

Ascension Episcopal School

2011-12 Middle School Handbook Grades 5-8

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

Grades 5, 6 and 7
Downtown Campus
1030 Johnston Street
Lafayette, LA 70501
337.233.9748

Grade 8
Sugar Mill Pond Campus
1800 Chemin Metairie
Youngsville, LA 70592
337.856.0043

Table of Contents

Mission and Philosophy	4
Mission Statement	
School Prayer	
Governance	
Professional Memberships	
School Policies	5
Nondiscriminatory Policy	
Admissions	
Application	
Wait Pool	
Withdrawals	
Students with Learning Differences/Disabilities Policy	
Harassment Policy	
Fundraising Policy	
Health Policy/Medication	
Technology Acceptable Use Policy	
Financial Policies.....	8
Fees	
Application	
Testing	
Registration	
Facility Fee	
Tuition	
Financial Assistance	
After School Care, Transportation and Hot Lunch	
General Information.....	9
School Hours	
Parent -Teacher Association	
Parent Information Card	
Visiting Policy	
Safety Drills	
Emergency Closings	
Uniforms and Dress Codes	
School-Parent Communications	
MyBackPack	
SchoolCast	
This Week at Ascension	
School Mascot	
Contact Information.....	12

Middle School Specific Policies.....	13
General Information.....	13
School Hours	
After School Care	
Phone Use	
Cell Phones and Portable Electronic Devices	
Appointments During the Day	
Visiting Policy	
Lost and Found	
Safety Drills	
Academic Information	14
Conferences and Report Cards	
Testing	
Tutoring Policy	
Illness/Absences and Missed Work	
Attendance Policy	
Tardiness	
Valedictorian Policy	
Summer Reading Lists	
Student Life and Activities	17
Chapel Services and Practices	
Advisory	
Extra-Curricular Activities	
Middle School Conduct and Discipline	18
Middle School Honor Code	
Discipline Policy	
Discipline Procedure	
Detentions	
Harassment	
Plagiarism Policy	
Technology Acceptable Use Policy.....	21
Uniforms and Dress Code.....	22
Downtown Campus Traffic Pattern.....	23
Student-Parent Handbook Acknowledgement Form.....	24

MISSION and PHILOSOPHY

Mission

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

We value:

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

School Prayer

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

Governance

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

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

Professional Memberships

Ascension Episcopal School is accredited by and a member of:

- Independent Schools Association of the Southwest
- Southwestern Association of Episcopal Schools

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

Ascension Episcopal School is a member of the following organizations:

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

SCHOOL POLICIES

Nondiscriminatory Policy

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

Admissions

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

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

Applicants must meet the following age requirements:

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

Application

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

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

Wait Pool

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

Withdrawals

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

Students with Learning Differences/Disabilities Policy

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

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

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

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

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

Harassment Policy

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

Fundraising Policy

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

Health Policies / Medication

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

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

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

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

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

Technology Acceptable Use Policy

The school is committed to providing modern technology that will support the academic program. Students are expected to use hardware and software resources responsibly. Each student and a parent/guardian will be required to sign and abide by the *Technology Acceptable Use Policy*. Honesty,

decency and civility are expected, just as they are in all aspects of school affairs. Acceptable Use Policies are defined in the division specific portion of the handbook.

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

FINANCIAL POLICIES

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

Application Fee

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

Testing Fee

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

Registration Fee

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

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

Facility Fee

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

Tuition

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

Financial Policy

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

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

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

Financial Assistance

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

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

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

After School Care, Transportation, and Hot Lunch

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

GENERAL INFORMATION

School Hours

Preschool Hours: 8:30-2:00

Grades 1-7 Hours: 7:30-2:30

Grades 8-12 Hours: 8:30-3:40

Parent Teacher Association

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

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

Parent Information Card

The Student/Parent Information Card is required to be filled out and turned in to the school office before the opening of school each year.

Visiting Policy

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

Safety Drills

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

Emergency School Closings

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

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

Uniforms and Dress Code

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

School-Parent Communications and MyBackPack

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

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

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

SchoolCast Communication

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

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

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

Class Notes is a newsletter published by the Development Office and is mailed to parents, grandparents, alumni, and friends of the school. The summer newsletter recognizes student achievements for the academic year.

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

School Mascot

Ascension Episcopal School's mascot is the Blue Gator.

CONTACT INFORMATION

At a Glance

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

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

For issues regarding...

Address change:	My BackPack or Reatha Albert
A specific class:	The student's teacher
Athletics:	The student's coach
Admission referrals:	Suzy Lynch Cummings, Preschool Lucy G. Begnaud, Lower School Christi Juneau Middle School David Pitre, Upper School
Attendance:	Danielle Bienvenu (PS), Monica Tauzin (LS), Shelly Hebert (MS), Emily Boland (US)

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

5TH – 7TH GRADES SPECIFIC POLICIES

GENERAL INFORMATION

School Hours

Grades 5, 6, and 7 begin at 7:30 a.m. at the downtown campus. The campus takes in students beginning at 6:55 a.m., where he or she will be held in the Activity Center until 7:10 a.m. Grade 8 is housed at the Sugar Mill Pond campus and begins at 8:30 AM. Duty teachers are on campus at 8:00 a.m. There is no supervision provided for students who arrive prior to that time. Students who arrive after the start time are considered tardy and must sign in at the respective office. Excessive tardies will result in a student and parent meeting with an administrator for the purpose of correcting the situation.

