIAN



Ascension Christian Mission Statement

We are a Christ-centered environment of educational excellence where every student has the opportunity to belong, to believe, and to become a light for the world!

WELCOME TO THE LION NATION

ELC 644-3110

ACE 644-3110

ACH 622-2800

E-mail: infoaclions.org

Ascension Christian Motto

*"Lighting a Path for the
World"*

ACLions.org



Proud to be a LION!

The following pages contain the governing policies of Ascension Christian School. As a student in attendance, you will be required to abide by the following policies as defined. If at any time these policies change, you will be informed of the changes and you will be expected to abide by the changes.

Thank you for choosing Ascension Christian. We are excited that you are here!

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Students support community

TABLE OF CONTENTS

General Information about Ascension Christian School	5-6
Ascension Christian History, Vision, Mission Motto	7-8
Admissions and General Requirements	8
New and Returning Students Enrollment Re-enrollment	9
Academics / Principal's List / Academic Requirements	10
High School Credits / Jr. High and Elementary Promotion	11
Graduation Requirements / T.O.P.S. / Exemption from Core Four / Honors	11
Class Rank / Graduation / Accreditation / Athletics	12
Philosophy of Athletics / Eligibility and Participation / Fees	13
Ascension Christian Sports	14
Attendance Policy / Absences / Penalties / Exceptions	14-15
Arriving and Leaving School / Make-up Work	16
Driving on Campus	17
Bathrooms / Cell Phones / Change of Address / Clubs and Organizations	17-18
Code of Conduct	19-21
Communications	21
Deliveries / Complaint and Resolution Procedures	22
Discipline	23-25
Dress Code	25-26
Drug Policy / Testing / Searches / Expulsion	27
Field Trips / Financial Agreement	28
'Delinquent Acocunts / Withdrawal Policy / NSF Checks / Financial Aid	29
Refund Policy	29-32
Emergency Training	33
Fund-raisers / Guidance / Holidays	34
Homework / Internet Policy	35-36
Lockers / Lunches / Immunizations / Medication and Illness / Medical	36-37
Parental Visits/ Parent Teacher Conferences	37
Pictures / Safety / School Closure / Textbooks / Tutoring	38
Volunteers / Withdrawals and Dismissals / Appeals / Media	39
Stakeholder Understanding	39
APPENDIX A—Acceptable Use Policy and Laptop Rental	41-46

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Ascension Christian

Motto

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Bryce Walker
State Champion Men's Singles Tennis
2016 & 2019

Congratulations! You now belong to a Christ-centered environment of educational excellence that will give you every opportunity to discover God's plan for your life. The faculty, staff, and administration are committed to encouraging you to achieve your highest potential as a Christian student. At Ascension Christian you are going to experience a unique educational environment that can create wonderful opportunities for you. The faculty and staff will work with you to keep you focused on your goal of being the best you can be. Together, we will work to discover and explore opportunities that support advancing your education and your God-given talents.

Welcome,

Mark Pellegrin, Superintendent

GENERAL INFORMATION

Ascension Christian School

Approved: The LA Board of Elementary and Secondary Education

Accreditation: The Southern Association of Colleges Schools

Certified: S.T.E.M. (Science, Technology, Engineering, and Math)
The only S.T.E.M. certified school in Louisiana

Ascension Christian Early Learning Center (ELC)
10473 Airline Hwy
Gonzales, La. 70737

Ascension Christian Elementary (ACE)
10473 Airline Hwy
Gonzales, La. 70737

Established: ACE - 1980 / ELC - 1988 / High—2007
ACE & ELC Office 225 644-3110
Fax: 225 647-2368

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Ascension Christian Motto

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LION SPIRIT!

GENERAL INFORMATION

School Hours: ACE 7:45 AM – 3:00 PM
ELC 6:30 AM – 6:00 PM

Ascension Christian High (ACH)
14408 EA Academy Road
Gonzales, LA 70737

ACH Office: 225 622-2800
Fax: 225 622-2875

Office Hours: 7:00 AM - 4:00 PM

Ascension Christian Schools

Superintendent: Mark Pellegrin

School Colors: Navy Blue & Orange

Mascot : Lions

NOTICE OF NONDISCRIMINATORY POLICY

ADMISSION POLICY

ACS admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

History of Ascension Christian School

The Household of Faith Church in Gonzales established in 1971, is a non-denominational church providing the vision for the school's ministry. In 1980, the church opened Faith Academy to meet the needs of the community for Christian education in Ascension Parish. The school originally opened as a K-12 school, but later transitioned into a K-8 school. In 1988, the Early Learning Center opened. In 2003, the church purchased 17 acres off highway 931 to open a high school. In 2007, while the new campus was being renovated, Ascension Christian High opened on the elementary school campus with grades 9-11 and included 15 students. The newly remodeled high school campus opened August 8, 2008. In 2013, the church leadership established one school comprised of the Early Learning Center, the elementary, and high school under the name Ascension Christian School.

Vision

The vision of the Household of Faith Church comes from Psalms 68:6 - *God places the lonely in families; he sets the captives free and gives them joy.*"

At Ascension Christian School, we believe that everyone needs a place to **Belong**, then be given the opportunity to **Believe** in the promises of God, and finally, to **Become** the person God intended them to be.

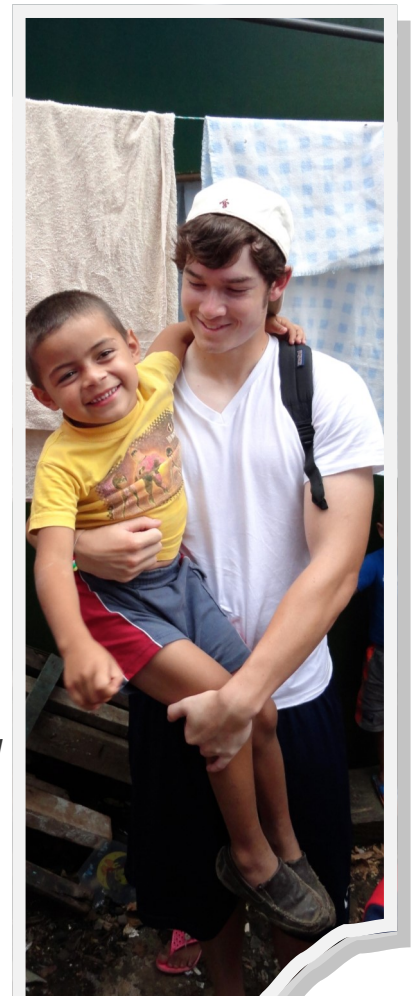
In the same way, Ascension Christian students are given a place to belong first. Students will have the opportunity to connect to others who share similar interests-whether it is in classes, sports, or extra-curricular activities. The school creates opportunities where every student is well known by the faculty. Through these opportunities students will learn about God and his world as well as through the educational excellence and the daily Christian culture. Finally, students can begin to understand the plan that God has for their lives by discovering and using their gifts and talents to serve others as Jesus did.

Combining Vision with Mission

The mission of Ascension Christian connects the vision to a purpose. The mission verse comes from Matthew 5:14-17- *You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.*

The mission statement combines vision and mission to drive an overall direction for the school. The Mission Statement is: **"We provide a Christ-centered environment of educational excellence where every student has an opportunity to belong, to believe, and to become a light for the world!"**

Motto



Costa Rica
Mission 2012

The motto is a slogan or a simple statement that summarizes the overall purpose and focus. At ACS the motto is, “Lighting a Path for the World.” Ascension Christian School is the “City on a Hill” that provides a guiding light to students so they may see the goodness which is Christ, seek to find Him, and lead others to Him.

Admissions Policy

All applicants are considered on the basis of aptitude and achievement levels, tests, recommendations, previous report cards, transcripts, discipline, and the result of any admission testing. A student’s previous educational records and behavioral patterns are all considered in the acceptance process. ACS recognizes that it cannot meet the educational needs of all children. While we love all children, the school may not be equipped to meet every child’s needs. Upon admission any identifiable needs will be discussed and a strategy, if needed, will be implemented with goals and expectations.

General Requirements

Students will be considered for acceptance when the application and requested information has been completed.

Both student and parents must agree that attending ACS is the right choice for the child.

The faculty and staff will work to lead students to a personal relationship with and commitment to Jesus Christ.

High school students are required to have a minimum of a 2.0 GPA (C average) or above on the most recent report card (4 point grading scale).

School administration may permit admission into ACS with a GPA below the requirement, but only after careful review of the student’s situation. If a student is admitted with a GPA under 2.0 the student will be admitted on “Academic Probation” status. A student on “Academic Probation,” who cannot bring their GPA up to a 2.0 (C) by the end of the following nine weeks; must withdraw from ACS.

Acceptance at ACS is at the discretion of the administration.

By enrolling, parents and students agree to the purpose and goals of the school and commit to supporting all policies and procedures.

New Student Admission Requirements

Admission Application must be completed in its entirety and submitted to the school office

Current Immunization/shot records MUST be submitted at time of



registration

Immunizations must be up-to-date when applying

Copy of birth certificate MUST be submitted at registration

Copy of Social Security card MUST be submitted at registration

Report cards for incoming 1st-8th graders and transcripts from 9th -12th graders from previous school

Required Fees MUST be paid at time of registration (non-refundable)

Testing (if applicable) must be completed

Interview of parents and student with administration

Read this handbook carefully in its entirety

The New Enrollment signature form MUST be signed

Returning Student Admissions Requirements

Update any changes in student information file as necessary

Required Fees MUST be paid in full. (Non-refundable)

Read this handbook carefully in its entirety

Immunizations must be up-to-date when applying

The Re-enrollment Signature form MUST be signed

Enrollment and Re-Enrollment

Each year parents must re-enroll their children for the upcoming year. During the month of January, re-enrollment for the following year will be offered exclusively to students currently enrolled in ACS and their siblings. Early enrollment is necessary to secure a space in the class of the student's next grade.

