



BACK TO SCHOOL

SCHOOL PRACTICES, POLICIES & GENERAL
INFORMATION

IN THIS PRESENTATION

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- ▶ Extended Care
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- ▶ Sick Days, Make Up Work
- ▶ Parents/Visitors on Campus During School Day
- ▶ Communications
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CAMPUS SECURITY

Parking Sticker

- Only cars with a school issued parking sticker are permitted to enter the parking lot.
- Every car must have a school issued parking sticker inside windshield, lower right corner.
- Parking stickers are available in the office, if you are a new family you will receive stickers when you pick up your fob at Orientation on August 18th.

Key Fobs

- Every parent will be given a key fob to school entry gates at no charge. If a replacement is needed your TADS account will be charged \$10. If you are a returning family your key fob from last year is still active.

Security Task Force

- Shatter resistant film has been installed on all windows
- We utilize Social Media Monitoring software to serve as an early warning system for our campus
- We have Executive Security on campus



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SCHOOL HOURS

**FIRST DAY OF SCHOOL –
AUGUST 20th, 8:30 AM- 3 PM**

**Mondays
GRADES TK-8 9:30 AM-3 PM**

**Tuesdays-Fridays
GRADES 5-8 8:20 AM-3 PM
GRADES TK-4 8:30 AM-3 PM**



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SCHOOL HOURS

- Mondays – 9:30 AM-3 PM (all grades)
 - Students may be dropped off at 9 AM without extended care charge
- Tuesdays-Fridays
- Grades 5-8 8:20 AM-3 PM (bell rings at 8:15 AM)
- Grades TK-4 8:30 AM-3 PM (bell rings at 8:25 AM)
 - Students may be dropped off at 8 AM without extended care charge
- All students dropped off before the first bell rings must be checked into extended care by parent

LATE START MONDAYS

- *Late Start Monday* means the official start of the school day is 9:30 AM. The warning bell will ring at 9:25 AM on Mondays only.
- This allows Staff to meet in collaborative groups on Monday mornings to work on curriculum, assessment, accreditation, and the implementation of newly adopted standards.

NOON DISMISSALS

- When the school schedules a NOON DISMISSAL all students are dismissed for the day at noon.
- All students must be picked up at noon.
- If a student must remain on campus in extended care, they must bring a lunch from home – no other lunches will be served and Choicelunch will not be offered on these days.
- There will be a charge per hour for extended care billed to TADS accounts



STUDENT DROP OFF & PICK UP

- Morning drop off – Park in lot 4. All children must be walked to the gate by an adult and Fob'd in with the families key Fob. This is an important security measure in that all Fob scans are recorded daily.
- Pick up – park in lot 4. Meet child/ren in grades TK-4 at classroom – students in grades 5-8 will meet parents upstairs.
- *Students not picked up at 3 PM will be checked into extended care.*



STUDENTS ARRIVING LATE

- Late arrivals must go to the school office for a tardy slip to be admitted to class.
- When exiting campus, use the gate at the south end of the parking lot leading to Erbes Road. Please do not exit on Hillcrest Drive this ensure our parking lot is safe for everyone.
- An absence, excused or unexcused, is still recorded as an absence in Gradelink by classroom teacher.



EARLY PICK UP

- Authorized Parent/Guardian must sign out student at school office.
- Office staff will call student to the school office.
- Students are allowed to leave campus only with authorized parent/guardian (listed on emergency forms) or if verbal/written permission is submitted to the Office directly from parent/guardian.





WHEN A CHILD IS SICK

- We encourage children to stay home if showing signs of illness
- Children may return to school after symptom free for 24 hours without medication
- Please report the absence to your teacher and/or the school office
- If a child takes medication daily or has an EPI pen or allergy, a medication form must be submitted. Please contact school office to submit this documentation.
- Students may not have any medications in their possession on campus as it can be a hazard to others.



Other Absences

- Excused absences:
 - Medical appointments
 - Illness
 - Bereavement
 - Justified personal reason



MORNING EXTENDED CARE

MON. 7:00-9:00 AM

TUES.-FRI. 7:00-8:00 AM

AFTERNOON EXTENDED CARE

MON-FRI. 3:00-6:00 PM

(Extended Care Room is across from the school office on the other side of the lunch patio.)

- ▶ Extended Care is provided for children enrolled in TK-8 grades.
- ▶ The hours are 7:00 AM to the start of school and after school 3:00-6:00 PM.
- ▶ Children arriving before 8 AM/9 AM must go directly to the extended care room to be signed in upon arrival by the supervisor.
- ▶ Students may arrive 30 minutes before the first bell rings (Mon 9-9:30, Tues-Fri 8-8:30) without a fee. During this time students are on the play yard enjoying free time.
- ▶ All students on campus after 3:00 PM without a parent supervising, who are not participating in another school sponsored event, will be checked into extended care.
- ▶ Extended Care will be available starting the first day of school.