Grades 5, 6, and 7 are dismissed at 2:30 p.m. Students not picked up by 2:45 p.m. will be sent to After School Care and charged the appropriate fee.

Bus riders in grades 5, 6, and 7 will leave from the Caillouet location at 2:30 p.m. and arrive at the designated drop-off points. Any student not picked up at the drop-off point will be returned to the main campus and remain in After School Care and charged the appropriate fee.

After School Care

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

Office Telephone Use

Students are permitted to use the office phone with permission. They may not use the office

telephone in order to request that parents bring them lunch, forgotten homework, or needed school supplies.

Attendance Policy

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

In order to comply with State requirements, the following policy will be followed: when a student has missed five (5) days of school during a semester, the Dean of Student Life will contact the parents and speak with the student. If a student approaches ten (10) days of absences during a semester may, at the school's discretion and teacher recommendations, be required to repeat the courses for that semester. A student with excessive absences throughout the school year may have his/her re-enrollment contract for the next school year deferred pending review of the absences and concerns from teachers.

Appointments during the school day are strongly discouraged. If it is absolutely necessary for a student to leave early for an appointment, parents are expected to notify the school receptionist in advance by email, phone call, or note. Parents of non-driving students must sign the log before the student may be dismissed. Parents of students who drive themselves must provide either a written note or a direct phone confirmation (no voice mails) of the appointment.

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

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

Tardiness

Attendance for grades 5, 6, and 7 is taken at 7:30 a.m. Students who arrive after the start time are considered tardy and must sign in at the respective campus office. A student is marked tardy if he/she arrives no more than thirty minutes late. After thirty-one minutes of missed school, a student is marked absent for $\frac{1}{4}$ day. After 105 minutes of missed school, a student is marked absent for $\frac{1}{2}$ day. Missing over 210 minutes of the school day, a student is marked absent the full day. Class attendance is monitored by the middle school division office.

Visiting Policy

Students unaccompanied by an adult are permitted to visit the middle school only during lunchtime (12:20-12:50). (Note: Prospective students touring the school are welcome to visit the campus and attend classes any time during the school year.)

Lost and Found

On the Downtown Campus, lost items are stored in bins. At the end of each month, items not claimed are given to a worthy charity. All garments and articles brought to school should be clearly

marked or labeled with the student's name. It is also essential that P.E. uniforms be marked. Any article found on the floor of the hallways, dressing rooms, or gym will be considered lost and may be placed in the Lost and Found.

Safety Drills

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

5TH - 7TH GRADES ACADEMIC INFORMATION

Conferences and Report Cards

Parents or teachers may request an “Omni” (meaning *all*) conference at any given time during the school year to review the student’s challenges and discuss possible solutions. Omni meetings are held at such a time that each teacher is available to meet with the parent and/or student.

Student achievement is based on understanding of the subject as judged by a variety of assessments. Ongoing academic progress can be viewed by accessing MyBackPack.

Teachers in grades five to eight assign numerical and letter grades according to the following scale:

Grades 5-8
A 100-92
B 91-83
C 82-74
D 73-65
F 64-0

Testing

Students are tested throughout the year to monitor academic progress. Students will not be required to take more than two tests on the same day. Quizzes, which cover material a student should know from homework assignments, are not considered “tests.” Semester exams and final exams will be given in all academic subjects to 6th, 7th and 8th grade students. NOTE: 5th grade students do not take semester exams. In the fall they take English and Math “Big Tests,” and in the spring they take Comprehensive Tests in all academic subjects.

Tutoring Policy

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

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

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

Occasionally, an AES teacher is available for paid tutoring. Teachers can accept paid tutoring assignments *only* if the student is not a current student in the their class.

Illness/Absences and Missed Work

Parents should contact the respective school office to report a student's illness by 8:00 a.m. It is requested that parent email the appropriate teachers for missed assignments when a student is absent. Students may also obtain the information from a fellow student.

Students will not be permitted to take part in any athletic event if the student is absent for more than half of the school day unless the student receives permission from the Middle School Head.

When a student returns to school following a one-day absence, he or she is expected to turn in any previously assigned work on the day of return.

Absences follow a ratio of 1:1 for make-up. If the student is absent one day, then he has one day to make up the work and so forth for 2:2 or 3:3. If there is an extended absence, upon his return the teacher will give him a communication sheet to have signed by each teacher to help him catch up in a timely manner.

The school should be notified in writing in advance of an anticipated absence so that the student can collect assignments from each teacher. It is the student's responsibility to have each teacher complete the form and to complete his/her work in advance when requested by the teacher. Upon the student's return, the student is to hand in his work and make any additional arrangements for completion of work.

Summer Reading Lists

All students entering grades 5-8 will have a summer reading assignment. The assignment will vary according to grade and is due on the first day of school. A reading list, along with the requirements, will be available at the end of school. It is developed in consultation with teachers in the Middle and Upper School Divisions. The purpose of this activity is to increase the number and quality of books read by our students, to keep their reading skills alive during the summer, and to foster their enjoyment of reading books. Please refer to the website under Parent Resources then Library - Summer Reading.