Classes are filled on first come, first serve basis.

Enrollment is not official until the required fees are paid, registration forms are completed, required documentation is submitted, testing is completed, interview, and other procedures are completed.

Enrollment is required to participate in any school activity.

Applications for enrollment/re-enrollment will be approved at the discretion of Administration.

ACADEMICS





Ascension Christian National Honor Society Induction Ceremony

Grading Scale Elementary

Jr. High and High School

Principal's List

93.00 – 100.00 = A = 4 quality points	4.00 – 3.50 = A
86.00 – 92.99 = B = 3 quality points	3.49 – 2.50 = B
75.00 - 85.99 = C = 2 quality points	2.49 – 1.50 = C
67.00 – 74.99 = D = 1 quality point	1.49 – 0.50 = D
00.00 - 66.99 = F = 0 quality point	0.49 – 0.00 = F

All courses = 10 point scale

90-100 = A	4 points
80-89 = B	3 points
70-79 = C	2 points
60-69 = D	1 point
59- 0 = F	0 points
For College Courses / Honors / AP	
A=5, B=4, C=3, D=2	

A student must have “A’s” in every course. Conduct is considered as well as any disciplinary notes. The GPA will not be rounded up when determining a student’s status for these awards. It is a well-earned honor for those that work hard to achieve these awards.

Academic Requirements

A 2.0 GPA (C average) must be maintained to attend Ascension Christian. Students scoring below a 2.0 GPA will be placed on Academic Probation. Dismissal from ACH may result before the end of the school year for students who do not adhere to the prescribed academic plan and goals as defined while on probation. When a student does not maintain the standards set forth, that student becomes ineligible for readmission for the following school year. If the student is involved in extra-curricular activities, the status of academic probation will require attention to academic needs first. Probation can include being restricted from practice, travel, or even participation in school activities. Students with a failing grade in more than one course may be placed on extra-curricular suspension. Extra-curricular suspension that may include total separation from the activity until the academic concerns are resolved. Parents and students may be required to attend a conference with classroom teachers,

school counselor, Academic Dean and/or Principal to formulate a plan of action with goals, timelines, and expectations for improvement. Evaluations will occur weekly to review the student's progress toward meeting the goals or improvement while on probation or suspension. Students may have to withdraw from their extra-curricular activity based on continuous inability to perform at the expected academic level.

High School Credit

To earn Carnegie Units (credits) students must complete course work with a minimum final grade of 60 (D). Attendance in each course must be maintained not to exceed absences of more than 10 days for semester courses (1/2 credit courses – no more than 5 days) or 20 days for a full year course. Transfer students may be allowed credit for work completed with an official transcript listing all courses completed with a minimum score of 60 on the final grade and with no attendance issues. School administration will determine if credits will be awarded. Students transferring may be required to take entrance exams prior to being placed in classes or to receive credits. Home-school students must present courses taken from a state approved home-school program.

Jr. High and Elementary School Promotion

Students must earn a passing grade in the fourth nine weeks in all courses to indicate mastery of the skills. Otherwise, the student will held back a year.

Graduation Requirements

Students need to earn 29 credits to graduate from ACH.

T.O.P.S.

T.O.P.S. University has specific course requirements. Please see the school counselor for the listings of specific T.O.P.S. required courses. T.O.P.S. Website: www.losfa.la.org

Exemption from Core Four Curriculum

After the student has attended high school for a minimum of two years, the student can request that he/she be exempt from completing the Louisiana Core 4 Curriculum. There are requirements for exemption from the Core 4 Curriculum. Please see the school counselor to evaluate this option.

Honors Program

The school's academic rigor and attendance requirements are established to address the increasing requirements for college preparation and work force readiness. All students will be held to a high accountability of academic preparation in English, math, science, and social studies. As well, students who wish to attain an Honors Diploma from Ascension Christian High will have to meet higher levels of academic achievement.

Beginning in 2019 and beyond

9th graders will be required to take a Computational Thinking course in preparation for mastering

Graduation Requirements for 2019 9th graders	
English	4 units
Mathematics	4 units
Science	4 units
Social Studies	4 units
Physical Education / Health	2 units
Electives	2 units
Fine Arts	1 unit
Bible	2 units
Foreign Languages	2 units
Computational Thinking	1 unit (9th-2019)
ACT Prep	1 unit (10th-2019)
Financial Planning	1 unit (11th-2019)
Senior Seminar	1 unit (12th-2020)

- the high level college preparatory work in the succeeding years.
- 10th grade students will take the ACT Prep course to achieve the benchmarks established by the ACT for success in college.
 - 11th grade students will complete a course in Financial Planning, as a new requirement from the Board of Elementary and Secondary Education.
 - 12th grade students in 2020-2021 and beyond will complete a course in Senior Seminar in preparation for college and work readiness.

To graduate with an Honors Diploma from Ascension Christian High, seniors will have to meet all of the following academic benchmarks by the end of the first full week of May:

- 15 hours of college course credit
- GPA of 3.8 or higher
- No final grade lower than a "C"
- ACT composite score of 21 or higher by April 30, 2020
- 4 core classes at the honors level in the senior year



*Michael Barden
Ascension Christian Valedictorian
Class of 2019*

Also, beginning in 2019 and beyond

- Students will attend school daily for a minimum of 4 core classes
- Leaving campus prior to the end of the school day will require documentation of employment or registration in a college course
- Honors courses will not be offered before grade 9
- Algebra I will be taught in the 8th grade
- Transfer students with an honors credit for Algebra I from another school will be assigned an unweighted grade at Ascension Christian High

Class Rank (ACH only)

Official class ranking will only be done to determine the valedictorian and the salutatorian. Final grade point average will be used beginning with the first credit earned and will be cumulative through the last nine weeks of the senior year. In consideration of the top honors, the highest ranking senior in attendance at ACH for at least three consecutive years will be recognized as valedictorian. The second highest ranking senior in attendance at ACH for at least three consecutive years will be recognized as salutatorian. Those students with a 4.0 or higher will be designated as Distinguished Graduates. Only students who meet the Honors Program requirements will receive designation as an Honor Graduate.

Graduation Exercises

In order to participate in graduation ceremonies a student must meet all state and school academic requirements no later than 12:00 p.m. on the last day of the final senior exams. All financial obligations must be paid. In addition, graduating seniors must attend rehearsals and must report to the designated meeting place, at the scheduled time on the day of graduation, dressed according to the graduation dress code policy. Administration can deny any student/family the privilege of attending or participating in the graduation ceremony. Administration will determine annually the agenda and speakers for graduation ceremonies.

Accreditation

Ascension Christian School is approved by the Louisiana Board of Elementary and Secondary Education (BESE) and is accredited by The Southern Association of Colleges and Schools (SACS) through AdvancED. Ascension Christian is also certified as a S.T.E.M. school. ACS is currently the

only school in the state with this distinction.

Athletics

Athletics provides students in elementary through high school an opportunity to express their talent through athletics. Ascension Christian High is a member of the Louisiana High School Athletic Association and adheres to all the rules and regulations required of participating members which



ACH Football Team 7wins with only 3 losses for 2017

includes strict adherence to eligibility of players and coaches' training. Hard work, self-discipline, and high moral character will create a good work ethic, on and off the field. Part of that self-discipline is a student's ability to maintain good academic and conduct grades.

Philosophy of Ascension Christian Athletics

The reputation of the school's athletic program is determined by the way in which the coaching staff and athletes conduct themselves, not by how many games are won. Each coach stands as a role model for their athletes. Coaches must accept the responsibility of developing Christ-like character and encourage students to do the same. The school's policies encourage discipline and consistency, two vital ingredients for success.

High School Athletic Eligibility and Participation Requirements:

Athletic eligibility at ACH is determined by the most current rules of the LHSAA. The school administrator makes the final determination on LHSAA rules and regulations. Participation in LHSAA sports at ACH requires a GPA of 2.0 to qualify. Failure to maintain the 2.0 GPA will require placement on "Academic Probation" (see Academic Requirements on page 10.) ACH students must be in good standing behaviorally to participate in athletics/extra-curricular activities. Administration maintains weekly review of



ACH volleyball teams support each other on and off the court.

academics and behavior. Students may be required to attend an in-house study hall as assigned to support improvement in academics/behavior. Failure to improve academics/behavior or attending study hall as assigned may eliminate the student's participation in sports/extra-curricular activities. A minimum of a half day of school is required to participate in any athletic/extra-curricular activities. Additional fees for sports are required.

ASCENSION CHRISTIAN SPORTS

We all agree...

- Coaches and athletes should strive to represent Christ always.
- Coaches and athletes should strive to build-up teams where each member feels valued and respected. (Ephesians 4:29)
- Through athletics we will learn the value of faith, hope, love, authority, unity, acceptance, patience, discipline, gentleness, and forgiveness. We will not measure our value in wins and losses.
- As coaches and athletes we will strive to learn the importance of serving others. (John 13:12-17).
- As Christians we should accept responsibility, lead courageous-

ly, and manifest God's grace to others.

