

Student and Parent Handbook and Code of Conduct

2026-2027

General Information, Notices, and Procedures

Revised June 17, 2026

Ascension Leadership Academy

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The Presbyterian Home for Children Education System

MESSAGE FROM THE ADMINISTRATORS, FACULTY, AND STAFF:

Dear Parents and Students,

On behalf of all the staff at Ascension Leadership Academy, welcome to the 2026-2027 academic year. Ascension Leadership Academy's Accreditation by Cognia assures commitment to the highest academic standards of excellence and to the very best instructional practices.

Our staff has a commitment to teaching excellence, and to helping each student discover his or her special gifts. We believe that each student is a unique person created by God with a special purpose in life, and that education is one important key to unlocking those gifts and successfully preparing for that special purpose.

Each Ascension Leadership Academy staff member has high expectations for the success of every student. The classes and other learning opportunities offered are designed to help each student excel and develop leadership skills that enable success now and throughout his or her lifetime. Each student's individual desire for success will be fostered through the development of self-discipline and an acquisition of knowledge that will provide a lifelong foundation for learning. It *is* our promise that we will encourage and support each family and each student in their pursuit of personal hopes and dreams.

Respectfully,

The Administrators, Faculty, and Staff

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I. DIRECTORY

Please use this information to assist you in making inquiries regarding educational issues, including Federal and State guidelines as well as local implementation of policies and procedures. Refer questions regarding a particular student or education program to the Director/Principal: 256.589.8350.

NOTICE OF NON-DISCRIMINATION

It is the official policy of Ascension Leadership Academy at the Presbyterian Home that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

II. CODE OF STUDENT CONDUCT

INTRODUCTION

At Ascension Leadership Academy, we believe that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline.

As students progress in our Academy, it is reasonable to assume that an increase in age and maturity will result in students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedures described for violations of responsibilities shall apply to students in Grades K-12. To assist Academy personnel, parents, and students in maintaining an environment conducive to learning, the *Code of Student Conduct* is designed to accomplish the following:

- Describe the responsibilities of the Academy personnel, parent(s)/guardian(s), and students.
- Standardize procedures for administering formal disciplinary actions by the Teacher, Director/Principal, or President.
- Identify types of violations and describe alternate procedures for disciplinary actions by the Teacher, Principal, or President.
- Explain due process procedures relative to disciplinary action.
- Explain attendance requirements.

JURISDICTION OF THE BOARD

Students enrolled in Ascension Leadership Academy are subject to the policies of the Presbyterian Home for Children and to the rules and regulations of the school.This authority applies to all school-sponsored activities including, but not limited to the following:

- Routine functions of the school day
- Transportation relative to school events
- Field trips
- Athletic functions
- Academy-sponsored social events
- School groups representing the Academy in educational and social events

ROLES FOR ACADEMY PERSONNEL, PARENTS, AND STUDENTS

For effective instruction, there must be a cooperative relationship between the Board, administration, teachers, parents, students, school personnel, and the community. This relationship is described as:

Academy Personnel who:

- provide a comfortable, safe learning environment
- provide books, materials, and supplies in accordance with Alabama law
- adopt and implement policies for all phases of school life
- allow for suggestions, constructive criticism, and conferences by/with students and parents
- establish channels of communication that are clearly understood by students and parents
- identify and implement instructional objectives for each grade level and subject area
- inform parents of educational programs, events, and activities that complement the instructional program
- encourage parents to visit the school and support their involvement in their children's education
- provide appropriate supervision of students
- arrive on time for classes and other school-related activities for which they have responsibility
- plan, prepare, and present lessons appropriate to the grade level of students and the subject being taught
- exhibit consistency in enforcing rules and regulations

Parents or Guardians who:

- maintain regular communication with the Academy concerning their child's progress and conduct
- ensure that their child is in daily attendance and promptly communicate reasons for any absence or tardiness
- provide their child with the resources needed to complete class work and other assignments
- assist their child in being healthy, neat, and clean
- inform proper school authorities of any problem or condition which affects their child or other children in the school
- discuss report cards and work assignments with their child
- provide up-to-date home, work, and emergency telephone numbers to proper school authorities
- assume leadership roles and/or participate in school organizations
- attend all scheduled parent/teacher conferences
- document their understanding of the *Code of Student Conduct*
- ensure that their child is free of contagion before returning to school following an illness or health related condition
- reimburse the school for damages to any school property caused by the purposeful behavior of their child

Students who:

- attend all classes daily and are punctual in attendance
- are prepared in each class with appropriate supplies and assignments
- show respect for all individuals and property
- refrain from profanity or inflammatory statements and obscene gestures
- conduct themselves in a safe, responsible manner
- are neat, clean, and dress appropriately
- abide by rules and regulations contained within the *Code of Student Conduct,* and other policies adopted by the school

CLASSIFICATION OF VIOLATIONS

Violations of the *Code of Student Conduct* are grouped into three categories according to the type of misbehavior and subsequent disruption of the learning environment of the student and others. After determining the classification of a violation, the Teacher or Director/Principal will implement the disciplinary procedure specified for the violation. Each classroom teacher will deal with general disruption within the classroom: taking in-class disciplinary actions, making personal telephone calls to the parent(s)/guardian(s) when appropriate, and scheduling a conference with the student, parent(s), and other proper school personnel. Only when the action taken by the teacher is ineffective or the disruption is sufficiently severe, will the student be referred to the Director/Principal.

CLASS I OFFENSES

1.01 Failure to complete and/or return required school forms
1.02 Excessive distraction of other students
1.03 On-campus participation in organizations not approved by the school
1.04 Excessive tardiness to school or class
1.05 Nonconformity to dress code
1.06 Inappropriate public display of affection
1.07 Rude and inappropriate behavior in hall, classroom, assembly, or other school-sponsored function
1.08 Littering on school property or school-authorized vehicles
1.09 Improper care of school textbooks and equipment
1.10 Unauthorized use of school or personal property of others
1.11 Unintentional and/or non-directed use of profane or obscene language
1.12 Buying, selling, or trading on school property items not approved by the Director/Principal
1.13 Bringing disruptive items (portable electronic audio and video devices, etc.) to school
1.14 Chronic failure to bring supplies to class
1.15 Minor misbehavior on school authorized vehicles (including field trips)
1.16 Sitting in parked vehicles before and after school
1.17 Loitering on campus before or after school and school-related activities
1.18 Any other violation which the Director/Principal may deem reasonable to fall within Class I offenses

CLASS I DISCIPLINARY OPTIONS

Administrative responses for Class I violations include, but are not limited to:

a. Conference with student
b. Referral to counselor
c. Parent contact
d. Detention
e. Work detail

The administrator may choose any one or more of these options in dealing with a Class I violation.