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UNIFORMS

All uniform clothing must come from Skobel's School Uniforms

Skobel's
SCHOOL UNIFORMS
SINCE 1976



CHAPEL DRESS

(Wednesdays, 8:45 AM)

- Girls, grades TK-3 must wear plaid jumper, with white blouse or polo
- Girls, grades 4-8 must wear a plaid skirt or skort with white blouse or white polo
- Boys, grades TK-8 must wear navy blue, long pants with white polo

REGULAR UNIFORM

All uniform clothing comes from Skobel's School Uniforms

Located at 2801 N San Fernando Rd, Los Angeles, CA 90065

Phone number: (323) 310-4002

[Skobel's Website](#)

You can also contact our representative Veronica Jones at veronica@skobels.com

OTHER

- **Spirit Shirt** for Fridays and other designated days – royal blue crew-neck t-shirt with plaid logo
- **Gym Wear** Grades 5-8
- **Outerwear** from Skobel's Uniform
- **Shoes** must fit securely. No open toes. NO Crocs, jellies
- Socks, Tights, Leggings in black, navy, white (solid colors) preferred
- **Hair-** natural colors and appropriate styles



Used uniforms are available at any time in the school office.



LUNCH PROGRAM

- ▶ www.choicelunch.com – ordering is now open
- ▶ We offer a 5-day a week custom program with healthy food choices.
- ▶ Ordering can only be done online or with their app.
- ▶ More information to create an account is attached to the Back to School information email.

CLASS SUPPLY LISTS

STUDENT PLANNERS GRADES 3-8

LOCKS & LOCKERS GRADES 5-8

CLASS SUPPLY LISTS

- Class supply lists were emailed to all families and will be updated and posted on the website to the parent portal under the resources tab. Navigate to your classroom teacher's page to view.

ASSIGNMENT PLANNERS

- All students in grades 3-8 will be using the same Assignment Planners
- Distributed on the first day of school

LOCKER & LOCK ASSIGNMENTS – GRADES 5-8

- Students in grades 5 -8 will be assigned a lock and a locker on August 18th at Orientation/Meet the Teacher
- Students will report to their homeroom classroom for their locker number and lock combination. Staff will be present to assist.
- *No other locks may be used.*
- *All lockers must be locked at the end of the day. If a student does not lock their locker each night and weekend, they are responsible for any items that may be lost.*



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**Back to School
IMPORTANT DATES
2025-2026**

AUGUST 18, 4-5 PM – Orientation and Meet the Teacher
MORE DETAILS COMING!

AUGUST 20, 8:30 AM-3 PM
FIRST DAY OF SCHOOL

AUGUST 27, 6 PM (PARENTS ONLY)
GRADES TK-4 BACK TO SCHOOL NIGHT

SEPTEMBER 3, 6 PM (PARENTS ONLY)
GRADES 5-8 BACK TO SCHOOL NIGHT



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Cell Phones/Smart Watches

Student Cell Phones/Smartwatch

- Students are not permitted to use these devices on campus at any time for any purpose. If a student needs to bring a device for after-school use, it will be stored in a lock box in their classroom.
- A smartwatch can be used for telling time only.

Students Needing to Communicate with Parent

- Students may use the school office phone to contact parents at any time of the day.
- We encourage all students to inform a teacher or the school office when they need assistance for an emergency, illness or any other issue other than typical classroom activities.
- If the phone or smart watch is being used during school hours, it will be confiscated and taken to the school office.
 - Multiple infractions will lead to the loss of the privilege to bring devices on campus.
- The cell phone/smartwatch policy for field trips is the same as the policy on school campus.

All devices must be turned off and put away in lockers/backpacks during school hours.



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Communication

School to Parent Communication

- The Chatter is our weekly newsletter that is emailed to every family on Sundays. This publication has pertinent information for the week as well as special stories on what is happening on our campus with our students learning and growing academically, socially and spiritually.
- Parent Portal on our website - New and existing families alike will discover a wealth of valuable resources within our secure, password-protected portal exclusively accessible to Ascension families. These resources include teacher pages, details about special events, convenient links to order hot lunches, access to view student grades, and much more! alschool.org/parents
Password Parents
- Teacher Communications will be via the media method of the teacher's choice – the teachers will inform each class.
- Many communications from the school to the parents will continue to be via email as well as other formats. *If you do not receive emails from the school within the first weeks, please contact the school office.* We do not want to miss anyone in our communications.



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