- Coaches will determine practice schedules, and student responsibilities for attendance.
- Each student must complete a sports packet and physical examination annually to be eligible for any sport.
- Fund-raising is required of all team sports. All team members are required to participate.
- Parents support the team with transportation, concessions, gate, encouragement, attendance at games, and fund raising activities.

Elementary Athletics

Students are invited to tryout for sports at the elementary school. Each year the number of students interested in playing sports will determine which sports the school will offer. Routinely, the students compete in football, volleyball, basketball, softball, and baseball. Additional fees are required to play sports. Students must maintain their academics to be eligible to play.

Acceptable School Absences to make-up work at ACS

Requires written note from doctor/parent

- ⇒ Student Illness
- ⇒ Death in the family
- ⇒ Doctor's appointment
- ⇒ Court appearance

Acceptable Absence for Attendance Requirements

Requires official validation

- ⇒ Doctor's excuse
- ⇒ Medical excuse
- ⇒ Death in immediate family

Exceptions to State Attendance Law

- ⇒ Extended personal, physical, or emotional illness as verified by a doctor.
- ⇒ Extended hospital stay as verified by a doctor.
- ⇒ Extended recuperation from an accident as verified by a doctor.
- ⇒ Extended contagious disease within a family as verified by a doctor.
- ⇒ Death in the family (not to exceed one week).
- ⇒ Natural catastrophe and/or disaster/School closure

Students who are verified as meeting extenuating circumstances and therefore eligible to receive grades, must complete makeup work or pass the course as determined by the administration.

ATTENDANCE

Regular attendance is required by Louisiana law and necessary for the successful completion of grade-level requirements. Daily attendance is a permanent record for each student at Ascension Christian. Students and parents are held accountable to regular attendance as defined by the state.

The state law requires that students be present for a required number of minutes to progress to the next grade/course. Students in grades K4-8 may not miss more than 20 days of school per year (excused or unexcused). High school students may not miss more than 20 days in a year-long course (excused or unexcused). In a semester-long course (Aug-Dec or Jan-May) absences can not exceed 10 days in any one course (excused or unexcused). High school students who take half-credit courses can not miss more than 5 days in order to receive credit for the course (excused or unexcused).

Parent Notification

Parents will be called every day when their child is absent to verify the absence. Parents will be notified via email through RenWeb's automated system detailing the school's attendance requirements and the number of absences, once the student's absences are at three. Administration will require a parental meeting when absences become excessive.

ARRIVING & LEAVING SCHOOL

Late Arrivals to School

ACE Late Arrival is after 7:50 AM

ACH Late Arrival is after 8:00 AM

Students are expected to arrive to school on time. Late arrivals should be an exception not a routine. Late arrivals need admission slips to enter any class. Teachers will not admit students without a slip signed by the front office.

Late Arrival to Class

Students will be issued late arrival slips for not getting to class on time.

After three (3) unexcused late arrivals students will be assessed \$25. Parents must submit written documentation upon arrival to have a late arrival excused.

Excessive tardiness may result in disciplinary action.

Leaving Early

Only the parent/guardian or the person(s) designated by school records will be allowed to give permission for a student to leave school.

If a student checks out for a doctor's appointment, the student must bring an excuse from the doctor the following day.

Parents/guardian/designated person must be present in the front office to sign students out of school early and follow the appropriate protocol as established by the school to sign students out of school early.

For students who drive to school their parent must call the school and send an email from their school-registered email address giving permission for the student to leave school early.

Policy Regarding Absences

In case of an absence, parents must send a doctor's excuse for medical treatment, or in cases when the absence was not medical, write a dated note to the front office explaining the reason for the absence. Excuses MUST be sent the day a student returns from the absence. Excused absences will verify that the student will be permitted to receive points or grades on make-up work.

Students will be required to participate in P.E. unless a doctor's note or a parent's request due to illness is submitted prior to missing the class. Teachers will honor a parent's request up to three days after which a statement from a doctor will be required.

Penalty for Unexcused Absences

Students shall not be given the opportunity to make-up work or tests and shall be given failing grades in those subjects for those missed days.

Students with more than 5 unexcused absences will not be allowed to participate in any school sponsored activity which takes them out of class. (Field trips, contests, athletic competition, club meetings, etc.)

Driving on Ascension Christian Campuses

Due to the increasing volume of students, parents, and vehicles on campus, please exercise patience and caution when on campus. Safety always comes first. Be attentive to the posted 15 mph speed limit signs in and around AC School properties. Be attentive to students moving across campus. Watch teachers for directions if you are unsure of the traffic flow.

Absence Due to Suspension

Days of suspension will count as an unexcused absence. Suspensions disqualify students for make-up work or tests and shall be given failing grades for all activities on the days missed due to suspension.

Exceptions

Exceptions to the State Attendance Law can only be authorized by the school administrator if the absences meet the criteria listed above. If a student's absences exceed the allotted days, the student/parents will be notified that the student will need to repeat the grade level, or for high school students, repeat course(s).



MAKE-UP WORK (Tests & Assignments)

Make-up work for excused absences is the student's responsibility. Students have three days to make arrangements with teachers for make-up work, including tests, and no more than one week to complete such work. When teachers agree to a date on which work is due or test(s) are to be taken, students are bound to that date. Teachers will make every effort to assist students in providing assignments and offering peer and/or teacher assistance.

Students with absences are expected to return to school prepared. In the event that a student has an unexcused absence, he/she will receive a "0" on the missed assignments, quizzes, or tests until such work is completed under the limitations listed above. When assignments are given in advance with a project-due date, students must submit the assignment as required unless previous arrangements are agreed upon with the teacher(s). If the student is absent on the day the assignment was due, the

student will be required to submit the work on first day back to school.

Students who are verified as meeting extenuating circumstances and therefore are eligible to receive grades must complete work and/or pass the course as determined by the administration.

Student Drivers at ACH

Driving on campus is a privilege extended by the school administration.

Student drivers must register their vehicles by showing a current driver's license, proof of insurance and registration, and pay the required \$15 parking fee.

Student-drivers must park in the designated student parking lot with their parking permit visible. Unregistered vehicles may be towed away at the expense of the owner.

Student-drivers cannot leave campus after arriving without first receiving permission from the office and parent/guardian.

Students are not allowed to remain in their cars after arriving on campus.

The parking lot is an OFF-LIMITS area during schools hours.

Reckless driving while on campus will result in disciplinary action that may include the driving privilege being suspended or revoked.

The school is not liable for a student's personal property. Theft of possessions or damage to cars is the responsibility of the student.

The school reserves the right to search any vehicle on the property any time for any reason.

Parking spaces closest to the main building are for visitors.

Driving privileges may be revoked at the discretion of administration.

Student drivers must exit ACH parking lot via George Duplessis Road, at the rear of the property.

BATHROOMS

Students should make use of the bathrooms during breaks, recess, lunch, or between classes.

Students are discouraged from missing class time, unless there is an emergency situation. Medical conditions that require frequent bathroom visits must be verified by a doctor's note and must be submitted to the office so arrangements can be made.



Ascension Christian Jr. Beta Club at District Rally

CELL PHONES AND TELEPHONE USAGE

Students at ACS may bring cell phones to campus, however, cell phones should be turned off during school hours. Teachers will direct students in the use of cell phones if there is a specific need for educational purposes during class. Teachers will confiscate cell phones when students exhibit unauthorized use. Abuse of the privilege may result in the student not being allowed to bring the phone to school. Students should ask permission if they want to use their cell phones during class outside of a teacher's direction—that will assure that the cell phone will not be confiscated resulting in disciplinary referral to the office or the privilege revoked. The school is not responsible for cell phones that are lost or stolen.

The telephone in the school office is not for casual use by students. It may only be used when absolutely necessary and use is at the discretion of administration and/or classroom teacher. Parents may call and leave a message for a student, but students are not allowed to receive phone calls or text during class time. Only in the event of an emergency will a student be permitted to receive a call during school hours.

CHANGE OF ADDRESS/ PHONE/ INFO.

Parents, must send written notice to the school of all changes to pertinent contact information such as address, phone numbers, email, place of employment, emergency contacts, or authorized persons to pick-up students.

CLUBS AND ORGANIZATIONS

Ascension Christian supports numerous extra-curricular activities for students (participation in some activities may require additional fees). Students will have the opportunity to participate in various clubs, sports teams, and music, and service organizations. The activities should promote character, stimulate achievement, and develop social and physical skills. Some organizations or programs may require tryouts, auditions, high academic achievement, athleticism, etc. to participate. Students must be in good standing academically and behaviorally to maintain active status. Also, students must attend half of the school day to be able to participate in school activities.