CLASS II OFFENSES

2.01 Repeated violations of Class I Offenses
2.02 Insubordination or disrespect toward a school employee
2.03 Unauthorized absence from class or school
2.04 Forgery of a signature of parent/guardian, school personnel, or other person
2.05 Directed use of verbal, written, or gestured obscenities
2.06 Possession or viewing of obscene literature or pictures
2.07 Cheating
2.08 Theft of property or possession of stolen property
2.09 Inappropriate conduct and/or violations of established rules while in school authorized vehicles or while participating in school authorized activities
2.10 Vandalism/intentional damage to public property or real property of others; in all cases students shall make monetary restitution for damages
2.11 Written or verbal proposals to engage in inappropriate acts
2.12 Offensive touching of or physical contact with another person
2.13 Gambling – any form for the exchange of money or goods (including matching, etc.)
2.14 Intentionally falsifying information to a teacher, administrator, or other personnel
2.15 Causing physical injury to another student through carelessness or rough play
2.16 Verbal, written, or printed threats or extortion
2.17 Refusal to give name or intentionally giving false information to authorized persons
2.18 Violation of the Acceptable Use Policy – (This offense may result in suspension or revocation of Internet privileges.)
2.19 Bullying/intimidation of students – intentional behavior, which tends to intimidate or humiliate others, including the making of threats or of repeated statements that ridicule or cause emotional injury
2.20 Scuffling – intentional pushing, shoving, or bumping between students that does not rise to the level of a fight
2.21 Any other offense, which the Director/Principal may deem reasonable to fall within Class II offenses

CLASS II DISCIPLINARY OPTIONS

Administrative responses for Class II violations include, but are not limited to:

a. Conference with student
b. Referral to counselor
c. Parent contact
d. Detention
e. In-school suspension
f. Out-of-school suspension
g. Work detail

The administrator may choose any one or more of these options in dealing with a Class II violation.

CLASS III OFFENSES

3.01 Repeated violations of Class II Offenses

3.02 Possession, distribution, sale, or use of alcohol, marijuana, prescription, or non-prescription drugs (stimulants, depressants, hallucinogens, or opiates) or drug paraphernalia

3.03 Possession and/or use of tobacco products, matches, lighters, or other tobacco paraphernalia

3.04 Arson

3.05 Assault on another person (student, teacher, staff member, visitor, etc.)

3.06 Possession of a dangerous weapon (knife, club, gun, or parts of a gun, chain, or object deemed dangerous by school officials)

3.07 Possession of firearms or facsimile (including air guns and starter guns)

3.08 Sexual harassment toward any person

3.09 Criminal mischief

3.10 Preparing, possessing, or igniting explosives or fireworks of any kind

3.11 Inciting or participating in a major student disorder

3.12 Indecent exposure

3.13 Gang-related activity including, but not limited to, the following: (1) wearing known gang-related clothing or colors; (2) showing or performing gang-related signs or signals; (3) writing or possession of known gang writings or symbols; (4) writing or drawing gang-related information or symbols on the physical facilities; (5) participating in gang-related initiation/hazing on school grounds; (6) participating in gang-related activities on or off school grounds that would threaten the ability of the school to maintain a safe, orderly, and disciplined educational environment

3.14 Hazing

3.15 Fighting on school grounds, school-authorized vehicles, or at school events

3.16 Inappropriately activating a fire alarm or extinguisher

3.17 Bomb threat or other terroristic threat (either making the threat or being an accessory to the threat)

3.18 The charge of a crime as defined under the laws of the City, State of Alabama, or United States while on school property or participating in a school activity (Sect. 16-1-21.1, Code of Alabama, 1975)

3.19 Any other offense which the Director/Principal may deem reasonable to fall within Class III offenses

CLASS III DISCIPLINARY OPTIONS

Administrative responses for Class III violations include, but are not limited to:

a. Out-of-school suspension
b. Expulsion from school

The administrator may choose either or both of these options in dealing with a Class III violation.

DUE PROCESS

The policy of Ascension Leadership Academy is to adhere to due process when carrying out the procedures contained within the *Code of Student Conduct.*

The following steps may be followed by a parent/guardian wishing to appeal an administrative decision relative to discipline. To initiate Due Process:

- The parent/guardian should provide his/her complaint in writing to the administrator involved at each step.
- Confer with the school administrator involved in the initial decision.
- If the decision is perceived to be unduly harsh or unfair, then the parent/guardian may confer with the next level of administration.
- If the teacher made the decision, the Director/Principal would be the next level of administration. If the Director/Principal made the initial decision, the Vice-President of the Home would be the next level of administration. Confer with the school Director/Principal, or Vice-President as detailed in the first statement.
- If the decision is unfavorable, the parent/guardian may notify the President in writing, within seven days, that they are still in disagreement with the decision. The parent may elect to remove the student from Ascension Leadership Academy, but, the decision of the President is final in the due process procedure.

TARDY AND STUDENT SIGN-IN

The school day begins when the student arrives on campus. Buildings are open at 7:45 a.m. and classes begin at 8:00 a.m. Students should not arrive prior to 7:45 a.m.

Students are expected to be in their first period class on time each day. If the student is late, he/she must be recorded as tardy. Students having frequent tardies must be reported to the Principal. Students must be present by 11:30 a.m. to be counted as present for the day.

The school day ends at 2:20 p.m. Students should immediately exit their classroom and depart the campus. No student should be on the school campus later than 2:30 p.m. unless they are participating in a scheduled recreational activity or scheduled extracurricular event.

WITHDRAWING STUDENTS

Only a parent or guardian may voluntarily withdraw a student from Ascension Leadership Academy. The Director/Principal or his/her designee must receive twenty-four hours (one day) notice prior to permanent withdrawal of a student. If for any reason, a student is withdrawn prior to the end of the academic year:

> Full tuition for the month of withdrawal will be forfeited. A 10% penalty will be assessed on the remainder of the contractual period and must be paid for academic records to be released to another educational agency.