5TH - 7th GRADES STUDENT LIFE and ACTIVITIES

Chapel Services and Practices

Ascension Episcopal School is firmly rooted in living out its Christian faith in its Episcopal identity and tradition. Religious services and practices are significant to the School's daily program. To many, it is this characteristic which gives the School much of its special strength. Chapel is at the center of our community life, where our lives of faith can grow and we can celebrate the many traditions involved with being an Ascension student.

For our older students, Ascension's Episcopal identity is reflected in a student's day in the following ways:

Required:

- Daily Chapel and Eucharist attendance.
- Respectful participation in all services (standing, sitting or remaining silent.) Wearing school and athletic uniforms that include the school crest.
- Christian Education instruction according to curricula for each grade division.

Optional:

- Saying Prayers
- Participation through Advisory as chapel server, lesson reader, prayer leader, crucifer, torchbearer or banner bearer.
- Coming forward during Eucharist to receive a prayer, a blessing or the sacraments of bread and/or wine.

Chapel student leadership and behavior will be discussed during Chapel orientation the first week of school, emphasizing that Chapel is a place and time to be treated with respect and honor, which in the Episcopal tradition means quietly and sometimes silently. Middle students are required to sit in their advisory groups so that attendance can be noted.

Advisory

The Advisory Program is an important aspect of the Middle School. Students can consult their Advisor for assistance in a variety of areas. Each student is assigned an Advisor who oversees the academic progress of each advisee and serves as an advocate for the advisee within the school community. The Advisor is a listener, a problem-solver, and a goal-setter.

The Advisor is the initial contact for school-related matters, and parents should rely on the Advisor for information and sharing of concerns.

Extra-Curricular Activities

National Junior Honor Society
National Junior Beta Club
Chapel Council
Quiz Bowl
Middle School Choir
Student Council
Athletics

Personal Property and Lockers

The school should be an environment of mutual respect, and students and teachers rightfully expect that their possessions will not be harmed in any way or borrowed without the permission of the owner. Students must understand their personal responsibility in maintaining such an environment by labeling their possessions, storing them in proper places, and keeping lockers closed.

The school is not responsible for personal property brought to school. If valuable equipment is needed for class, students should turn it in to the office or advisor for safekeeping. Each student is assigned a locker. *Lockers are the property of Ascension Episcopal School, which reserves the right to inspect lockers at any time. The office must approve any exterior adhesive in advance.*

5TH – 7TH GRADES CONDUCT and DISCIPLINE

Middle School Integrity Code

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

At the beginning of each school year, the idea of behaving with integrity and honor is discussed with the students. Students then participate in developing an Integrity Code. A signed copy will be kept on file in the middle school office.

Discipline Policy

The disciplinary rules of Ascension Episcopal School have been established in order to provide a spiritual and intellectual atmosphere in which all students can work efficiently and can grow in knowledge and self-discipline. Each student is expected to behave in a mature and responsible manner that reflects favorably upon all in the school community.

Students attending Ascension Episcopal School are expected to behave courteously to peers and adults at all times. The school has high standards of behavior, and each pupil is expected to do his/her best to maintain these standards. Students are expected to respect all clergy, teachers, school-employees and other students, through their words and actions. Full cooperation is expected from the parents in any disciplinary action. The School and the home must work together in the development of character and good citizenship.

The School follows the assertive discipline philosophy, which involves the student knowing the rules and upholding the tenets of the school's integrity code, as well as receiving proper warning for inappropriate behavior and knowing the consequences for breaking the rules.

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

Student Conduct Policies

Expectations

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

receiving proper warning for inappropriate behavior.

- All students and their parents are required to sign a form stating that they understand the disciplinary policy and accept the responsibility for the student's actions.

Middle School Discipline Procedure

Inappropriate actions include the following:

- Multiple dress code violations
- Chewing gum, littering or eating in unauthorized areas
- Tardiness to class or required activity
- Handling or disruption by an electronic device during school hours. All devices will be confiscated until the next school day.
- Inappropriate horseplay
- Excessive noise or talking in class
- Inappropriate or hurtful language
- Leaving books or other belongings in wrong areas
- Insubordination
- Disrespect
- Deliberate misuse of an electronic device during school hours.
- Harassing behavior
- Creating a fire hazard or tampering with fire or other safety equipment
- Fighting or physical violence
- Use of vulgar language
- Misuse of school equipment
- Bullying and/or Cyber-bullying

Severe infractions are handled at the discretion of the Middle School Head or Head of School. Possible disciplinary actions may include suspension or expulsion.

- Forgery of signatures, lying or cheating.
- Stealing
- Vandalism
- Possession or use of tobacco, alcohol or misuse of drugs
- Excessive use of hurtful behavior

Consequences

School Detentions are to be served at lunch and during a break period. The detention may include a work detail. During all detentions the students are to be on time and remain silent.