Ascension Christian Schools

School Goals

- Promote Our Rich
Christian Culture
- Create Opportunities for Growth
- Improve STEM Programming
and Outreach

School Mission Statement

*We provide a Christ-centered
environment of educational excellence
where every student has
the opportunity to
belong, to believe, and
to become a light for
the world!*





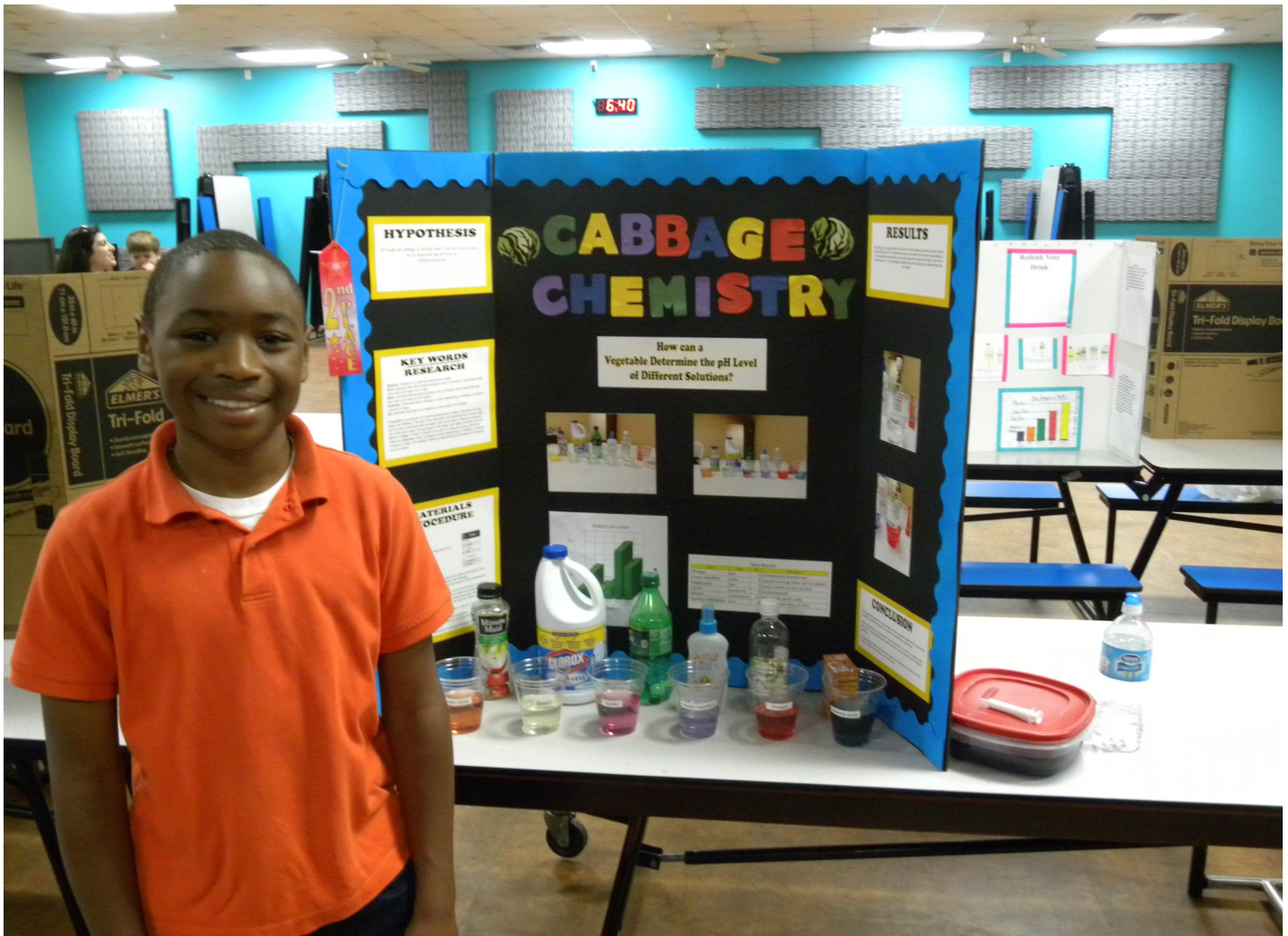
CODE OF CONDUCT

The Code of Conduct shall apply to all students of ACS at all times:

- Christian living is not a game, with one set of rules for church and school and another for every-day life. Regardless of whether the prescribed activity takes place at or away from school, the student is equally subject to discipline for those actions, up to and including withdrawal for actions that are unbecoming of a Christian student.
- Christian standards of moral conduct are expected at all time. (24 hours a day; 7 days a week) All are expected to act in an orderly manner, to maintain Christian standards in courtesy, kindness, language, morality and honesty, and to strive toward unquestionable character in dress, conduct, attitude, and respect for authority.
- Gossip and slander will not be tolerated. Our words and actions should be uplifting and encouraging. Discipline will be administered for such actions which could include withdrawal.
- Firearms, knives, weapons, or fireworks brought onto the school campus can result in immediate referral to the Ascension Parish Sheriff's Office and may include expulsion for all students involved.

- Lighters, matches, cigarettes, smokeless tobacco, or pornographic material (magazines/on personal devices/on school computers) are not allowed on school campus or school sanctioned activities at any time. Consequences will be suspension or expulsion from school for all involved.
- Smoking within 200 feet of a school campus is against the law. Smoking on campus by students will result in disciplinary action which may include suspension or expulsion.
- The use or possession of drugs or alcoholic beverages is prohibited on campus or any school sanctioned activity will result in immediate expulsion. If a student is suspected of being under the influence of any drug or alcohol, the student may be asked to submit to drug analysis (at the parent's expense) to determine whether drugs or alcohol have been taken. A positive result from this test or refusal to take such a test will be grounds for disciplinary actions including suspension or expulsion.
- The use of inappropriate language (swearing, by-words, suggestive speech, vulgarity, language of a sexual nature, or threatening words) will result in disciplinary action which may result in suspension or withdrawal.
- Students who purposefully or maliciously destroy property may be dismissed from school until the student or parent makes restitution. Students are responsible to help keep school property in good working order by never defacing school property and reporting damages.
- Students are required to keep school grounds, playgrounds, classrooms, hallways, restrooms, and lunch areas clean.
- All students must remain in designated areas only. The back of the school, back of the ACH gym or the school's parking lots are off limits while on campus. Students are not to be in classrooms when teachers are not present.
- Students are encouraged to respect authority with appropriate language such as "Yes, Ma'am" and "Yes, Sir".
- Young men and women must treat each other with courtesy and respect, and avoid any display of affection. Students should use discretion in touching other students.
- Students must respect the rights and properties of others, and no student is permitted in another student's desk, locker, or belongings without permission from that person and a teacher. Theft will be seriously disciplined.





Joel Burnett at the science fair

- Students should refrain from pushing, hitting, kicking, scratching, or bullying, other students.
- Teachers' resource room is off limits to students. Office approval is necessary for students to enter and a pass must be obtained.
- Arguing with someone in authority is prohibited. *Do all things without murmurings and disputing.* (Phil. 2:14)
- In the classroom the student is expected to sit in his assigned seat, keep all chair legs on the floor, care for the desk, not sit on the desk or table, and keep the area around the desk clean each day.
- Gum chewing is not allowed on campus or in school vehicles at any time.
- Public displays of affection will not be tolerated.
- Students must keep their lockers clean and orderly. Lockers must be locked at all times. Students should not share their lock combinations with other students.

DISCIPLINE

The discipline plan supports students and parents in understanding the ACS culture. These principles are documented to guide students toward positive decision making- strategies. As well, when violations occur the defined consequences are used as a likely scenario to resolve problems. Every effort will be given to support and encourage students to improve their thinking skills. However, continuous violations will be addressed according to the overriding concept that persistent negative choices indicate willful disobedience. Often, persistent negative choices will cause the demise of success and can lead to further problems that may result in withdrawal or expulsion. Students who receive five written violations will require a one day suspension. Students who accumulate seven written violations will have to serve a 2-day suspension and a meeting with the principal will be required prior to the student returning to school. Students who accumulate ten written violations will be asked to withdraw.

COMMUNICATION

Announcements are made each morning. Announcements will also be made periodically throughout the day to students. Students are responsible for passing information and notes from school to parents. RenWeb and email are also used to maintain effective communication between parents and faculty, staff, and administration. A student of divorced parents who have joint custody, the school will consider the domiciliary parent to have the authority and control relative to decisions concerning the child and the school. All correspondence will be sent to the domiciliary parent.

DELIVERIES

Deliveries to students must go through the school office. School supplies may be dropped-off at the office. Containers that are sealed, wrapped, or enclosed are not permitted to be brought to the campus. Delivering balloon bouquets, flowers, etc., is discouraged.

COMPLAINT and RESOLUTION PROCEDURES

Complaints regarding academics should be managed first with the teacher or coach. In situations where matters are unresolved or perpetuate, please address the concerns with the Campus Administrator who will work to resolve the concern. Conferences with parents, teachers, coaches, and the student are usually required to organize a plan of action to remedy concerns.

The culture of Ascension Christian provides that students will refrain from the following behaviors...

1. Tardiness—after every 3rd unexcused = \$25 fine (every 3rd offense = written violation)
2. Driving offenses —1. \$25 fine—2. \$25 fine and 1 week driving privilege suspension—3. \$25 fine and loss of driving privilege (each offense = written violation) Students identified for speeding to or from campus can have their privileges suspended or revoked.
3. Out of uniform, gum chewing—every 3rd offense= \$25 fine (every 3rd offense = written violation). ID badge replacement \$10.
4. Classroom disruption after being warned, disrespecting authority or peers, lying, offensive language, public display of affection (PDA)—student will be referred to the office for assessment of violation. A plan of action will

Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy not a burden, for that would be of no advantage to you.

be determined which will be addressed with parents to remedy the problem(s). Each offense = written violation

5. Improper use of a portable device, (phones, computers, ipads, cameras, or similar devices) 1. Warning— 2. Written warning— 3. \$25 fine— every offense thereafter is a \$25 fine and a written warning.
6. Cheating/Plagiarism—students are held accountable to achieving goals based on their own abilities. Cheating and plagiarism are never appropriate. 1. Student earns no points on the assignment, (written violation). 2. Student is suspended for one (1) day and requires a meeting with principal and parents for behavior plan, (written violation). 3. Student is suspended for two (2) days/or expulsion, (written violation).
7. Stealing, fighting, bullying, aggressive or threatening behavior, obscenity, and being in a restricted area- Administration will assess each situation as it occurs and will determine the most appropriate steps which can include behavior plan, suspension, expulsion, and/or law enforcement. (each incident is a written violation).
8. Defacing school property—Administration will assess each situation as it occurs and will determine the most appropriate steps which can include restitution, suspension, expulsion, and/or law enforcement, (each offense is a written violation).
9. Refusing to comply with consequences related to violations – The consequences defined in this discipline plan are to clarify direction if problems occur and to lessen subjectivity where possible. Non-compliance could result in self-withdrawal or expulsion.
10. Use or possession of banned substances or unlawful items (including but not limited to: drugs, cigarettes, vaping devices, knives, guns, weapons) on campus will require contacting law enforcement and/or expulsion. Students suspected of being under the influence will be required to submit to a drug screen at the parent's expense. The results of the test must be submitted to administration. Positive results will require the student to be suspended until the student enrolls in a rehab program for a minimum of six weeks. Students will be asked to submit the results of weekly drug screens for the six weeks of their rehab program. Failure to attend a rehab program as prescribed will result in expulsion. Students may be asked to submit to intermittent drug screens.