III. Enrollment and Attendance

ENROLLING NEW STUDENTS

Ascension Leadership Academy requires an official birth certificate, official transcript, academic assessment, immunization certificate, social security number and card, and, when appropriate, proof of guardianship before a child will be admitted to school. Enrollment must be complete before a student will be admitted to class.

NOTICE OF LEGAL RESPONSIBILITY

Alabama law requires all children between the ages of seven and sixteen to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-age child is responsible for that child's regular attendance and proper conduct.

Parental responsibilities required in Section 16-28-12 of the Code of Alabama, 1975, are as follows:

"To enroll their child" – Every child between the ages of six and seventeen years shall be required to attend school.

"To regularly attend school" - Attendance requirements will be followed to ensure regular attendance.

"To compel the child to properly conduct himself/herself in accordance with written policies on school behavior" - A parent may be referred to the District Attorney's Office on a student's first suspension if, in the opinion of the Director/Principal, the offense committed by the student warrants such action.

Student responsibilities:

- The *Code of Student Conduct* and related behavior and discipline policies adopted by the Board will serve as guidelines for determining inappropriate behavior
- Attend school regularly
- Abide by the *Code of Student Conduct* and related behavior and discipline policies as adopted by the Board
- Understand that inappropriate student conduct or behavior may result in suspension from school
- Be aware that suspensions will be reported to the President, and, if applicable, to the District

Attorney

RESPONSIBILITY FOR EXPLANATION OF ABSENCES

In all absences which occur without prior permission of the Principal, the parent or guardian is responsible for providing a written explanation of the absence to be presented by the child upon his/her return to school. Failure of the parent or guardian to furnish a satisfactory explanation shall result in the child being considered a truant with the knowledge of the parent or guardian.

A parent-written excuse shall be accepted for no more than five absences per semester. Any absence in excess of five per semester will require a written excuse from either:

a. physician, dentist, etc., or

b. district or circuit court, or

c. special permission of the Director/Principal

If a student accumulates ten excused absences during a semester, his/her parents will be required to attend a mandatory meeting with the Director/Principal or his/her designee.

EXCUSED ABSENCES

Absences are **excused** for the following reasons:

- Illness
- Death in the immediate family
- Inclement weather which would be dangerous to the life and health of the child as determined by the Director/Principal and/or President
- Legal quarantine
- Emergency conditions as determined by the Director/Principal and/or President
- Prior permission of the Director/Principal with the consent of the parent or legal guardian (includes out-of-town trips, etc.)

Special Trips

Students who miss school due to a special trip will be coded unexcused unless parents have received prior permission from the Director/Principal. Only emergencies and/or educational trips will be considered.

WHEN NOT TO ATTEND

Children are likely to contract minor illnesses, but, a child should not miss any more school than necessary. Guidelines for determining if a child is considered too ill to attend school are as follows:

FEVER – If the child has a fever of 100°F or above or 2°F above his/her average normal digital temperature he/she should not attend school until he/she is free of fever for 24 hours.

VOMITING – It is recommended that the child not attend school if he/she has vomited within the last 12 hours.

DIARRHEA – The child should not attend school if he/she has had diarrhea in the last 12 hours.

CONTAGIOUS CONDITIONS – The child will not be allowed to attend school until written permission has been obtained from a physician or when it is evident that the condition no longer exists.

MAKE-UP WORK FOR EXCUSED ABSENCES

School work and/or examinations missed due to excused absences may be made up and a grade shall be awarded in accordance with school policy. The student is responsible for contacting the appropriate teacher(s) within three days to arrange a schedule and/or deadline for make-up work or examinations. Teachers will not be required to reteach lessons, but students will be given a reasonable opportunity to learn missed lessons.

When a student has an excused absence, they may work from home, but the day will still be counted as an absence. In case of prolonged absence, parents may request that online assignments be completed at home. For online work to be completed at home, it MUST be approved by the Principal or Assistant Principal. Parents should contact the teacher, as early as possible, to request assignments be opened for completion at home.

UNEXCUSED ABSENCES

If any student excessively fails to attend school without a legal excuse, that student and the person having custody of that child may be referred to juvenile court.

Absences are **unexcused** for the following reasons:

- Out-of-School suspensions
- Failure by the students and parents to receive permission from the Director/Principal prior to absences due to special trips
- Early departures by students for weekend trips
- Late arrivals by students from weekend trips
- Early departures prior to extended holidays
- Expulsion from school

MAKE-UP WORK FOR UNEXCUSED ABSENCES

Teachers are not required to provide make-up work or examinations for students with unexcused absences. A grade of "zero" shall be awarded for schoolwork missed (to include online assignments) due to unexcused absences. Excessive zeroes shall result in failure of a subject or grade.

STUDENT CHECK-OUT PROCESS

If a student must check-out of school prior to the normal dismissal time, a written request addressed to the Director/Principal or Teacher must be made by the parent/guardian of the student stating the time and

reason for the student's early dismissal. The student must be checked-out through the school office by the parent/guardian or other authorized person. Students who check-out before 11:30 a.m. will be considered absent for the day.

IV. STUDENT TRANSPORTATION

DESIGNATED VEHICLE PARKING AREA

The designated arrival and departure area for students being transported to and from Ascension Leadership Academy is the walkway beside the main Hill Street entrance.

- Upon arrival students should report immediately to their first period class.
- Persons transporting students to and from school should remain in their vehicles. Please do not leave your vehicle in order to deliver or retrieve a student.
- If it is necessary to retrieve a student earlier than the scheduled dismissal time, the transporter should arrive prior to 2:15 p.m. and report to the office or to the designated teacher responsible for dismissal.
- All students departing, for any reason, prior to the scheduled dismissal time must be checked-out through the office or by the designated teacher responsible for dismissal.

PARKING AUTHORIZATION

All vehicles used in transporting students or parked on school property are subject to search if there is reasonable belief that they contain weapons, illegal drugs, alcoholic beverages, and/or any controlled substance or material which would be a violation or evidence of a violation of federal or state law, of Board policy, or of the school's fair and reasonable regulations.

OTHER MODES OF TRAVEL

With parental permission, students living within a reasonable distance of the campus may walk or ride bicycles to and from school. For the students' safety, walkers and bicycle riders will be dismissed prior to or after the vehicle riders depart.