Afternoon and Saturday Detentions - Afternoon detentions begin at 2:35 p.m. and will last until 3:30 p.m. The students should report to the middle school office at the proper time. The detentions will be monitored by the Dean of Student Life and consist of an essay pertaining to the particular infraction or a work detail. Being late or skipping a detention will result in additional consequences. After three (3) detentions, a student will serve a Saturday morning detention from 8:00–11:00 a.m. During Saturday work detention, under supervision, students will be assigned work chores on the campus. For all detentions, students are to be on time or face additional disciplinary consequences.

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

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

Disciplinary Probation – In the event that a second out-of-school suspension may occur, the student will be placed on Disciplinary Probation for a period of three weeks. During this time, the student may not benefit from privileges at school such as field trips or celebrations. Additionally, the student may not participate in any school-related extra-curricular activities. At the end of the three-week probation, the student, parents, teachers, and administration will meet to assess growth and determine the next appropriate steps for the student.

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

Harassment

Ascension Episcopal School strives to maintain an environment where students and faculty can study, work and live free of harassment. Therefore, Ascension Episcopal School will not tolerate discrimination or harassment of students due to race, color, sex, religion or disability. Prohibited behavior includes obscene remarks or jokes, verbal abuse, physical or verbal hazing, threats or comments that are considered demeaning.

All complaints of harassment should be reported in writing to Middle School Head or Head of School. Reports of such behavior will be investigated and sanctions may include disciplinary action ranging from reprimands, detention to probation, suspension or expulsion.

Plagiarism Policy

Plagiarism is the representation of another's work or ideas as one's own and/or the undocumented use of another's words or ideas. Students are taught at every grade level about plagiarism--how to avoid it, how to correctly document with in-text citations and works-cited-information, and how to properly paraphrase. Plagiarism is a serious offense at every grade level and in every academic subject. A student in the fifth grade who is caught plagiarizing will receive a 64F on his/her assignment and will be required to rewrite the assignment. The 64F will be averaged with whatever grade he/she earns on the rewrite. A student caught plagiarizing in the sixth grade will receive a final grade of a 64F on his/her assignments. A student caught plagiarizing in the seventh grade will receive a final grade of a zero on his/her assignment. The administration will determine punishment for any repeat offenses that occur during a student's tenure at Ascension Episcopal School.

5TH – 7TH GRADES TECHNOLOGY

Middle School Technology Acceptable Use Policy

AES is committed to providing modern technology that will support the academic program. Students are expected to use hardware and software resources responsibly. Technology hardware includes, but is not limited to, computers, printers, scanners, digital cameras and video cameras, copiers, cell phones, MP3 players and projectors.

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

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

- I will not intentionally visit a website that is inappropriate. This includes, but is not limited to, chat rooms, instant messaging, social networking sites, and pornography sites. I will exit a website and notify an adult if I accidentally encounter materials that violate the rules of appropriate use.
- I will accept, and not attempt to bypass, the school's filtering/blocking of inappropriate websites.
- I acknowledge that technological resources are available primarily for academic purposes.
- Tampering with computer security systems and/or applications will be considered vandalism, destruction, and defacement of school property and is subject to severe disciplinary actions.
- I will refrain from making excessive noise that is distracting to other users.
- I will protect the right to privacy for others and myself by not accessing others' accounts or sharing passwords, even with friends.
- I will never give out personal information, send a picture of myself with identification, or meet anyone in person that I meet through the Internet.
- I will never interfere with the operation of the network by installing illegal software, shareware or freeware.
- I will use good judgment in using technology and will not have food or drinks near any equipment.
- I will not waste limited resources such as disk space by storing unnecessary files, printing capacity by unnecessary printing of documents, or network bandwidth by unwarranted video streaming.
- I will always treat people with respect.
- I understand that cyber-bullying through technology such as websites, email, cell phones, texting and chat rooms may result in legal action.
- I will not reply to any messages that are threatening or potentially dangerous.
- I will not violate copyright laws.
- I acknowledge that the IT Department has the ability and right to monitor my technology usage.
- I acknowledge that I will be held accountable for my actions and that violations will be dealt with in accordance with the school's discipline policy as outlined in the student handbook.

Ascension Episcopal School prohibits any advertisement, publication or representation of AES without expressed written permission of the Head of School. This includes, but is not limited to websites such as MySpace, Facebook, blogs, Twitter, YouTube and any other electronic activity that erodes the reputation or violates the core values of AES.

5TH – 7TH GRADES
CELL PHONE AND ELECTRONIC DEVICE POLICY

Students may choose to bring electronic devices such as cell phones, iPads, and MP3 players. If a child chooses to bring an electronic device, it must be turned in before school to the *last period* teacher for safekeeping. It may be picked up at the end of the school day.

Students may not use cell phones or electronic devices while waiting in carpool or while riding Lafayette Parish School System busses.

Deliberate misuse of a cell phone or electronic device will result in detention and must be picked up at the end of the following school day by the student's parent. A second offense of deliberate misuse will result in permanent confiscation of the device.

The school is not responsible for loss or theft of any cell phones or electronic devices brought to school.