Parents have the primary responsibility for the conduct of their children. It is expected of each child to behave and not interfere with the rights of others. Self-discipline is the key for developing good character. The leaders of Ascension Christian agree to help each student develop good decision making practices through the positive reinforcement of a culture created by adhering to the guiding principles that support the schools' culture. We believe that accomplishing this goal will require the support of families. Opportunities will arise where students have to make decisions on how to handle situations with authority, peers, friends, family, and strangers. As students develop social interaction skills, our goal is to reinforce Christian thinking skills to guide decision making with regards to orderliness, self-control, and good character. Attendance is a privilege, not a right.

Ascension Christian is not a disciplinary institution. Consequently, we ask that parents not enroll their child with the idea that we will reform him/her. Faculty, staff, and coaches do not take the place of parents. The school's goals are not to reform, but to assist in training in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship. Students and faculty must reflect these ideals and standards in their dress, appearance, and attitudes every day.

One of the prerequisites for success in life is self-discipline. It is through self-control that we learn discipline. Christian discipline is learned by submitting to authority, both in the home and at school. Discipline is something we do *for* students, not *to* students.

It must be understood that ACS will not tolerate the following:

- ⇒ Repeated aggressive and/or intimidating behavior by one student to another or towards teachers, staff, or administrators.

- ⇒ Repeated disruptive behavior that hinders teaching and learning.
- ⇒ Failure of parents to support administrative decisions and policies set forth in this handbook.

Ascension Christian School is dedicated to the training of youth in a program of study, activity and living that is Christ-centered. We believe that all things should be done decently and in order and that our students should be taught to accept a God-given responsibility to walk honorably. Here, we strive to maintain a discipline that is firm, consistent, fair and tempered with love. Our faculty and staff endeavors to maintain standards of behavior in the classroom through kindness, love, and a genuine regard for each student. When disciplinary action becomes necessary, the administration desires for it to be firmly carried out, tempered by good judgment and understanding.

The above types of behavior could result in the student being suspended or expelled from Ascension Christian. Principals reserve the right to ask a student to withdraw immediately. At the close of disciplinary action (no matter how large or small), it is our ultimate goal that forgiveness be stressed and the child is reassured of his/her personal worth and importance in the classroom. We want the child to know that he/she remains loved by his teacher, his classmates, and Jesus.

Self-discipline is the key to good conduct and proper consideration for other people. It is one of our goals to help children to become responsible for their own actions and behavior. We believe it is the shared responsibility of the home and school to accomplish this goal. Therefore, we try to offer students opportunities, which will help them develop self-control, character, orderliness, and social interaction skills.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote an atmosphere that does not infringe upon the rights of others. Teachers or administrators shall intervene in actions which evidence disrespect, indifference, dishonesty, abuse of permission, and other disruptive actions. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school will not be tolerated, and the student may be subject to corrective measures. Situations that are chronic, flagrant or otherwise worthy of special handling will be referred to the administration. The school will discipline students as defined in this handbook. Parents may be notified either by phone or email as to the circumstances that involved their child and the disciplinary requirements that have been assigned. Urgent matters may require parents to drive to campus to meet with the campus administrator.

At the discretion of the Campus Administrator, suspensions will result in an increase in the number of days a student misses school. The student will receive a "o" on all missed tests, quizzes, and school-work due to out-of-school suspension.

ASCENSION CHRISTIAN DRESS CODE

The purpose of the school dress code is to prepare students for the world of work where uniforms and/or dress codes routinely exist. The dress code at Ascension Christian is used to create school pride and unify the appearance of students in attendance at Ascension Christian.

Christians are admonished by scripture to dress modestly to the glorification of God, and avoid showiness in their appearance (I Corinthians 10:31, I Peter 3:3-4). In accordance with these principles, all students are expected to be neatly attired and modest in appearance. The authority to change contents or policy is at the discretion of the administration.

- ☐ Students are not allowed to dress in a way which makes their appearance noticeably different.
- ☐ The administration has the final decision as to the appropriateness of personal appearance.
- ☐ All student attire is to be kept clean and in good repair.

ASCENSION CHRISTIAN ELEMENTARY (ACE) DRESS CODE

Slacks, Shorts, Skorts and Jumpers—Khaki color only

All uniform bottoms shall be appropriately sized with a regular fitting inseam: not tight fitting, not loose fitting. “Sagging” is not allowed. Pants must fit at the waist and be properly hemmed. Girls are permitted to wear ONLY Bermuda style shorts. Capri pants will be allowed but not tight-fitting. No “jeggings” or “legging” style pants will be allowed. Skorts must be no shorter than 2 inches above the knee. ONLY K4-K5 students may wear khaki jumpers with navy or khaki shorts underneath. Navy leggings may be worn under khaki jumpers during winter months ONLY. Boys shorts can be no shorter than 2 inches above the knee and no longer than 2 inches below the knee. No cargo pants or excessive pockets. The pants pockets should be no more than two on the front and two on the back.

Shirts

Uniform polos are required for ACE students. All uniform polos must be purchased through the school vendor in only orange, gray, or navy with the approved logo. Shirts should be tucked in pants at ACE. Belts should be used to keep pants properly fitted. Belts must be moderately sized and compliment attire.

Outerwear

Ascension Christian sweatshirts and jackets purchased through the AC Sports Shop are the ONLY approved outerwear permitted in the classroom and school buildings. A uniform polo must be worn underneath jackets and sweatshirts and the collar must be visible. Outerwear may not be used to bypass dress code or cover up dress code violations.

Jean Day Guidelines

“Jean Days” are on Fridays only, unless otherwise specified. Jeans must be blue jeans ONLY. Denim capris or shorts OR colored jeans are not allowed. Only appropriately fitted blue jeans will be allowed. No “Jeggings.” Jeans with any type of emblem, slogan, design or pattern are not allowed. Any t-shirts or sweatshirts that have been purchased from Ascension Christian with the school’s emblem or name can be worn or students may wear a uniform polo. Shirts must be long enough to cover the stomach when the student raises his/her arms above their head. All jeans and shirts must be clean and in good repair.



ASCENSION CHRISTIAN HIGH (ACH) DRESS CODE

Pants

Students on the ACH campus are permitted to wear khaki colored slacks, shorts and capris (Girls ONLY) OR

blue jeans to school each day. Denim shorts, denim capris, or jeans other than blue are NOT allowed. All pants shall be appropriately sized with a regular fitting inseam: not tight fitting, not loose fitting. Pants must fit at the waist and be properly hemmed. “Sagging” is not allowed. Belts should be used to keep pants properly fitted. Belts must be moderately sized and compliment attire. No “jeggings” or “legging” style pants will be allowed. Girls are permitted to wear ONLY Bermuda style shorts and should be no shorter than 2 inches above the knee. Boys shorts can be no shorter than 2 inches above the knee and no longer than 2 inches below the knee. No cargo pants or excessive pockets. The pants pockets should be no more than two on the front and two on the back. All pants should be clean and in good repair.

Pants with holes, rips, tears, or stains will not be allowed. Pants with any type of emblem, slogan, design or pattern are not allowed.

Shirts

Students on the ACH campus are permitted to wear school-approved shirts purchased through the AC Sports Shop. If you choose to dress in layers, ONLY school approved t-shirts can be worn under school-approved jackets and sweatshirts. Special event shirts purchased through Ascension Christian including homecoming, athletic teams, etc. are also allowed ONLY IF they are in the school approved colors of navy, orange and grey. All shirts must be appropriately sized and in good repair. Homemade shirts or shirts purchased through outside vendors are not considered approved AC apparel and will not be allowed.

SHARED DRESS CODE POLICIES ON BOTH CAMPUSES

Hats

No hats, visors, head-coverings, bandanas, etc. will be allowed in the buildings.