V. ACCEPTABLE USE FOR TECHNOLOGY RESOURCES

PURPOSE

The purpose of the technology policy is to provide standardized guidance on the acceptable use of computers, networks, the Internet, electronic mail, and related telecommunications equipment accessible by users at all Presbyterian Home (PHFC) facilities. Ascension Leadership Academy (the Academy) is committed to ensure strict compliance of the PHFC technology policies.

GENERAL

Technology resources are an important part of our school, and may enhance the educational experience for our students and assist employees in performance of the day-to-day operations of the school. Employees of the Academy (faculty and staff) may be allowed to use the school system's electronic mail system. Students may also be allowed access to the Academy's electronic mail system, but only upon approval by the Director/Principal or his/her designee. The use of computers, networks, the Internet, and electronic

mail is a **privilege** that is granted to Users. Failure to use technology resources in an appropriate manner will subject Users to appropriate disciplinary action. In addition to any disciplinary action, which may be imposed for violation of this policy, a User may also have their access to the Academy's technology resources suspended or revoked.

USER DEFINITION

The term User refers to any person (i.e., student, resident, teacher, employee, parent, etc.) who uses the technology resources and equipment at any PHFC facility. The Academy has purchased or provided technology resources (i.e., computers, networks, the Internet, electronic mail, software, etc.) for the following purposes:

- To provide our students, faculty, and staff the resources to achieve program related goals and objectives
- To provide a communication link between the Academy and the community
- To perform functions related to conducting business by the Academy

STUDENT ACCESS

It is the policy of Ascension Leadership Academy that students will be allowed to access the Internet or use electronic mail (if requested by a teacher) **only after** receiving the written approval of their parent or legal guardian. The Internet is a very powerful information tool that provides tremendous educational opportunities; however, it also can provide information that is considered inappropriate for a K-12 educational environment. While we require students to adhere to the standards contained in this policy, parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources, including the Internet. We support and respect each family's right to decide whether or not to allow their child access to the Internet and electronic mail. Students and parents must agree to abide by this acceptable use policy before they will be allowed to access the Academy's technology resources. Failure to use the Academy's technology resources in an appropriate manner will subject the student to appropriate disciplinary action as prescribed by the Code of Student Conduct. In addition to established punishments under the Code of Student Conduct, a student may also have his or her computer, network, Internet, and electronic mail privileges suspended or revoked.

USER ACCESS

In conjunction with their job duties and responsibilities, Academy employees are allowed access to technology resources and will supervise students using technology resources. Each employee shall maintain responsibility for the technology resources under his or her supervision and control. Each User, including each employee, must agree to abide by this acceptable use policy before accessing any technology resources at the Academy. Failure to use our technology resources in an appropriate manner as prescribed by Board policy, Federal, state, and local law, will subject the User to appropriate disciplinary action up to and including termination. In addition, the Academy may suspend or terminate access to its technology resources at its sole discretion.

BOARD LIMITATION OF LIABILITY

Ascension Leadership Academy at the Presbyterian Home makes no warranties of any kind, either expressed or implied, that the functions or the services provided by the school system will be error-free or without defect. We will not be responsible for any damage Users may suffer, including but not limited to loss of data or interruption of service. We are not responsible for the accuracy or quality of

information obtained through or stored on the equipment. All communications and information stored on computers owned by the Academy shall be considered the property of the Academy and may be retrieved, monitored, deleted, destroyed, modified, or used by the Academy for any purpose at its sole discretion. The Academy will not be responsible for financial obligations or any other damages incurred through the use of its technology resources.

COPYRIGHT AND PLAGIARISM

Existing copyright law will be followed in using materials accessed through the Internet. Teachers will instruct students to respect copyrights and to request permission to use materials when appropriate. As in copyright infringement, plagiarism is not acceptable. Teachers will instruct students in appropriate research and citation practices.

ACCEPTABLE USE(S)

The following uses of the technology resources at Ascension Leadership Academy are considered **acceptable**:

- Students will use the technology resources only for purposes directly related to the student's educational program.
- Employees will use the technology resources only for purposes directly related to that person's job duties.
- Users, who have electronic mail through the Academy, will check their electronic mail frequently and delete unwanted messages promptly
- Employees will only be allowed to subscribe to discussion groups, chat rooms, and/or mail lists that are relevant to their job duties and responsibilities.
- Students may be allowed to subscribe to discussion groups, chat rooms, or mail lists relevant to the student's educational program.
- Any student asking for subscription to one of these services must submit a written request to the user's teacher and receive the Director/Principal's approval.

UNACCEPTABLE USE(S)

At Ascension Leadership Academy, the following uses of the technology resources are considered **unacceptable**:

Personal safety

- Students, if allowed access to electronic mail, will not utilize e-mail for purposes not directly related to the student's educational program.
- Student users will immediately notify teachers, parents, or other school employees if they receive unsolicited e-mail from any one that threatens, harasses, or makes the User feel uncomfortable in any way.
- Student users **will not agree** to meet with someone they have met online.
- Any employee's use of the technology resources for personal purposes or for purposes, which are not directly related to the employee's job duties, is strictly prohibited.
- Employees may not excessively utilize electronic mail for any personal purpose or any purpose not specifically related to that employee's job duties with the Academy.
- Users will not be allowed to use any external instant messaging services.
- Users will not post personal contact information about themselves or other people anywhere on

the Internet. Personal contact information includes home address, home telephone, school address, or telephone number, work address or telephone number, e-mail addresses, etc.
- Student users who have electronic mail established with an organization other than the Academy will not access that mail from within the Academy.

Illegal activities

- Users may not use technology resources for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. Purchases made for official purposes must be accomplished through the purchasing methods established by Academy policy.
- Users will not attempt to gain unauthorized access (e.g.,"hacking") to Academy computers or networks or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal even if for the purpose of browsing. Users may also not utilize Academy technology resources to attempt to gain unauthorized access to a computer or network owned by other persons or entities.
- Users will not make attempts to disrupt computer system performance or destroy data by intentionally spreading computer viruses or by any other means. Users will not access any system or configuration file without specific permission from the President or his designee.
- Users will not use the Academy's computer system to engage in or arrange to engage in illegal procedures (i.e. arranging for the purchase of alcohol, drugs, engaging in gang activity, or threatening or harassing another person). Additionally, any action that is associated with a violation of the *Code of Student Conduct* is considered inappropriate use of the school computer system.