5TH – 7TH GRADES
UNIFORMS and DRESS CODE

The Middle School Uniform Policy can be found on the AES website under Parent Resources, Middle School Uniform Policy. In addition to the uniform policy, the following dress code is in effect:

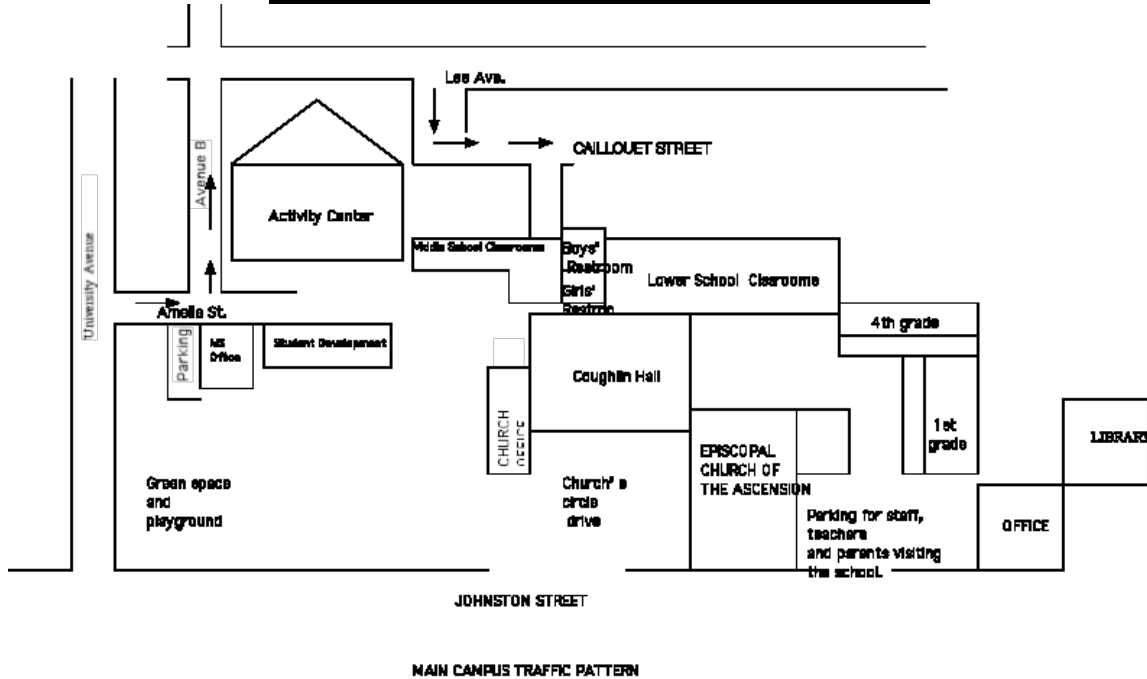
- All decisions regarding uniform and grooming rests with the Head of Middle School or Dean of Student Life.
- Hair must be kept clean, neatly groomed and not a distraction. Hair at all times must be kept out of the eyes. Hair color and style should be discrete.
- All under shirts should be solid white t-shirts. Shirts must be tucked in. All club and team shirts must be in conjunction with the school uniform.
- All students are to wear a belt when wearing shorts or pants that have belt loops, and belt loops may not be cut off to avoid following the rule.
- Boys' facial hair is not permitted.
- All shoes must contain a closed toe and heel.
- Students are expected to wear clothing that is modest and in good repair. All jewelry and makeup should be kept to a minimum and tasteful. The school has the discretion of telling a student if he/she is wearing inappropriate jewelry, makeup, hair style (color or cut).
- "Free dress" Fridays is dependent upon adherence to the school uniform policy during the week. Dress will consist of jeans, shorts/skirts with an Ascension t-shirt (clubs, councils, sports). Girls may wear long walking shorts- "sports" shorts are not permissible.
- Only school-approved sweatshirts may be worn. Sweatpants are not part of the middle school uniform.
- The wearing of paraphernalia of other local schools is prohibited.

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

PE Uniform

Middle school physical education requires students to dress in gym clothes. The gym uniform (girls and boys) is as follows: light blue jersey with Ascension Episcopal logo and surname on the back with your choice of navy athletic shorts (no color trim). P. E. uniform shirts may be ordered through AES. Log on to the website at www.aesgators.org and go to Parent Login and click on Handbook and Forms for a P.E. uniform order form. Athletic shoes are also required.

DOWNTOWN CAMPUS TRAFFIC PATTERN



8TH GRADE at SMP SPECIFIC POLICIES

School Hours

School hours for eighth grade is 8:30 a.m. to 3:40 p.m. Monday through Friday, Parents/Guardians should be aware that the school is responsible for students only between the hours of 7:00 a.m. and 3:40 p.m. each day unless students are involved in a supervised after-school activity. There is no supervision provided for students who arrive prior to 7:00 a.m.

Phone Use

Telephones are available for student use in the office. The phone will be available for students to call home about sports or other school activity cancellations. In order to maintain an atmosphere conducive to learning and a sense of community, the AES Sugar Mill Pond policy regarding cell phones, "smart phones," and other personal computers is as follows: cell phones and other personal electronic devices may be used during school hours only at approved times and in approved locations. Otherwise, all cell phones and electronic devices must be placed in students' lockers. Further, any use of a cell or "smart" phone, or other electronic device during a test or

other graded classroom activity without prior specific permission of the classroom teacher or administrator will be considered as cheating. *Violations of this policy will result in disciplinary action.*

Use of social network media (e.g., Facebook, Twitter) is prohibited during the school day except during approved times and in approved locations.