Shoes and Socks

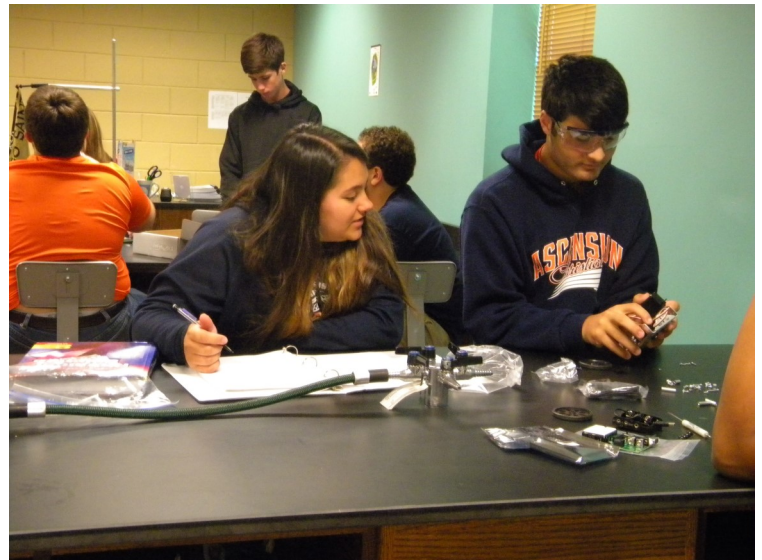
Tennis shoes are required. Shoes are expected to be kept clean and in good repair. No sandals, flip-flops, slippers, boots, or any open-toed shoes. Socks should be white or black only.

Jewelry, Accessories, Emblems, Tattoos

Any accessories, and/or emblems or tattoos with advertisements are prohibited. This includes, but is not limited to, any item that depicts the occult, gang memberships, death, suicide, violence, drugs, alcohol, tobacco, rock groups, or ethnic, political, or racial bias.

- ☐ Girls may wear small jewelry.
- ☐ Girls must refrain from wearing multiple earrings or dangling earrings.
- ☐ Jewelry must be color- coordinated with uniform.
- ☐ Boys are not allowed to wear jewelry, chains, etc. outside their clothing.
- ☐ Boys are not allowed to wear earrings.
- ☐ Piercing and jewelry on parts of the body, (other than the ear for girls), is not permitted
- ☐ Jewelry is not permitted in P.E. classes.
- ☐ Visible tattoos are not allowed.

Hair Ornaments



Ribbons, barrettes, and other hair adornment should be in school colors and appropriate for school. Excessiveness in hair ornaments will not be allowed.

Makeup

Girls may wear nail polish and light makeup. Glitter, fluorescent, gothic, and flashy polish and/or make-up are not allowed.

Hair

Extreme hairstyles and unusual haircut designs are unacceptable. Hair may not be dyed colors other than natural hair colors. Hair must be clean and well-groomed.

Administrators will determine the appropriateness of attire and grooming for school culture and reserve the right to have a student change accordingly. Students who are not in compliance with the dress code will be required to change BEFORE they will be admitted to class and will receive an “Out of Uniform” notice.

DRUG POLICY/TESTING

All students in attendance at ACH may be randomly tested or be asked to submit to a drug test based on suspicion. Students who test positive will be required to fulfill a behavior plan as determined by administration.

(Drug tests will the responsibility of the parents and results must be submitted weekly to the Campus Administrator.) Only under these conditions will a student be allowed to continue attending ACH and continue participation in any student activities.

If a student tests positive within the six week program, the student will be suspended for three days. All assignments and tests will be forfeited. With a positive test within the six-week program, the student’s time in the program begins over. If a second positive drug test is returned, the student will be asked to withdraw from ACH.

Ascension Christian High (ACH) is a member of the Louisiana High School Athletic Association and is accountable to enforcing a policy of drug-free athletes. In compliance with the LHSAA and maintaining a drug-free zone, ACH requires all students to randomly submit to a drug test throughout the year.

SEARCHES/ INSPECTIONS

Administration reserves the right to search and inspect all



book sacks, purses, personal property, back packs, lunch boxes, lockers, and vehicles. Administration also reserves the right to confiscate any items as deemed necessary. Law enforcement may be sought as necessary.

EXPULSIONS

ACS Campus Administrators reserve the right to insist on immediate withdrawal or expulsion of any student whose presence in the school is considered detrimental either to the school's best interest or to the student's best interest.

FIELD TRIPS

Field trips are activities that contribute to the educational growth of all students. The student's program is enriched by trips into the community, state, nation, and foreign countries. In some instances a field trip is the only means whereby certain concepts and experiences can be attained. Educational trips provide enrichment of the curriculum, and the total growth of the individual. The teacher will make all arrangements for the trip and parents will be notified in advance. Parents may be asked to help chaperone field trips; however, siblings are not allowed on field trips. If students are required to ride in private cars instead of an official school bus, parents will be notified to provide permission.

FINANCIAL AGREEMENT

Ascension Christian will make financial decisions based on the monthly/annual revenue it receives. Parents must commit to being faithful at fulfilling all their financial responsibilities to the school. For information regarding tuition and fees, please refer to the school website at www.aclions.org. Financial agreement must be completed by August 1.

Payment Options



(1) Monthly Bank Drafts:

Balances due can be paid in 9 monthly installments through monthly bank drafts. (\$25/month processing fee would be added to the monthly payment). If the draft is set up after the program begins, a one (1) time payment is required to bring the payment plan current at the time of enrollment date to participate in the draft option.

(2) Check or Money Order**(3) Credit Card****DELINQUENT ACCOUNT/
WITHDRAWAL POLICY:**

The school administration and finance office will review delinquent accounts. Administration reserves the right to assess a late fee, require pre-paid tuition, refuse attendance and/or turn over all outstanding debts to an outside collection agency. All student report cards and records remain the property of the school until all obligations are satisfied.



State Champion in Ladies Tennis, ACH's Kennan Johnson signs with the University of Central Florida for a tennis scholarship.

NSF CHECKS/DRAFTS:

There will be a \$35.00 assessment for all checks/drafts that are returned to the school because of insufficient funds in the bank. All student report cards and records remain the property of the school until all obligations are satisfied.

FINANCIAL AID:

Ascension Christian is not affiliated with any external financial aid services to provide tuition assistance. Funding sources should be managed by each family to meet the tuition and fee requirements.



State Champion in Ladies Swimming, ACH's Allie Thurman accepts swimming scholarship with Adams College in Colorado.



ASCENSION CHRISTIAN SCHOOL: REFUND POLICY

Required fees (Registration, Technology, Facilities and Graduation) are non-refundable and non-transferable.

Tuition Fees/Cafeteria Fees

1. Tuition, fees and cafeteria meal plans must be paid in full by July 31st unless monthly draft agreements have been approved.
2. When a student is dismissed or withdrawn for academic or disciplinary reasons from Ascension Christian School, tuition, fees and cafeteria meal plans are non-refundable and non-transferable
3. Tuition and cafeteria fees are non-refundable and non-transferable when the parents make a unilateral decision to withdraw the child, and the extenuating circumstances under paragraph 4 are not applicable.
4. Tuition and cafeteria fees **MAY** be refundable by written request in accordance with the Refund Table when:
 - a. The relocation of a family is due to change of job status which results in a move outside of the 30-mile radius of Ascension Christian School. Written verification that the relocation

is job-related must be submitted on company stationery and signed by the parent's immediate supervisor.

- b. In spite of the good faith effort by both faculty and student, Ascension Christian School decides that the student must be asked to leave because the school is unable to help the student achieve a minimal level of educational success at this stage of the student's formal education.
- c. The relocation of a student is due to a change of custody which results in a move outside of the 30-mile radius of Ascension Christian School. Legal documentation must be presented as evidence of custody change as well as documentation of enrollment into a new school.
- d. A case of financial hardship (i.e. sickness, death of an immediate family member, loss of job) is demonstrated. This will be approved by the finance office.
- e. In the case that a refund is granted, any refund amount is subject to a 6 to 8 week processing time.

ANY AND ALL REFUNDS APPROVED BY ADMINISTRATION AND HEAD OF FINANCE OFFICE MUST BE SO APPROVED ACCORDING TO THE FOLLOWING TABLE

****NO REFUNDS WILL BE MADE AFTER APRIL 1st**

Please understand that you are entering into a financial agreement with Ascension Christian School and the tuition/fees listed in this document are payable in full regardless of whether or not my student(s) choose to complete their academic year at this institution. Commitment to the financial obligations was made during the admission process.

The Financial Agreement is between the Parent and Ascension Christian School. The school promises to provide to the student a Christian educational. Parent(s) promise to fulfill the agreed

Refund Schedule	Percentage
August 1st – Day before the 1st day of Classes	90%
1st day of Classes through September 30th	45%
October 1st through December 31st	25%
January 1st through March 31st	10%
April 1st or Later	0%

APPEAL PROCESS

Decisions resulting in expulsions or involuntary withdrawals and/or requests for tuition refunds are subject to appeal. The party seeking to appeal shall submit a written request for an appeal within five (5) business days of the decision appealed from. The Request for Appeal must be received at the Superintendent's Office, 14408 EA Academy Road, Gonzales, LA 70737 no later than 4:00 PM on the fifth business day after the decision appealed from. Appeals will be conducted according to the rules and procedures of the Christian Conciliation Service (CCS). Any and all cost of the CCS appeal process must be paid by the party seeking the appeal. In the event a CCS Arbitrator is not available in the immediate geographic area, an arbitrator(s) shall be selected from the American Arbitration Associations list of available arbitrators.

SPECIAL NEEDS STUDENTS

Ascension Christian School is committed to serving its students in their reach for their God-given potential. ACS believes that all children can learn, and all learn in different ways. In many situations the limited resources of ACS can support students in their journey; however, in some situations more resources may be needed and required. For more information, please request the ACS Policy Statement on Section 504 of the Rehabilitation Act of 1973 in the front office.

upon registration. The administration has been authorized to take the following action(s) should the Parent's promise to fulfill the payment plan be broken:



HOMESCHOOL STUDENTS AND TRANSFERS

Ascension Christian School will assess students for admission from homeschool with certifiable, accredited scores for courses taken in a state approved homeschool program. Students who do not have documentation of grades, test scores, transcript, or who are in a non-approved homeschool program, will need to be assessed for grade/course placement. ACH can not provide transfer students Carnegie Units for courses taken outside of a certifiable, accredited, state approved homeschool program.