Inappropriate Internet Sites

- In general, visiting or accessing an inappropriate Internet site is equivalent to bringing the same inappropriate material to school in the form of a book, magazine, videotape, audiotape, or other media, and is subject to the same disciplinary actions as listed in the *Code of Student Conduct*.
- Obtaining access to or visiting said inappropriate sites will subject students to the same disciplinary action as bringing the materials to school or on Academy property. Similarly, any employee or other User who accesses or visits inappropriate sites will be subject to appropriate disciplinary action up to and including termination.
- Inappropriate Internet sites are sites that a reasonable person would conclude are inappropriate for a school environment. Specific examples include:
    - Sites that advocate or give instruction on how to break the law.
    - Sites that provide information or pictures that are lewd, obscene, vulgar, rude, inflammatory, threatening, or use of profane or disrespectful language.
    - Sites that advocate, in any manner, harm to the student, the Academy, or other individuals.

Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, material posted on Web pages, and any media accessed, viewed, created, or stored on Academy technology resources.
- Users will not use obscene, profane, lewd, vulgar, threatening, or disrespectful language.
- Users will not post information that, if acted upon, could cause danger or a danger of disruption.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is defined as persistently acting in a manner

that distresses or annoys another person. If a User tells another person to stop sending them messages, he or she must stop.
- Users will not post false or defamatory information about a person or organization.

Privacy
- All technology resources of the Academy are to be used for educational and job related purposes.
- Communications and activities conducted by using the Academy technology resources are not private, and Users do not have any right to privacy when using these resources.
- School administrators may, and will, at their sole discretion, review communications, activities and data created on, contained on, or accessed through Academy technology resources.
- Users will not forward or post a message that was sent to them privately without the permission of the person who sent the message.
- Users will not post private information about another person.

Respect for System Limitations
- Student Users will use Academy technology resources only for purposes directly related to the student's educational program.
- Employees will use Academy technology resources only for purposes directly related to the employee's job duties.
- Student Users will not download and/or install any file or program without the permission of a teacher.
- Users will not post chain letters or engage in "Spamming". Spamming is sending an annoying or otherwise unnecessary message to a large number of people.
- Users may not install or possess copies of software without possessing an appropriate license.
- Users installing or utilizing technology resources must comply with all applicable software licensing agreements.

Notice
- Users are hereby notified that monitoring software will be used that records what sites have been visited and from which computer the sites were accessed or viewed. The Academy will utilize said software to monitor its technology resources to ensure compliance with federal, state and local law, Presbyterian Home for Children policy and Ascension Leadership Academy educational objectives.
- Further, Users are hereby notified that all electronic mail will be subject to monitoring and that all messages may be reviewed by appropriate system employees at their sole discretion for compliance with system policy, federal, state, or local law or Ascension Leadership Academy educational objectives.

VI. DRESS REGULATIONS

APPEARANCE AND DRESS

Good grooming and personal appearance are essential elements in a productive educational environment. Therefore, it is expected that, while on campus or participating in school activities, students dress in such a manner that will ensure health and safety and not distract from the learning climate.

- Students should be neatly dressed, clean and well-groomed.
- Shoes must be worn by students at all times.

- Belongings must be void of controversial writings, drawings and decals.
- Wearing visible body piercing accessories, other than earrings and small nostril jewelry, are not allowed. Earrings must be appropriate in size and quantity as to not distract from the educational environment. No septum or other piercing jewelry except ear or nostril may be worn.
- Tattoos that are visible while students are dressed in regular school or athletic uniforms must be void of controversial writings, drawings, and decals or must be covered at all times.
- Unnaturally colored contact lenses, dental grills, or any other distracting accessories may not be worn.
- Pants must cover the pelvic girdle (hip bones). "Slacking" will not be permitted.
- Sunglasses, hats, caps, bandannas, or any other head covering may not be worn inside the school building. Consideration will be given to extenuating circumstances.
- Hair shall be clean and well-groomed.

Students will not be allowed to attend school if their appearance or dress constitutes a health or safety hazard or disrupts the orderly operation of the school. The Director/Principal or his/her designee will make the final judgment as to whether or not a student's clothing is appropriate for school wear.

REGULAR CLASSROOM DRESS CODE

Uniform dress is required for all students on campus beginning with the first class period of the day and extending through the last class period. Shirts for both girls and boys may be tucked in or worn non-tucked, provided the shirt fits appropriately (e.g. not too tight, too loose, too short, or too long). Students participating in school affiliated special events, on or off campus, will be required to wear their shirts tucked throughout the event. The uniform requirements are as follows: Select from the following options:

- Required **Shirts** for **BOTH** boys and girls:

- Ascension Leadership Academy **Casual Shirts**: Golf type shirt with school crest

- Ascension Leadership Academy **Outerwear**:

Style:	Wind-shirt	Color:	Black
Style:	Fleece Jacket	Color:	Black
Style:	Sweatshirt	Color:	Black

- **Slacks** for **BOYS** Style: Casual pants, Bermuda shorts Color: Khaki

- **Pants**, **Shorts, Skirts**, or **Jumpers** for **GIRLS**:

Style: Bermuda shorts Color: Khaki
Skirt/jumper (requires black leggings length of the skirt or longer)
Casual pants
Capri pants

- **Shoes**: Style: Students may wear open-toe shoes, but consideration must be given to appropriateness for field trips that require a walking tour. Students wearing open-toe shoes to school will need closed-toe shoes for the playground and gym shoes must be

provided for students taking physical education classes. Slides of a house-shoe nature are inappropriate.

All school clothing items must fit appropriately. No controversial writings, drawings, or decals allowed.

To comply with the dress code, all clothing items worn during the school day and at Academy sponsored events must display the appropriate embroidered emblems and logos which distinguish the items as authorized attire.

School sports bags, mesh backpacks, and/or personal-items bags will be issued for student use. These items are the property of Ascension Leadership Academy and not the personal property of any student. No other personal-item bag, such as a purse, personal backpack or sports-bag may be brought to school or taken on school sponsored trips.

Should an individual student or group of students be suspected of being in violation of a rule or rules set forth in the Code of Student Conduct, Ascension Leadership Academy administration maintains the right to search property issued for student use and the right for seizure of any item or items contained in our property considered in violation of the Code of Student Conduct.

VII. MEDICATIONS AT SCHOOL

Students with chronic illnesses may require medications at school. Students with minor illnesses are typically treated at home by the parent/guardian. The Ascension Leadership Academy personnel will follow the Alabama Board of Nursing and the Alabama State Department of Education guidelines for the administration of medications at school. Medications cannot be administered at school until the proper forms have been returned to school. These forms must be signed by the child's parent/guardian and the prescribing physician.

