### **Ashford Elementary School**

# Parent/Guardian and Student Handbook 2022-2023



#### **Motto:**

Enter to learn...

Stay to achieve...

Leave to succeed!

#### ASHFORD ELEMENTARY SCHOOL

Principal – Ms. Sharon LeRoy Assistant Principal – Mr. Kole Skinner Counselor – Mrs. Mandy Strickland 100 Barfield Street, Ashford, AL 36312 334-899-3458 (phone) 334-899-4728 (fax)

**SUPERINTENDENT Mr. Brandy White** 

**HCBOE BOARD MEMBERS** 

Mr. Marty Collins Mr. Gary Cox Mr. David Hollinger Mr. Chris Lasseter Mr. Scott Long Mr. Mark Kelley Mr. Vince Wade

#### **EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the policy of the Houston County Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religion, belief, national origin, ethnic group, disability, or age.



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Dear Ashford Elementary Families,

Welcome to the 2022-2023 school year! This handbook is provided to give parents and students a better understanding of the guidelines and policies of our school. These guidelines and policies are necessary to promote the safe and efficient operation of our school. We ask both parents and students to read it and keep it for future reference.

The faculty and staff of Ashford Elementary are dedicated to the intellectual and emotional growth of every student. We believe that parents are our partners and ask that you be a key supporter in your child's education. Be sure to connect with your child's teacher on a regular basis to understand expectations for learning and academic achievement. We value your opinions and welcome your input.

We look forward to a successful and productive year!

Sincerely,



Mission
Ashford Elementary School is committed to providing a positive, engaging, and safe environment where all students are given opportunities to reach their fullest potential academically, socially, emotionally, and physically.
Vision
To empower all students to embrace learning, achieve their personal best, and succeed in their future endeavors.
School Motto
Enter to learn, stay to achieve, and leave to succeed!



## ASHFORD ELEMENTARY FACULTY/STAFF



Administration: Sharon LeRoy (Principal) Kole Skinner (Assistant Principal)	Office Staff/Student Services: Allyson Johnson (Bookkeeper), Aimee Plake (Nurse), Mandy Strickland (Counselor), Stephanie Winslett (Secretary)
Kindergarten: Marie Harris, Tanya Hill, Kelly McCord, Christy Parish, Amanda Searcy	Pre-K: Hayley Bonner (Special Education), LaBranda Jones (DCS Headstart), Kayla Trotter (First Class)
1st Grade: Reagan Axtell, Amy Hawkins, Summer Holmes, DesaRae Ingle, Gracie RuBright, Hope Shirah	Special Education: Krystal Burgess, Paige Chambers, Marci Harrison, April Lyons, Jessica Mobley, Tiffani Peters, Cynthia Watford, Elizabeth West
2 <sup>nd</sup> Grade: Donna Godwin, Lauren Jackson, Chris Johnson, Elizabeth Kelley, Tiffini Matthews	Support Staff: LouRonda Bolden, Amy Campbell, Carley Cook, Stephanie Davis, Briana Griswold, Becky Jackson, Shanda Jerkins, Olivia King, Emma Kinsey, Elaine Lewis, Lindsey McConnell, Marcus McCuller, Adrian Pruitt, Laneshia Reynolds, Ashley Shirah
<i>3<sup>rd</sup> Grade:</i> Kristyn Enfinger, Wendy McArdle, Chelsea Murphree, Lynnsey Russell, Taylor Veasey	CNP: Joe Davis, Janice Dismuke, Elizabeth Hartfield, Pam Jackson, Marylynn Underwood, Kim Vanhoy (Manager)
4 <sup>th</sup> Grade: Patricia Freeman, Colleen Peterson-Sims, Emily Press, Jessica Vaughn	Instructional Coaches: Debbie Bristow, Cindy Kelley, Kathy Kennedy
5 <sup>th</sup> Grade: Lauren Dunn, JoNell Kirkland, Kendall Parmer, Brittany Walker	Tutors: Sandy Arroyo, Crissie Mashburn, Linda Mitchell, Anita Murphree, Laura Paschall, Sharon Wilson
Special Areas: Suzette Aman (TAG), Joshua Blalock (PE), Matthew Holmes (PE), Angie Lucas (Library), Tyler Starling (PE), Kaylah Watkins (Music)	Bus Drivers (Aides): Glenn Elmore (Amanda Meadows), Stacey Gibson, Eddie Hamm (Michelle Creel), Jean Nowell (Tahesia Freeman)

#### 2022-2023 SCHOOL CALENDAR

August 9, 2022	First Day for Students
September 5, 2022	Labor Day (school closed)
October 10-14, 2022	Fall Break (student holiday)
October 17, 2022	Teacher Workday (student holiday)
November 11, 2022	Veterans' Day (school closed)
*November 21-25, 2022	Thanksgiving Holidays (school closed)
*December 21, 2022 – January 2, 2023	
January 3, 2023	Teacher Workday (student holiday)
January 16, 2023	Dr. Martin L. King, Jr. Holiday (school closed)
February 20, 2023	Teacher Workday (student holiday)
March 27-31, 2023	Spring Break (school closed)
April 7, 2023	Good Friday (school closed)
May 25, 2023	Last Day for Students