First-offense violation of this acceptable use policy will result in confiscation of the phone or device for a school day. Second-offense violation will result in confiscation for three (3) school days. Habitual disregard or defiance will result in suspension. *All authorized uses of personal electronic devices during the school day are at the sole discretion of the school's administration.*

Attendance Policy

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

In order to comply with state requirements, the following policy will be followed when a student has missed five (5) days of school during a semester, the Dean of Student Life will contact the parents and speak with the student. If a student approaches ten (10) days of absences during a semester, the student and parents will meet with the Dean and the Head of Upper School to discuss the student's absences. A student who misses ten (10) days of school during the semester may, at the school's discretion and teacher recommendations, be required to repeat the courses for that semester. A student with excessive absences throughout the school year may have his/her re-enrollment contract for the next school year deferred pending review of the absences and concerns from teachers.

Appointments during the school day are strongly discouraged. If it is absolutely necessary for a student to leave early for an appointment, parents are expected to notify the school receptionist in advance by email, phone call, or note. Parents of non-driving students must sign the log before the student may be dismissed. Parents of students who drive themselves must provide either a written note or a direct phone confirmation (no voice mails) of the appointment

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

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

Tardiness

Sugar Mill Pond attendance is initially taken at 8:30 a.m. Students who arrive after the start time are considered tardy and must sign in at the office. An "admit to class" pass will be issued to the students. A student is marked tardy if he/she arrives at school no more than 30 minutes late. A student who checks in after 12:00 p.m. is marked as attending a half-day.

All decisions regarding absences or tardies rest with school's administration.

Visiting Policy

Students unaccompanied by an adult are permitted to visit only during lunchtime. (Note: Prospective students touring the school are welcome to visit the campus and attend classes any time during the school year.)

Lost and Found

All garments and articles brought to school should be clearly marked or labeled with the student's name. Any article found on the floor of the hallways, dressing rooms, or gym will be considered lost and may be placed in the Lost and Found. At the end of each month, items not claimed are given to a worthy charity.

Sugar Mill Pond (SMP) Campus Emergency Dismissal

Certain emergency circumstances might lead the school to release all students quickly and safely to their homes. Emergency dismissal procedures will vary according to the nature of the situation. In such circumstances, information will be provided via SchoolCast. In an "Emergency Dismissal," the school wants to make sure that every student is released directly to parents or other authorized persons. In the case of student drivers, phone contact with a parent will be needed before the student may sign out at the upper school office.

Safety Drills

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

8TH GRADE ACADEMIC INFORMATION

Conferences and Report Cards

Parents or teachers may request an "Omni" (meaning *all*) conference at any given time during the school year to review a student's challenges and discuss possible solutions. Omni meetings are held at such a time that each teacher is available to meet with the parent and/or student.

Student achievement is based on understanding of the subject as judged by a variety of assessments. Ongoing academic progress can be viewed by accessing MyBackPack.

Teachers in grades five to eight assign numerical and letter grades according to the following scale:

Grades 5-8
A 100-92
B 91-83
C 82-74
D 73-65
F 64-0

If a student is enrolled in an Upper School class such as Algebra I, French I, or Spanish I, the following numeric and letter grades apply:

Grades 9-12
A 100-90
B 89-80
C 79-70
D 69-60
F 59-0

Testing

Students are tested throughout the year to monitor academic progress. Students will not be required to take more than two tests on the same day. Quizzes, which cover material a student should know from homework assignments, are not considered “tests.” Semester exams and final exams will be given in all academic subjects to 8th grade students.

Tutoring

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

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

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

Occasionally, an AES teacher is available for paid tutoring. Teachers can accept paid tutoring assignments *only* if the student is not a current student in the teacher’s class.

Illness/Absences and Missed Work

Parents should contact the respective school office to report a student’s illness by 8:00 a.m. It is requested that parent email the appropriate teachers for missed assignments when a student is absent. Students may also obtain the information from a fellow student.

Students will not be permitted to take part in any athletic event if the student is absent for more than half of the school day unless the student receives permission from the Middle School Head.

When a student returns to school following a one-day absence, he or she is expected to turn in any previously assigned work on the day of return.

Absences follow a ratio of 1:1 for make-up. If the student is absent one day, then he has one day to make up the work and so forth for 2:2 or 3:3. If there is an extended absence, upon his return the teacher will give him a communication sheet to have signed by each teacher to help him catch up in a timely manner.

The school should be notified in writing in advance of an anticipated absence so that the student can collect assignments from each teacher. It is the student's responsibility to have each teacher complete the form and to complete his/her work in advance when requested by the teacher. Upon the student's return, the student is to hand in his work and make any additional arrangements for completion of work.

Valedictorian Policy

Eighth grade students with all "A's" in their academic subjects during their years in middle school at Ascension will earn the title of Valedictorian(s). Students who transfer to AES for 7th and 8th grade will be evaluated on their academic performance during their years at Ascension. If no student in the 8th grade has earned all "A's" throughout the middle school years at Ascension, then the student(s) with the highest cumulative GPA will be named Valedictorian.