PRESCRIPTION MEDICATION GUIDELINES

- A school Medication Authorization Form must be completed and signed by the physician and parent/guardian before the medication can be administered at school.
- The medication must be provided to the school in the original pharmacy-labeled prescription bottle with the student's name, medication name, prescriber's name, dosage amount, instructions for administration, and discontinue date.
- The medication must be delivered to the school by parent/guardian only.
- Medications brought to school by students will not be administered. They will be locked in the medication cabinet and must be picked up from the school by the parent/guardian.
- Unless ordered by the healthcare provider, the medications that are prescribed for twice daily and/or three times daily should be given at home (example: before school, after school, bedtime).
- The school should be provided with information concerning potential side effects of the medication.
- Only prescription medications that are required for emergency and chronic health needs may be self-administered by the student (example: insulin, asthma inhaler, Epi-pen).
- The school Medication Authorization Form must specify the need for self-administration and be signed by the physician and parent/guardian before the medication can be administered at school.

OVER-THE-COUNTER MEDICATION GUIDELINES

- A school Medication Authorization Form must be completed and signed by the parent/guardian before over-the-counter medication can be administered at school.
- The medication must be provided to the school in the original, sealed container with the manufacturer's label.
- The manufacturer's dosage guidelines will be followed and dosage will be recorded on the student's communication sheet.

RESPONSIBILITIES FOR MEDICATION ADMINISTRATION

- The Director/Principal will designate the specific personnel who will administer medication.
- The medication will be stored in the labeled container in a secure locked cabinet.
- In the event of an allergic reaction or an emergency situation involving medication, the school will handle the problem as any other medical emergency.
- The school will refuse to administer medication when there is a discrepancy (example: label different from instructions, label that is torn or unclear).
- The designated school personnel will count all medications when received.
- The designated school personnel will not administer oral medication to a student who just vomited.

PARENT/GUARDIAN RESPONSIBILITIES

- The parent/guardian must obtain the healthcare provider's signature and sign the Medication Authorization Form granting permission for the child to receive medication at school.
- The parent/guardian must deliver all medication to school personnel designated by the Director/Principal.
- The parent/guardian must provide the school with medication that is in a correctly labeled container.
- The parent/guardian must provide the school with a newly-signed statement if medication orders are changed during the school year.
- The parent/guardian must give the first dose of medication at home in case of possible allergic reaction.
- The parent/guardian must pick up the child's medication at the end of the school year. Medication cannot be sent home with the child.
- Any medications not picked up by the end of the school year will be destroyed.

STUDENT RESPONSIBILITIES

- Students may not deliver medications to the school. Any unauthorized medication will be taken from the student and secured in the medication cabinet until the parent/guardian picks up the medication.
- Students who have physician orders to keep medication with them for emergency health needs (asthma inhalers, Epi-pen) will not share medication with other students.
- Students who have physician orders to keep medication with them for emergency and chronic health needs (asthma inhalers, Epi-pen) will need to meet the criteria for self-administration according to Ascension Leadership Academy policy.
- Students will notify their teacher/school personnel at the onset of any distress or allergic reaction.

For inquiries relative to medical issues or medications, contact the Director or Teacher at 256.589.8350.

VIII. GRADING AND GRADE REPORTING

INSTRUCTIONAL OBJECTIVES

At Ascension Leadership Academy, instructional objectives are based on the *Alabama Courses of Study*. The *Alabama Courses of Study* are available for review in the school office.

Content standards in each subject area document define what students should know and be able to demonstrate at the conclusion of a course or grade. Content standards contain the minimum required content. The instructional program at Ascension Leadership Academy is inclusive of, but not limited to, this content. Our instructional program takes every opportunity to expand and enrich this essential curriculum.

HONOR CODE

Cheating, on any assignment or test, will automatically result in an irrevocable grade of zero for all parties involved.

HOMEWORK

Homework will be assigned to students on an individual and/or group basis. Please encourage your child to accept the responsibility for timely completion of assignments.

GRADING PERIODS

Ascension Leadership Academy issues grades based on a nine-week grading period. Student progress reports are issued midway between each nine-week period. Each grading period may vary slightly due to scheduling factors. Refer to the school calendar for the exact dates these reports will be sent home.

GRADING SCALE

The following academic grading scale shall apply for all students in grades K through 12. A grade scale based upon 100% will be used in determining student grades.

A ---------- 90-100
B ---------- 80-89
C ---------- 70-79
D ---------- 60-69
F ---------- Below 60 (not passing)

At Ascension Leadership Academy grades K through 12, the total grade for each term will be calculated on the average of the 1st and 2nd nine-weeks for the 1st semester average and on the 4th and 5th nine-weeks for the 2nd semester average. When given, nine-weeks and semester exams will be included and averaged with the other grades achieved within the applicable grading period to determine the final grade for the subject.

The passing mark in all subjects is 60%. Students in grades 7-12 will earn ½-credit per semester for classes that are passed.

REPORT CARDS

Report cards are issued and sent home with students at the end of each nine-week period. A mid-term report will be sent home approximately half-way through the grading period. Parents are requested to sign the reports after they have examined them and return them to the school.

- If a conference is desired, appointments may be requested via a note or phone call to the Director or Teacher.
- If a report card or mid-term report is lost, the parent/guardian must send a note verifying knowledge of the lost document.
- Warnings of impending failure are issued to students who are in jeopardy of failing an academic subject and not earning the required credit for promotion.

PROMOTION AND RETENTION

Decisions relevant to promotion into the next grade level, for students in grades K-12, will be based upon the student's verifiable performance. Students in grades K-6, at a minimum, must obtain a passing grade average in language arts and mathematics. Students in grades 7 through 12 who fail to achieve a final semester passing grade average for a full unit-course or half unit-course must repeat the course work on a semester-by-semester basis and earn a passing grade average or demonstrate mastery of content through an approved credit recovery program.

PARENT-TEACHER CONFERENCES

Parent conferences are a vital part of the total learning process. All teachers are available for parent conferences. Parents should call the Director/Principal or Teacher at 256.589.8350 to schedule a conference.
Appointments should be requested at least twenty-four hours (one day) in advance. Instructional time will not be used for parent conferences. When possible, conferences will be scheduled during the teacher's planning period.