<sup>\*</sup>Schools will dismiss at 1:00 p.m. on the Friday preceding the holiday

Progress Report	Report Card
September 7, 2022	October 19, 2022
November 16, 2022	January 4, 2023
February 15, 2023	April 5, 2023
May 3, 2023	May 25, 2023

#### <u> Attendance:</u>

Attendance in school and participation in class are integral parts of the teaching-learning process. Students are expected to be in school every day, and parents are required by law to have their children in school. Disruptions to your child's school attendance can have a significant impact on his/her academic performance.

#### **ABSENCES**

Excused absences per the Houston County Schools Code of Conduct are as follows:

- Student is too ill to attend school
- Death in the immediate family
- Emergency conditions as determined by the principal or superintendent
- Legal quarantine
- Inclement weather which would be dangerous to the life of the student if he/she attended school

Forms of documentation accepted include:

- Doctor or dental excuse
- Court documentation
- Written parent note (students are allowed five (5) parent notes per semester)

All absences will be marked unexcused until your child brings in one of the forms of documentation above. **You will have three (3) days to send an excuse.** Students will be allowed to make up work if the absence is excused. This work must be made up within five (5) school days.

#### **CHECK-INS/OUTS**

Students arriving after 7:45 must be signed in by an adult in the office. Students who need to be checked out of school early must be signed out by an adult in the office. Students will only be released to an adult who is listed on their emergency contact information, and **PHOTO IDENTIFICATION IS REQUIRED**. In the interest of student learning, please try to schedule appointments outside of the school day whenever possible.

#### **TARDINESS**

Anytime a student comes in late (after 7:45) or leaves early (before 2:45), it is considered a tardy. Once a student accumulates 6 unexcused tardies, he/she will be assigned to Saturday School. Make sure the student turns in any doctor/dental excuse within 3 days of being late/early dismissal. If you choose to write a parent note for a tardy/early dismissal, it will count as one of the 5 parent notes you are allowed per semester.

#### TRUANCY PROCEDURES

- 3<sup>rd</sup> unexcused absence notify guardian (phone call or letter)
- 4th unexcused absence phone conference with guardian
- 5th unexcused absence student referred to the "Houston County Truancy Prevention Project"
- 6th unexcused absence refer to Early Warning Court
- 7th unexcused absence refer to District Attorney

#### **B**US RULES:

Riding a school bus is a privilege and students are expected to follow simple bus rules:

- follow the directions of the bus driver at all times
- · respect property
- remain seated
- no eating or drinking
- talk quietly
- ride assigned bus only
- keep hands, feet, and objects to yourself

#### REQUESTING TRANSPORTATION

The process for requesting bus transportation services is as follows:

- 1. Send a note to your child's teacher.
- 2. The school will complete a Transportation Request Form. This request may take up to three days to process.
- 3. The student will receive a bus permit slip from the office to give to the driver. Your child may not ride the bus until this process is complete.

NOTE: We prefer students to start riding on the afternoon route. This will assist drivers in confirming the bus stop location and give them the opportunity to report any safety concerns to the school for further review.

### Cafeteria:

Breakfast and lunch are prepared and served daily in the school cafeteria. Students will need to be in the cafeteria by 7:40 a.m., if they would like to eat breakfast. Students may bring a lunch from home. Free and reduced price breakfasts and lunches are provided for students who qualify. Application forms for free and reduced lunches are provided for parents each year. Questions concerning the school meal program may be addressed to the CNP Manager at phone number 334-899-3458.

### HOUSTON COUNTY SCHOOLS' MEAL PRICES SY 2022-2023

BREAKFAST	STUDENT	\$1.25 FULL PAY
	ADULT/EMPLOYEE	\$1.75
	VISITOR ADULT	\$2.25
	VISITOR CHILD	\$1.50
LUNCH	STUDENT	\$2.50 FULL PAY
	ADULT/EMPLOYEE	\$3.25
	VISITOR ADULT	\$3.50
	VISITOR CHILD	\$3.15
	STUDENT REDUCED PRICES	
BREAKFAST		\$0.30
LUNCH		\$0.40

#### CARPOOL PROCEDURES:

Below are the procedures for student drop-off and pick-up. We appreciate your efforts to make our carline run smoothly and create a safe environment. For maximum safety, please follow our drop-off and pick-up system. During the designated times, staff is on duty to usher students to and from cars. Please be considerate and courteous towards all other vehicles, drivers, and students. (SPEED LIMIT IS 5 MPH)