EMERGENCY TRAINING

ACS maintains a comprehensive emergency response plan. In order to facilitate the appropriate response to emergency situations, faculty and students are trained in emergency response regularly. An evacuation plan is posted in each room. In some situations, with faculty supervision, students will be required to leave the building in an orderly manner to their designated area. The “all clear” sound will inform the students to return to the classroom in the same orderly manner. If an emergency evacuation of Ascension Christian is necessary, contact local authorities for information. Please avoid contacting your child and/or administration. We want to avoid conflicting emergency instructions. If you are told to drive to a location to pick your child up, please be sure to have your identification since you may encounter people working on your behalf who may not know you.



FUND-RAISERS

Only sanctioned events authorized by school administration may carry the school's name to raise funds. In all cases a specific need is defined for the fundraiser. Fund-raisers are a necessity to accentuate the needs of the students.

GUIDANCE

Academic guidance is available for every student in school. These services include assistance with educational planning; interpretation of tests scores; occupational information; study support; help with home, school, and/or social concerns; or any questions that are related to the student's success at school. Parents may request to meet with the counselor to support the needs of their child.

HOLIDAYS

Generally, ACS will follow the Ascension Parish school calendar; however, there may be a few exceptions. Please refer to the ACS' Calendar for specific dates. Holidays are very special and we hope you enjoy extra time with your family. It is our sincere intention to celebrate Christ and His love every day, not just during special holidays.

HOMEWORK

Homework is an integral part of our educational program. Each teacher is at liberty to give homework to aid the student in advancing his studies; therefore, each student is required to complete his/

her homework assignments on time.

Homework is assigned for several reasons:

For Drill: We believe that most students require solid drilling to master material essential to their education process.

For Practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered and assimilated.

For Remedial Activity: As instruction progresses, various weak points in a student's grasp of a subject becomes evident. Homework following instruction is given to overcome such difficulties.

For Special Projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention. We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework will result in disciplinary action.

INTERNET USAGE (Acceptable Use Policy for Internet Access)

ACS are actively engaged in making advanced computer technology and increased access to learning opportunities available to students and staff for educational and research purposes. We will provide limited

Internet access through a school system server. With Internet use students, parents, and staff members must be advised on the proper procedures, ethics, courtesy, and security issues associated with Internet usage. The purpose of this document is to outline such matters.

Internet Use Agreement

Students, Parents and Guardians agree to abide by the conditions and provisions stated herein the "Acceptable Use Policy for Internet Access" and further understand that violation of these guidelines may constitute suspension and/or revocation of Internet access and related privileges, and could



ACH senior Karly Jones honored at 2019 "Golden Lion".

lead to other disciplinary measures. ACS retain neither liability nor legal responsibility for any damages that may be sustained in connection with, arising out of, or related to the Internet access or use. Internet usage is for educational or research purposes only. (Every student and parent must sign the Internet User Agreement in Appendix A.)

LOCKERS

Each student will be assigned a locker. Students must purchase a combination lock and supply the lock's combination to their homeroom teacher. Lockers must be locked or the privilege of its use may be revoked. The school is not responsible for a student's personal property. Theft or damage of possessions is the responsibility of the student.

ACS administration reserves the right to search lockers at any time without notice. Any misuse of the lockers can result in the loss of the locker privilege.

LUNCHES

Ascension Christian has two full service kitchens where our employees cook and serve hot meals each day. Parents may purchase a meal package in advance at reduced rates. Students may bring their lunch to school instead of purchasing a meal package. A daily lunch rate is available to students who usually pack their lunch. Please ask about the daily lunch rate. Breakfast is served to student in the before care program and at the high school. The breakfast may be an added expense at ACH.

IMMUNIZATIONS

Students entering Ascension Christian are required to present satisfactory evidence of immunization against preventable communicable diseases according to a schedule approved by the Louisiana Office of Public Health, or shall present evidence of an immunization program in progress. The school may require immunizations or proof of immunity more extensive than required by the office of public health.

Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

Students who show symptoms of communicable disease must be excluded from classes until readmission is acceptable to Ascension Christian's administration.

In accordance with state laws, current immunization records must be on file at the school. The State Health Department may audit Ascension Christian immunization records to insure compliance. Par-



Paige and Kailey Geeck and Sydney Perise posing for a quick pic at the lockers.

ents must respond promptly to inquiries from the school relating to these records in order to maintain student enrollment.

Medication and Illness

Parents are requested to give medication to children at home. School staff is not permitted to administer any medicine. If a student must take medicine during the school day, parents must meet with the school principal to establish protocol. A student is not allowed to carry medication (non-prescription or prescription) on his/her person at any time.

Medical Information

If emergency medical care is necessary for the student, parent(s) or guardians must give the school administration permission to transport the student to the nearest medical facility.

PARENTAL VISITS

It is the desire of the administration and faculty to serve both parent and student, and each teacher welcomes a visit from parents. We do urge that such visits be made by prior appointment with the office at a convenient time before or after school. For the safety of your child, it is important for ALL parents and visitors, upon arrival at the school, to check in at the front office and obtain a visitor's pass. Ascension Christian does not permit parents to sit in classes to monitor their child. All visitors must be authorized by administration.

PARENT/ TEACHER CONFERENCES

Because of the joint nature of educating your child, parent/teacher conferences are sometimes necessary. Ascension Christian teachers are always willing to meet with parents. Parents are required to confer first with the teachers in matters relating to their child, then if needed, arrange a conference with the Academic Dean, and finally, the Principal. Please refrain from impromptu meetings in hallways, car lines, etc. It is much more beneficial to all parties concerned to take the necessary time to plan and prepare for an organized meeting. These meetings have proven to be very beneficial to students in the past.

PICTURES AND RETAKES

School pictures in uniform will be taken in the fall of each school year. Retakes may be available if missed. Please check with the front office. The school may offer Spring Portraits. Notices will be sent home concerning details before picture days.

SAFETY

Ascension Christian works closely with the Ascension Parish Sheriff's office and the assigned deputy.

Ascension Christian Alma Mater

**For all you've done to strengthen me, Lord,
I lift my voice in praise,
all glory and honor be to you,
now and forever, Lord.**

**Every joyful thing that I remember
will always make me sing
of the great love that you have shown, Lord,
to our generation.**

**And as we search for your heart,
let us be your hands and feet.**

**Like a city on a hill,
let your light shine through us,
and may your favor always rest
on Ascension Christian High-
on Ascension Christian High!**

The protocol for being on campus requires obtaining permission by requesting a visitor's badge in the front office. At all times everyone is required to wear identification badges while on campus.

There is zero tolerance for endangerment to our students, faculty, staff, or administration. Any student, parent or visitor making threats to endanger others will be immediately reported to the Ascension Parish Sheriff's office. Anyone without a badge will be escorted to the office to obtain permission to be on the school grounds.

SCHOOL CLOSURE

School closings will be announced via local television and radio and RenWeb email. The same procedure will follow for the resumption of school. For hurricanes and threats of icy road conditions, Ascension Christian usually follows the public school plan.

TEXTBOOKS/ WORKBOOKS

All textbooks, workbooks, and curriculum materials are the property of Ascension Christian and should be handled with care.

Students will be assigned a set of books at the beginning of the school year. Each student will be held responsible for the condition of the books until returned to the teacher at the end of the semester. The student will be required to pay replacement costs for any lost or damaged books or materials. The student will not be issued a new book until the fine or replacement cost has been paid in full. Any fees, books, or materials owed to the school may result in the holding of a student's report card, transcript, or graduation. If a student withdraws or transfers before the end of the school year, all textbooks and workbooks must be collected and debts paid before records will be transferred or released.

Textbooks may be hardback or paperback. Textbooks will be issued with a numbered barcode in each book specifically assigned to each student. Textbooks are not to be written in or on by the student or parent. Textbooks should not be labeled, torn, nor should pages be bent.

Workbooks may be written in as the teacher assigns the work. Students' names may be written in/on the workbooks. Upon completion of a workbook or at the end of the year, the teacher will send the workbooks home. The teacher will tell the students what books can be written in.

TUTORING

Please contact the administration for information regarding options for tutoring.

VOLUNTEERS

We welcome volunteers at Ascension Christian. Throughout the year the school will ask for assistance in certain areas. Volunteers must sign in the front office.

WITHDRAWALS AND DISMISSALS

Withdrawals from school must be made through the school office by the parent or guardian. If a student withdraws, the parent remains responsible for tuition as specified under the Finance Section of this handbook. Until all debts are cleared, grades will not be issued, student records will not be transferred, and diplomas will not be awarded.

Ascension Christian has the right, for any reason, to ask the student to withdraw immediately. As-

Ascension Christian reserves the right to insist on immediate withdrawal (expulsion) of any student whose presence in the school is considered detrimental either to the school's best interest or to the student's best interest.