Summer Reading Lists

All students entering grade 8 will have a summer reading assignment. The assignment is due on the first day of school. A reading list, along with the requirements, will be available at the end of school. It is developed in consultation with teachers in the Middle and Upper School Divisions. The purpose of this activity is to increase the number and quality of books read by our students, to keep their reading skills alive during the summer, and to foster their enjoyment of reading books. Please refer to the website under Parent Resources then Library - Summer Reading.

8TH GRADE STUDENT LIFE and ACTIVITIES

Chapel Services and Practices

Ascension Episcopal School is firmly rooted in living out its Christian faith in its Episcopal identity and tradition. Religious services and practices are significant to the School's daily program. To many, it is this characteristic which gives the School much of its special strength. Chapel is at the center of our community life, where our lives of faith can grow and we can celebrate the many traditions involved with being an Ascension student.

For our older students, Ascension's Episcopal identity is reflected in a student's day in the following ways:

Required:

- Daily Chapel and Eucharist attendance
- Respectful participation in all services (standing, sitting, or remaining silent)
- Wearing school and athletic uniforms that include the school crest
- Christian Education instruction according to curricula for each grade division

Optional:

- Saying prayers
- Participation through advisory as chapel server, lesson reader, prayer leader, crucifer, torchbearer, or banner bearer
- Coming forward during Eucharist to receive a prayer, a blessing, or the sacraments of bread and/or wine

Chapel student leadership and behavior will be discussed during Chapel orientation the first week of school, emphasizing that Chapel is a place and time to be treated with respect and honor, which in the Episcopal tradition means quietly and sometimes silently. Middle school students are required to sit in their advisory groups so that attendance can be noted.

Advisory

The Advisory Program is an important aspect of the Middle School. Students can consult their advisor for assistance in a variety of areas. Each student is assigned an advisor who oversees the academic progress of each advisee and serves as an advocate for the advisee within the school community. The advisor is a listener, a problem-solver, and a goal-setter.

The advisor is the initial contact for school-related matters, and parents should rely on the advisor for information and sharing of concerns.

Extra-Curricular Activities

National Junior Honor Society

National Junior Beta Club

Chapel Council

Quiz Bowl

8th Grade Choir

Student Council

Athletics

Personal Property and Lockers

The school should be an environment of mutual respect, and students and teachers rightfully expect that their possessions will not be harmed in any way or borrowed without the permission of the owner. Students must understand their personal responsibility in maintaining such an environment by labeling their possessions, storing them in proper places, and keeping lockers closed.

The school is not responsible for personal property brought to school. If valuable equipment is needed for class, students should turn it in to the office or advisor for safekeeping. Each student is assigned a locker. *Lockers are the property of Ascension Episcopal School, which reserves the right to inspect lockers at any time. The office must approve any exterior adhesive in advance.*

8TH GRADE UNIFORMS and DRESS CODE

The Middle School Uniform Policy can be found on the AES website under Parent Resources, Middle School Uniform Policy. In addition to the uniform policy, the following dress code is in effect:

- All decisions regarding uniform and grooming rests with the Head of Middle School or Dean of Student Life.
- Hair must be kept clean, neatly groomed and not a distraction. Hair at all times must be kept out of the eyes. Hair color and style should be discrete.

- All under shirts should be solid white t-shirts. Shirts must be tucked in. All club and team shirts must be in conjunction with the school uniform.
- All students are to wear a belt when wearing shorts or pants that have belt loops, and belt loops may not be cut off to avoid following the rule.
- Boys' facial hair is not permitted.
- All shoes must contain a closed toe and heel.
- Students are expected to wear clothing that is modest and in good repair. All jewelry and makeup should be kept to a minimum and tasteful. The school has the discretion of telling a student if he/she is wearing inappropriate jewelry, makeup, and hairstyle (color or cut).
- Only school-approved sweatshirts may be worn. Sweatpants are not part of the middle school uniform.
- The wearing of paraphernalia of other local schools is prohibited.

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

8th GRADE CONDUCT and DISCIPLINE

Middle School Integrity Code

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

At the beginning of each school year, the idea of behaving with integrity and honor is discussed with the students. Students then participate in developing an Integrity Code. A signed copy will be kept on file in the middle school office.

Student Conduct Policies

Ascension Episcopal School expects its students to be good citizens at all times, whether on or off campus. Students will benefit from AES's strong reputation and are expected to uphold and advance AES's good name. Ascension Episcopal School recognizes the primary role of the parents in raising their sons and daughters, but reserves the right to hold students accountable for actions that reflect badly on Ascension Episcopal School or that jeopardize the safety or well-being of other students. Parents are expected to monitor weekend events occurring away from campus to ensure the wellbeing of participants. The conduct guidelines of Ascension Episcopal School have been established in order to provide an intellectual, spiritual, and social atmosphere in which all students can work efficiently and grow in knowledge and self-discipline. Each student is expected to behave in a mature and responsible manner that reflects favorably upon the student, parents, school, and community.