SCHOLASTIC ACHIEVEMENT AWARD

All grades on the report card are to be considered in acknowledging students for scholastic achievement or Honor Roll.

- To be placed on the "A" Honor Roll, a student must receive an "A" in all subjects within the grading period.
- For the "A-B" Honor Roll, a student must receive no grade lower than a "B" in all subjects within the grading period.

IX. SCHOOL HOURS

STUDENT HOURS

In the morning, teachers are extremely busy getting the students settled and making sure everyone is on task. Due to the responsibilities of the teachers' assignments, it is important that parents remember to

arrive at the designated arrival and departure area with sufficient time to enable the student to be in their designated class on time.

- The building will be opened at 7:50 a.m.
- Classes begin promptly at 8:00 a.m.
- Upon arrival at school, all students should go directly to their classrooms or to an area designated by their teacher.
- Students are considered tardy after 8:00 a.m.
- Follow the process described under the PARENT-TEACHER CONFERENCES section or send a note by your child if you need to discuss an issue with teachers.
- School will normally be dismissed at 2:20 p.m. Monday through Friday.

Due to safety concerns, students must not arrive on campus before 7:45 a.m. or remain on campus after 2:30 p.m. Exceptions to the school hours may occur for school-sponsored trips or extra-curricular school sponsored activities. Prior notice will be given for any change in arrival or departure times.

Grades K-5 attend classes Monday - Friday.

Grades 6-12 attend classes Monday-Thursday with Friday as an elective day. An absence Monday – Thursday, not meeting course target expectations, or not earning an A, B, or C, in all classes will result in a student being expected to attend school Friday.

To avoid students falling behind in classes, those who do not meet their academic expectations by 1 p.m. Thursday will be required to attend classes on Friday.

DINING PRIVILEGES

Lunches and snacks are not provided for students. Students are to bring their lunch, beverage, and snacks. Refrigerators and microwaves are available for food storage and preparation.

X. GENERAL INFORMATION, NOTICES AND PROCEDURES

VISITORS

Upon arrival, all visitors to Ascension Leadership Academy are required to report to the school office and register. A temporary visitor's badge will be issued for each visitor to wear. The badge should be worn on clothing, in a highly visible location, during the visit.

SEVERE WEATHER - SCHOOL CLOSING

In the event of severe weather during the school day, the decision to dismiss or not to dismiss school will be made by the Director/Principal. Severe weather decisions prior to the school day beginning will follow the decisions made by Talladega City Schools and Talladega County Schools. Ascension Leadership Academy will close for severe weather when either of the Talladega City or Talladega County districts close.

EMERGENCY DRILLS

Drills for evacuation due to emergency will be held monthly. Other emergency drills will be conducted as needed throughout the school year. Each homeroom teacher will explain the procedure to the students. **Students will not be allowed to leave school or to check out during an emergency procedure or drill.**

Parents removing students contrary to our recommendation are doing so against our guidelines; therefore, their actions are releasing Ascension Leadership Academy and The Presbyterian Home from all liability.

LOST AND FOUND

All items found on campus should be turned in to the office. For easy identification, we suggest that the student's name be written inside coats, clothing, and book bags.

PERSONAL DELIVERIES TO SCHOOL

Ascension Leadership Academy personnel will not accept personal gifts, birthday gifts, balloons, etc. for students. This policy includes deliveries from parents. All gifts given to students should remain at home.

CELL PHONES / TOYS / OTHER ELECTRONIC DEVICES*

In order to ensure an effective learning environment, students should leave toys, cards, and electronic devices at home. This includes, but, is not limited to:

- CD Players/MP3 Players/iPods
- Electronic games
- Cameras

Teachers will notify parents/guardians of any exceptions to this procedure such as field trips, special events, etc. Otherwise, the *Code of Student Conduct* will be strictly enforced.

The **Focus Act** has been implemented in Alabama schools, which prohibits students from using or possessing visible personal wireless communication devices – including cell phones, smartwatches, and earbuds – during the instructional day. The devices must be turned off and stored away during class.

Note :

Any student bringing a cell phone or any other type of communication device, toy, or other electronic device to school does so under the *holds harmless* clause. Ascension Leadership Academy nor the Presbyterian Home for Children will be held responsible for loss, damage, or theft of any personal device brought to the school or to any school trip or function.

- All authorized calls during class will be monitored by school personnel.
- Under no circumstances will a student receive permission to send or answer unauthorized calls, to include text messaging, during class.
- No student will be authorized to allow another student usage of or access to their cell phone or other electronic communication device.
- The Director/Principal will stipulate strict guidelines that must be followed relative to each student's cell phone usage based on the student's individual situation.
- Failure to follow guidelines for usage will subject the student to disciplinary action and may result in suspensions.
- Failure to follow guidelines for permission and/or use may result in confiscation of the item and require the parent/guardian to retrieve the item from the school office.

***Violation of this policy will be deemed a Class II or Class III Disciplinary Action.**

FEES AND DONATIONS

Fees are not assessed. Donations are appreciated and may be made to support school programs.

NOTICE OF RIGHTS UNDER FERPA

The *Family Educational Rights and Privacy Act* (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Director/Principal a written request that identifies the record(s) they wish to inspect. The Director/Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the Director/Principal to amend a record that they believe is inaccurate. They should write the Director/Principal, clearly identify the part of the record that they want changed, and specify why it is inaccurate. If the Director/Principal decides not to amend the record as requested by the parent or eligible student, he or she will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist): or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the Director/Principal or his/her designee will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Questions regarding FERPA should be referred to the Ascension Leadership Academy Director/Principal.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

NOTICE OF RIGHTS UNDER PPRA

As a recipient of funding from the U.S. Department of Education, Ascension Leadership Academy complies with The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98). PPRA is intended to protect the rights of parents and students in two ways:

(1) Surveys funded by the U.S. Department of Education – Review of Materials

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with any survey, analysis, or evaluation in which their children participate, and which is provided through funding from the U.S. Department of Education; and

(2) Surveys funded by the U.S. Department of Education – Consent to Participate

It also seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any survey, analysis, or evaluation funded by the U.S. Department of Education that reveals information concerning:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student and his/her family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Questions regarding PPRA should be referred to the Ascension Leadership Academy Director/Principal or his/her designee.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

NOTICE OF AHERA INSPECTIONS

On October 22, 1986, President Ronald Reagan signed into law the *Asbestos Hazard Emergency Response Act* (**AHERA**). This law requires all local education agencies throughout the country, public and private, to inspect their buildings for asbestos-containing building materials (**ACBM**'s) and to take appropriate response actions if necessary to control the release of asbestos fibers into the environment. In compliance with this law, our school has been inspected and an accredited engineering firm has developed special "Management Plan" reports. Each management plan describes the results of its corresponding school inspection along with recommended response actions in the event of ACBM identification. A copy of the

Management Plan for Ascension Leadership Academy is available for review in the President's office during normal office hours. Questions regarding this plan may be directed to the Maintenance Director's office.