STAKEHOLDER UNDERSTANDING

Students, Parents and/or Guardians agree to and understand their responsibilities to uphold each of these policies. They agree to fully and faithfully comply with the rules and regulations contained in this handbook. Students, Parents and/or Guardians understand they are bound by the rules and regulations of Ascension Christian and that violation of these rules and regulations could result in a review of possible suspension or expulsion. Full responsibility for all obligations, including but not limited to financial, is accepted at the time of enrollment. Once enrolled in Ascension Christian, students, parents and/or guardians are bound to all Policies and Procedures. Any and all refunds will only be approved according to the Refund Policy. Ascension Christian's administration has the authority to make decisions regarding things not specifically covered in the handbook and the right to change contents or policy at the discretion of the administration. If there are any questions or need for clarifications, please contact administration.

APPENDIX A
 ITEM A ASCENSION CHRISTIAN SCHOOL ACCEPTABLE USE POLICY
 NATHAN CATLIN, TECHNOLOGY DIRECTOR

Ascension Christian Schools Acceptable Use Policy

For the use of Computers, Mobile Devices, Internet Access, Google Apps for Education Suite,
 and Internet Applications

Definitions

- **User** includes anyone, including employees, students, and guests, using ACS technology, including, but not limited to, computers, networks, Internet, email, chat rooms and other forms of technology services and products.
- **Network** is wired and wireless technology networks including school and school networks, cellular networks, commercial, community or home-based wireless networks accessible to users.
- **Equipment** are cellular phones, smartphones, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, desktops, tablets and netbooks, as well as portable storage devices.
- **BYOT** is bring your own technology and refers to when a user brings their own device and connects it to the ACS network.

Technology provides students with unique and powerful ways to enhance their learning. Ascension Christian Schools (ACS) supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to computer networks so that they can access school and student provided technology to enhance learning any time of day.

It is one of the technology goals of the school to ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through ACS-owned devices inside or outside of our schools that degrades or defames other Users, or members of our community is unacceptable. ACS also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy (AUP).

Access to ACS's network is a privilege, not a right. The use of technology whether owned by ACS or devices supplied by the Users entails personal responsibility. It is expected that Users will comply with ACS rules,

act in a responsible manner, and honor the terms and conditions set by the classroom teacher, the school, and ACS. Failure to comply with such terms and conditions will result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing less sensitive User information, may or may not be located on property of the school. In some cases, data will not be stored on local servers. Therefore, Users should not expect that files and communication are private. ACS reserves the right to monitor Users' online activities

and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of ACS property, network and/or Internet access or files, including email.

ACS has a private and secure system for sensitive school records, which will be managed by ACS Information Technology Staff.

Google Apps in Educational Applications

ACS is offering Users a free educational suite of applications for use to enhance teaching and learning. Google Apps is a concept known as “cloud computing” where services and storage are provided over the Internet.

An email and access to Google Apps provided by ACS remains property of ACS and will be monitored by ACS staff. Using this email for inappropriate activity is forbidden and can result in disciplinary action. Any activity that has legal consequences will be provided to the appropriate authorities.

In order for Users to gain access to Gmail and his/her Educational Google Applications account on the

Internet, ACS must obtain parental permission for a minor under the age of 18 years. Students 18 years and older are also required to acknowledge and accept ACS’s terms and conditions prior to obtaining access to technology within our schools. Under both circumstances, this may be accomplished by completing an “AUP” form.

Terms and Conditions

The following are examples of inappropriate activity on the ACS network, but ACS reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the ACS network,

Users, schools, network or computer resources; 2) that expend ACS resources on content it determines lacks legitimate educational content/purpose; or 3) other activities as determined by ACS as inappropriate.

1. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using anonymous email sites, spamming, spreading viruses.
5. Causing harm to others or damage to their property.
6. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
7. Deleting, copying, modifying, or forging other Users’ names, emails, files or data, disguising one’s identity, impersonating other users, or sending anonymous email.
8. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other

harmful files or programs, or disrupting any computer system performance.

9. Using any ACS computer/mobile devices to pursue “hacking,” internal or external to ACS, or attempting to access information protected by privacy laws.
10. Accessing, transmitting or downloading large files, including “chain letters” or any type of “pyramid schemes.”
11. Using web sites, email, networks, or other technology for political uses or personal gain.
12. ACS internet and intranet property must not be used for personal benefit.
13. Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
14. Advertising, promoting non-ACS sites or commercial efforts and events.
15. Users must adhere to all copyright laws.
16. Users are not permitted to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.

Cybersafety and Cyberbullying

All Users

Despite every effort for supervision and filtering, all Users and Students’ parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every User must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every User must report security or network problems to a teacher, administrator, or system administrator.

Personal Safety

In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

Confidentiality of User Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

Active Restriction Measures

ACS will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or ‘get around’ the

content filter are strictly prohibited, and will be considered a violation of this policy. ACS will also monitor the online activities of Users through direct observation and/or other technological means.

Technology provides an abundance of opportunities for Users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction.

Users will be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s). From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge are legitimate and safe. Since the site is “public” and the teacher, school, and ACS is not in control of it, all Users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions provisions in this AUP also apply to User-owned devices utilizing the ACS network.

Student Use of Interactive Web 2.0 Tools

Online communication is critical to the students’ learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers.

Therefore, teachers need to ensure that the use of Google Documents, classroom blogs, student e-mail, podcast projects, email chat features, or other Web interactive tools follow all established Internet safety guidelines including:

- The use of Docs, blogs, podcasts or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes—but is not limited to—profanity, racist, sexist, or discriminatory remarks.
- Students using Docs, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should NEVER post personal information on the web (including, but not limited to, last names, personal details such as address or phone numbers, or photographs).
- Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile and therefore must follow these blogging guidelines. In addition to following the information above about not sharing personal information (in the profile or in any posts/ comments made), students need to realize that anywhere they use the blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else’s blog, etc.), the account should be treated the same as a school blog and should follow these guidelines.
- Students should never link to websites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Student Use of Mobile Devices

- ACS has provided some students with iPod Touches and iPads for use both in school as well as away from

school. The ACS-owned devices follow the stipulations outlined in this AUP.

- School Administration and ACS Technology staff may search the student's memory device if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.
- Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.
- These rules apply to student-owned devices as well. A student-owned mobile device is a non-school supplied device used while at school or during school or school-sponsored activities. The students may use the student-owned mobile devices in class only with the teacher's expressed permission.

Student Supervision and Security

ACS does provide content filtering controls for student access to the Internet using ACS's network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent ACS technology security and supervision.

Students using mobile and cellular devices while at school, during school or school-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

Ascension Christian Schools B.Y.O.T. Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student enjoys the privilege of to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in B.Y.O.T. must adhere to the Student Code of Conduct, as well as all school policies, particularly Internet Acceptable Use and Internet Safety

Additionally:

- Student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the laptop.
- Must be in silent mode while on school campuses and while riding school buses.
- May not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- May not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours.
- Student accesses only files on the computer or internet sites which are relevant to the classroom curriculum. Games are not permitted.
- Student immediately complies with teachers' request to shut down the computer or close the screen.

- Student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- Student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- Student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Student understands that there is no provided file storage on school campus. Files may have to be saved on Google Drive, a jump drive, an external drive, or another media device. Files will not be maintained on a school computer system. When a computer crashes, is cleaned, or removed there should be no expectation of files on that system being preserved.
- Student realizes that printing from personal laptops will not be possible at school.
- Laptop is charged prior to bringing it to school and runs off its own battery while at school.

ASCENSION CHRISTIAN SCHOOL

ACCEPTABLE USE POLICY AND BYOT AGREEMENT POLICY

I understand and will abide by the "Acceptable Use" Policy and the "Bring Your Own Technology" Policy and guidelines as defined by Ascension Christian School. I further understand that any violation is unethical and may result in the loss of the privilege to use the school's network, laptop, computers, and/or personal devices. Any violations of these policies may result in other disciplinary actions and/or requirement for reimbursement for damages as determined by administration.

Terms and Conditions of Laptop Rental Service

Students at ACH are required to have a laptop to complete classwork. Often our curriculum requires students to use the Internet. In order to help students perform at their highest level, ACS will provide students laptop rental during the school day. Laptop rental is not meant to be a routine, but rather a help to students if they forget to charge their laptop, break their laptop, or if they are unable to use their device for a day.

Laptop rental is \$15 a day.

Rentals are not transferable. Rights and responsibilities under this agreement are non transferable. No other students may use the computer during the Rental Period.

You must exercise all due care of the equipment to prevent loss or damage during the period of your rental.

You are responsible for any loss or damage to the equipment caused by careless or unauthorized use. "Unauthorized use" includes using the equipment otherwise than in accordance with the manufacturer's and/or Ascension Christian School's instructions, using the equipment for a pur-

pose other than Ascension Christian school matters and assignments.

You will pay the full cost up to the replacement value of repair or replacement of any equipment lost or damaged as a result of negligence or unauthorized use.

You must return all rented equipment to the office of Ascension Christian School in person so that the equipment can be inspected.

All equipment must be returned by the end of the school day (3:30 PM) at the campus of origin.

Late returns will result in an additional rental fee for each day it is late.

In the event of loss due to theft, you must report the missing items as soon as possible to Ascension Christian School office.

Failure to return the equipment will result in the cost of the laptop being charged to your account.

Do not save any work to the laptop's hard drive. Save all work to either a USB pen/flash drive or to your cloud account. All laptops will be power-washed deleting all user files upon return.

You will not receive a charger with the rented laptop as it is only intended to be used at school.

If there are any issues with the laptop immediately notify the office. The office will attempt to fix or replace the rental device. Do NOT attempt to fix any hardware problems yourself as this could invalidate the warranty and leave you liable for damage/replacement costs.

All equipment remains the property of Ascension Christian School.