Ascend Homeschool Academy

 Village Bible Church

10600 N. May Ave

Oklahoma City, OK 73120 // (405) 699-1715

**Mailing Address: 7121 Jack Drive, OKC, OK 73132**

Ascendhomeschoolacademy@gmail.com

Ascendhomeschool.org

Dear Parents/Students:

Welcome to Ascend Homeschool Academy. We are proud to partner with you in the education of your children.

Educational success for all students cannot be complete without an effective partnership with **all** parents. **You** are the most essential part of your children’s education and it is important to us to serve your children’s educational needs.

You will find in the Student Handbook some very important information regarding some of the policies and procedures established for the safety of the students and the smooth operation of our program.

Please read this information carefully and keep it for future reference. Should you have any questions, feel free to contact me at (405) 699-1715 or via email at ascendhomeschoolacademy@gmail.com.

Our hope is that every student will have a positive viewpoint about education and a pleasurable, successful experience at Ascend.

Sincerely,

Missy Wade

**Mission statement:**

Ascend Homeschool Academy believes that every student can learn and achieve mastery of essential curriculum. The Ascend’s purpose is to assist parents in educating all students to the highest level of their academic performance. Ascend is proud to accept the responsibility of a positive environment that empowers individuals to reach their maximum growth potential.

**Vision statement:**

Our vision at Ascend Homeschool Academy is one where the teaching practices are both reflective of and responsive to the needs of the students; and where the learning environment promotes growth and success. We are committed to providing a quality education in every classroom.

**No phone zone:**

Ascend Homeschool Academy is a no phone zone. The rational part of a teen’s brain isn’t fully developed until around age 25 years. One study indicated that children who spent more than two hours a day on screen-time activities scored lower on language and thinking tests. A 2018 survey reported that teens are at risk for mental health issues due to an increase in screen time. Overuse of smartphones and social media can be toxic for teens. Evidence shows that increased screen time is affecting our health by affecting brain function, eye strain, poor posture, lack of sleep, weight gain, and depression. Some benefits of reduced screen time include reduced stress, increased productivity, improved sleep schedule, and improved focus. Ascend will support limiting screen time by not allowing phones or other electronic devices (not including laptops when working on homework) to be used during the day unless the students are using them in a classroom for an educational activity with a teacher’s permission. The office, as well as every teacher, has a phone if there is an emergency and parents need to contact students. All phones will be kept in individual lock boxes. The student and the administrator will have a key. There will be limited use of phones during the school day. Students leaving campus for lunch will be allowed to take their phone with them. There is a $10 charge for a lost key.

**Attendance procedures:**

If your child is going to be absent, please notify Ascend at (405) 699-1715 as soon as possible. If your child is going to be late, please notify Ascend as soon as possible.

**Behavior expectations:**

Ascend provides an environment conducive to learning and to the development of each student’s full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. Ascend regulations apply in the church building, on the church grounds, and off campus during a learning day. Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action. If a student is dismissed from Ascend Homeschool Academy for behavioral issues, there will be **no refund** in tuition given.

**Dress Code:**

**Ascend Homeschool Academy students shall not wear the following:**

* Anything displaying obscene, profane, derogatory, violent or gang-related messages, themes, designs or pictures.
* Anything conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.
* Anything depicting bawdy, salacious or sexually suggestive messages.
* Clothing that is transparent or exposes the midriff, navel, or cleavage.
* Shorts, such as ladies gyn shorts that are very short, just below the buttocks or showing the buttocks.

**Educational records requests:**

Teachers will keep track of all grades during the academic year. Grades will be kept on Canvas and/or in a grade book and parents can view grades anytime. Students at Ascend Homeschool Academy are homeschooled and therefore it is the parent’s responsibility to record and keep grades. Once grades have been given out, we do not keep these for future use. Ascend does not prepare transcripts. Ascend does not provide records to any other institution. Parents are responsible for all record keeping.

**Field trips:**

Field trips are designed to complement the curriculum and are related to the standards of learning taught. A field trip permission form will be sent home to parents should a class want to take a field trip. This form must be signed by the parent/guardian for a student to attend the field trip.