XI. APPENDICES

The Appendices have been provided as an example of documents with which students and parents need to become familiar. These documents will be provided at the beginning of each academic year. Once required signatures have been provided, these documents will become a part of the student's cumulative file.

APPENDIX A

The *Acknowledgement of Code of Student Conduct, General Information, Notices and Procedures* form must be signed by the student and all relevant parties serving as parent or guardian to student.

APPENDIX B

The *Technology Acknowledgement and Parental Permission Form* must be signed by the student and all relevant parties serving as parent or guardian to the student before permission to use any available technology resources will be granted.

Additionally, in order to publicize school related accomplishments and honors earned by a student, Ascension Leadership Academy must receive parental or guardian permission to display and/or publish the student's name or likeness.

APPENDIX C

The *Field Trip Permission Form* must be signed by the student and all relevant parties serving as parent or guardian to student.

APPENDIX D

The *Medical Release Form* must be signed by the student and all relevant parties serving as parent or guardian to student.

APPENDIX E

The *Over-the-Counter Medication Guardian/Parent Authorization* must be signed by the parent or guardian to student.

Appendix A: Parent Information Only-Do Not Remove this Page from Handbook

ACKNOWLEDGEMENT OF CODE OF STUDENT CONDUCT,

For Parents and Students

I,_____, a student enrolled in Ascension Leadership Academy, and my parent(s)/guardian(s) hereby acknowledge by our signatures that we have received and read, or had read to us, and understand the information contained in the *Code of Student Conduct*.

Signed: _____

Student

Signed: _____

Parent/Guardian/House Parent

Signed: _____

Parent/Guardian/House Parent

Date: _____

A copy of the actual form will become a part of the student's cumulative file.

Appendix B: Parent Information Only-Do Not Remove this Page from Handbook

TECHNOLOGY ACKNOWLEDGEMENT
AND
PARENTAL PERMISSION FORM

Student Name: _____ Date: _____

Each student in Ascension Leadership Academy at PHFC may be offered access to technology resources, including use of the Internet, as part of his or her educational program. Each person utilizing PHFC's technology resources must agree to abide by Ascension Leadership Academy at PHFC Acceptable Use Policy and by all applicable provisions of the Code of Student Conduct. Additionally, from time to time, PHFC may choose to display student names (first and last name) and/or likeness on Web pages as part of an academic honor and award, and/or a participant in a school related club, organization, or sport, to commemorate achievement.

Please initial the following lines to give specific permission and to acknowledge having read and understood the statement.

____ I give permission for (Student) to utilize Ascension Leadership Academy at PHFC's technology resources, including school computers and the Internet. ***(Required for Internet access).***

____ (Student) and I have read and discussed Ascension Leadership Academy at PHFC's Acceptable Use policy, and we agree to abide by the policy. ***(Required for Internet access).***

____ I give permission for Ascension Leadership Academy at PHFC to display my child's name and/or likeness(es) as part of an academic honor and award, and/or a participant in a school related club, organization, or sport, to commemorate achievement. This permission includes but is not limited to newsletters, newspaper articles, and web pages.

Student: _____

Parent/Guardian: _____

Parent/Guardian: _____

A copy of the actual form will become a part of the student's cumulative file.

Appendix C: Parent Information Only-Do Not Remove this Page from Handbook

FIELD TRIP PERMISSION FORM

I, as the parent/guardian of _____

Student's Name

do hereby give permission for said student to participate in school sponsored field trips to various locations during the 2022-2023 school year. In the event of an accident, I agree to take full responsibility for my child and will not hold Ascension Leadership Academy liable for any injuries or damages.

_____ _____

Parent/Guardian Signature Date

Appendix D: Parent Information Only-Do Not Remove this Page from Handbook

MEDICAL RELEASE FORM

I/We hereby acknowledge that participation in Ascension Leadership Academy Field Trips could involve risk of injuries due to travel, water activities, hiking, fishing, and other activities. I/WE hereby acknowledge that participation in these activities could result in an unavoidable accident. I/We also understand that I/We will not hold Ascension Leadership Academy or Ascension Leadership Academy's staff responsible for any injury that may occur while participating in Ascension Leadership Academy field trips or on school property. I also give my permission for Ascension Leadership Academy teachers or anyone acting on behalf of Ascension Leadership Academy to do what is necessary to act in the best interest of _____ should an injury occur. This could involve medical attention

Student's Name

provided through an Emergency Room or other Medical Provider.

Medical Insurance Information

_____ is covered by medical insurance. Yes/ No

Contract Number_____

Family Physician or Family Care Provider_____

Phone Number_____

_____ _____

Print Student's Full Name Date

_____ _____

Parent/Guardian Signature Date

Appendix E: Parent Information Only-Do Not Remove this Page from Handbook

OVER-THE-COUNTER MEDICATION GUARDIAN/PARENT AUTHORIZATION

Student Information

Student's Name _____

Grade_____Teacher_____ School Year _____

List any known drug allergies/reactions_____

_____

_____

_____

Height (inches) _____ Weight (lbs) _____

Over-the-Counter Medication

Medication that may be administered:

_____ Tylenol _____ Benedryl

_____ Ibuprofen _____ Midol

_____ Pepto-Bismol _____ Other _____

_____ Cough Medicine _____ Other _____

I authorize the Director to delegate to school personnel the task of assisting

_____ in taking the above medication.

_____ _____

Parent/Guardian Authorization **Date**

Appendix F: Parent Information Only-Do Not Remove this Page from Handbook

THIS IS THE SPACE FOR THE CONTRACT

I ONLY HAVE THE PDF YOU SENT ME LAST SUMMER AND I CAN'T INSERT IT CORRECTLY

PLEASE SENT THE WORD DOC WHEN YOU SEND CHANGES/CORRECTIONS TO THIS FILE