The school has high standards of behavior, and students are expected to maintain these standards at all times. Students at the upper school level should be developing a sense of responsibility for their own academic and personal lives and an awareness of how their actions affect others, both students and teachers, in their community. The goal of any system of conduct is the development of self-discipline. However, it is necessary to create other systems and structures as self-discipline is

developed. This section explains expectations and consequences.

Expectations

- Students attending Ascension Episcopal School are expected to behave courteously to peers and adults at all times. The school has high standards of behavior, and students are expected to maintain these standards.
- Students are expected to be respectful of all faculty, staff, clergy, substitute teachers, visitors, and other students. Full cooperation is expected from the parents in any disciplinary action.
- The school and the home must work together in the development of character and good citizenship. AES follows the assertive discipline philosophy, which involves the student knowing the rules, understanding the consequences for failure to follow the rules, and receiving proper warning for inappropriate behavior.
- All students and their parents are required to sign a form stating that they understand the disciplinary policy and accept the responsibility for the student's actions.

Discipline Policy

The disciplinary rules of Ascension Episcopal School have been established in order to provide a spiritual and intellectual atmosphere in which all students can work efficiently and can grow in knowledge and self-discipline. Each student is expected to behave in a mature and responsible manner that reflects favorably upon all in the school community.

Students attending Ascension Episcopal School are expected to behave courteously to peers and adults at all times. The school has high standards of behavior, and each pupil is expected to do his or her best to maintain these standards. Students are expected to respect all clergy, teachers, school employees, and other students through their words and actions. Full cooperation is expected from the parents in any disciplinary action. The school and the home must work together in the development of character and good citizenship.

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

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

Harassment

Ascension Episcopal School strives to maintain an environment where students and faculty can study, work, and live free of harassment. Therefore, Ascension Episcopal School will not tolerate discrimination or harassment of students due to race, color, sex, religion, or disability. Prohibited behavior includes obscene remarks or jokes, verbal abuse, physical or verbal hazing, threats, or comments that are considered demeaning.

All complaints of harassment should be reported in writing to Middle School Head or Head of School. Reports of such behavior will be investigated and sanctions may include disciplinary

action, ranging from reprimands, to detention, probation, suspension or expulsion.

Plagiarism Policy

Plagiarism is the representation of another's work or ideas as one's own and/or the undocumented use of another's words or ideas. Middle school students are taught at every grade level about plagiarism, how to avoid it, how to correctly document with in-text citations and works cited information, and how to properly paraphrase. Plagiarism is a serious offense at every grade level and in every academic subject. A student caught plagiarizing in the eighth grade will receive a final grade of a zero on his/her assignment. The administration will determine punishment for any repeat offenses that occur during a student's tenure at Ascension Episcopal School-

8TH GRADE TECHNOLOGY

Middle School Technology Acceptable Use Policy

AES is committed to providing modern technology that will support the academic program. Students are expected to use hardware and software resources responsibly. Technology hardware includes, but is not limited to, computers, printers, scanners, digital cameras and video cameras, copiers, cell phones, MP3 players, and projectors.

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

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

- I will not intentionally visit a website that is inappropriate. This includes, but is not limited to, chat rooms, instant messaging, social networking sites, and pornography sites. I will exit a website and notify an adult if I accidentally encounter materials that violate the rules of appropriate use.
- I will accept, and not attempt to bypass, the school's filtering/blocking of inappropriate websites.
- I acknowledge that technological resources are available primarily for academic purposes.
- Tampering with computer security systems and/or applications will be considered vandalism, destruction, and defacement of school property and is subject to severe disciplinary actions.
- I will refrain from making excessive noise that is distracting to other users.
- I will protect the right to privacy for others and myself by not accessing others' accounts or sharing passwords, even with friends.
- I will never give out personal information, send a picture of myself with identification, or meet anyone in person that I meet through the Internet.
- I will never interfere with the operation of the network by installing illegal software, shareware, or freeware.
- I will use good judgment in using technology and will not have food or drinks near any equipment.
- I will not waste limited resources such as disk space by storing unnecessary files, printing capacity by unnecessary printing of documents, or network bandwidth by unwarranted video streaming.
- I will always treat people with respect.

- I understand that cyberbullying through technology such as websites, email, cell phones, texting, and chat rooms may result in legal action.
- I will not reply to any messages that are threatening or potentially dangerous.
- I will not violate copyright laws.
- I acknowledge that the IT Department has the ability and right to monitor my technology usage.
- I acknowledge that I will be held accountable for my actions and that violations will be dealt with in accordance with the school's discipline policy as outlined in the Student-Parent Handbook.

Ascension Episcopal School prohibits any advertisement, publication, or representation of AES without expressed written permission of the Head of School. This includes, but is not limited to websites such as MySpace, Facebook, blogs, Twitter, YouTube, and any other electronic activity that erodes the reputation or violates the core values of AES.

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

I acknowledge that I have read the 2011-2012 Ascension Episcopal School Student-Parent Handbook and the Technology Acceptable Use Policy and agree to abide by the policies stated.

Student Name (Please print): _____

Student Signature: _____

Parent Name (Please print): _____

Parent Signature: _____

Date: _____