* Some field trips may require a nominal fee for student participation.
* Parent/guardian sponsors will be asked to go on field trips to assist in keeping all students safe.
* Parent/guardian may be required to escort their student on a field trip due to his/her behavior and stay with them at all times.

**School hours:**

Hours are 8:30-3:30

Do not drop your student off prior to **8:20** unless prior arrangements have been made. Students must be picked up by **3:40** unless other arrangements have been made. Any student remaining at school after 3:45 will be subject to a charge of $10 for every 15 minutes they are on the church grounds.

**Tuition payments/Late fees:**

Tuition is paid the months of August through May regardless of the number of weeks in the month classes are in session. Tuition is to be paid in cash, check or via Zelle. Tuition is due on the first day of the month. Any payment received after the 3rd but on or before the 8th of the month is subject to a late fee of $35. Any payment received after the 8th but on or before the last day of the month is subject to a late fee of $60. If payment is received after the last day of the month that tuition is due, tuition is subject to a late fee of $100. You are welcome to write post-dated checks to avoid a late fee. If paying by Zelle, you can set up automatic payments that will pay every month. Tuition is due the entire academic year, even if a student does not complete the year. Once tuition has been paid, there will be no refund given for students who leave Ascend Homeschool Academy for any reason. If a check is redeposited, there will be a $30 fee assessed that must be paid in cash. Once there has been a chargeback for redeposited checks, tuition must be paid in cash for the remainder of the academic year.

**Lunch:**

K-6th grade students will remain on campus during lunch time. Students are allowed to eat and play in the gym during lunch. 7th-12th grade students have the option of an open campus lunch. If going off campus, students are expected to follow all Ascend rules. There is not a refrigerator for use at lunch time. Students should plan accordingly and bring a cold pack, if needed.

**Graded papers:**

Homework will be graded by teachers and grades will be put in Canvas or emailed to parents. All students will bring graded work home as well.

**Grading scale:**

Students will receive letter grades.

A 90-100

B 80-89

C 70-79

D 60-69

F Below 60

**Homework:**

Homework is a vital part of the total learning process. Homework serves to provide essential practice in needed skills; enrich and extend the educational experience; and promote growth, responsibility, and good study habits. Most homework will be assigned on Thursdays since the students will be learning at home on Friday and Monday. If, at any time, students or parents have questions regarding homework, please reach out to the teacher. If there is no resolution or there are further questions, then contact the administration.

**2025/2026 Class schedules:**

K-6th grade students attend 8:30-3:30 Tuesday through Thursday.

7th-12th grade students full-time students attend when their requested classes meet Tuesday through Thursday. A part-time schedule is also permitted.

Grade level classes are a suggestion. If a student wants to take a class not shown on their grade level course schedule, please contact the administration for approval. While we support placing students academically, please note that there will be an assessment before placing your student in a higher level class than grade level suggests so we do not have students overly challenged.

**2025/2026 Basic calendar with breaks**

August 7th, Thursday – Parent Night/Open House/First month tuition due

August 12th, Tuesday – First day of Fall semester

September 1st, Monday – Tuition due

October 1st, Wednesday – Tuition due

October 14th-16th – Fall Break, no classes

October 30th, Thursday - Fall party - dress-up day, lunch, activities 11:30-2:00

November 1st, Saturday – Tuition due

November 25th-27th – Thanksgiving Break, no classes

December 1st, Monday – Tuition due

December 11th – Last day of Fall semester

January 1st, Thursday – Tuition due

January 13th – First day of Spring semester

February 1st, Sunday – Tuition due

February 12th, Thursday – Valentine’s party – lunch, valentine’s, activities 11:30-2:00

March 1st, Sunday – Tuition due

March 17th-19th – Spring Break, no classes

April 1st, Wednesday – Tuition due

May 1st, Friday – Tuition due

May 7th – Last day of Spring semester

\*\*\*We will have a Christmas Party. Date and time to be announced soon.

\*\*\*Field trip dates will be announced as soon as we have those.