### <u>MORNING DROP-OFF</u> - approach from Hwy 84 East (by True Value) via Industrial Road or from Old Hwy 84 via Ashford Industrial Road

- > **DO NOT** enter the school from the front entrance (Buses and staff are moving throughout the front area; therefore, it creates safety issues.
- ➤ All students enter through GATE at the EAST END where staff is present.
- ➤ Gate will be unlocked at 7:20 a.m., Student drop-off times are between: 7:20-7:45 a.m. **DO NOT** drop students off prior to 7:20 a.m., leaving them unattended. (Staff hours begin at 7:20 a.m.)
- ➤ Please, **DO NOT GET OUT OF YOUR CAR**; this holds up traffic. Please ask staff for additional assistance when needed.
- ➤ Please, PULL ALL THE WAY DOWN before stopping to allow multiple cars to unload.
- ➤ Single traffic lane for morning drop off NO PASSING.
- ➤ Please, have your child ready and waiting to unload quickly.
- > Students should exit your vehicle on the right side of vehicle closest to the sidewalk.
- > During peak times, a second line may be opened next to the fence. Students will walk to teacher on duty.
- > Stop and observe the flashing lights on school buses when they are unloading children in this area (state law). You may **NOT** drive around the buses.
- ➤ If the student eats breakfast at school, he/she MUST BE IN THE LUNCHROOM BY 7:40 a.m.
- ➤ Gates and doors close promptly at 7:45 a.m. STUDENTS ARE TARDY AT 7:45 a.m. At this time, you must walk students into the front office and sign them in. We expect students in their classrooms ready to start the day PROMPTLY at 7:45 a.m. DO NOT drop off students if gate is already closed.

#### <u>AFTERNOON PICK-UP</u> – approach from the <u>FRONT</u> (enter onto Barfield from Old Hwy 84)

For safety and security, students will receive a carline pick up tag. Tags are to be displayed so that our teachers may see them. If you do not have your tag, you will be required to go into the front office and present your photo ID to the receptionist. In an effort to maintain an appropriate closure to the instructional day, early dismissal of students between 2:20 p.m. and 2:45 p.m. will not be permitted.

- ➤ Pick up begins at 2:45 p.m. and ends by 3:00 p.m. behind the gym.
- ➤ Keep car-line tag displayed until your child is placed in the vehicle.
- Two lanes will form as you approach the gym. The left lane must always be clear for exiting traffic.
- ➤ Be cautious of children and staff walking to vehicles.
- > Students not picked up by 3:15 p.m. will be sent to extended day and a \$10.00 fee will be applied.
- Please follow all state laws.

#### **C**HANGE IN TRANSPORTATION:

If your child's mode of transportation (carpool/bus) home changes, a written note **MUST** be sent to your child's teacher. For safety reasons, we cannot accept transportation changes over the phone. Children without notes will follow their regular mode of transportation.

### Communication Devices/Digital Citizenship:

The use of personal, wireless communication devices by students is prohibited during the school day. Cell phones should be off and out of sight during the school day. Ashford Elementary School assumes no responsibility for theft, loss, or damage to any personal/wireless devices. Being a good digital citizen means that your online behavior is responsible and positive, you think critically about what you read online, and you make smart, safe decisions. It is important for students to be "positive" and "kind" online.

#### Conferences:

Parents are valued partners and members of the school community. We want you to be actively engaged in your child's learning. Parents are encouraged to discuss with their child's teacher any questions or concerns that might affect their child's learning. If you wish to schedule a conference, please make contact with your child's teacher(s) and at least allow 24 hours for a response.

#### **D**AILY SCHEDULE:

7:20	Gate Opens
7:20	Teachers Report to Designated Assigned Area
7:20	Students Arrive/Buses Unload
7:45	Exterior Gates and Doors LOCK Promptly at 7:45 <b>ALL LATE ARRIVALS</b> go to the Office for a Tardy Slip (parent sign in)
7:45	Tardy Bell – All Students Should be in Their Classrooms Attendance Check/Post Attendance/Daily Instruction Begins
2:45	Carline Begins/Load Buses
2:55	Buses Depart to Ashford Middle/Ashford High Schools
2:55	Teachers' Collaborative Meetings
3:20	Teachers Dismissed

#### **D**ISCIPLINE PLAN:

We welcome your child to our school where he/she will be challenged to exceed our expectations and to be well-prepared to excel in our society – academically, emotionally, and socially.

As the year begins, a plan of discipline will be enforced that will apply to all students at Ashford Elementary School. This plan is in the best interest of all students at AES. It is unfair for a child's behavior to prevent teaching or to prevent learning by other students in the class.

If a child chooses to behave inappropriately, the following guidelines will be used:

1<sup>st</sup> Offense – Verbal warning

2<sup>nd</sup> Offense – Allowed snack, no socialization

3<sup>rd</sup> Offense – Teacher administers punishment; parent notified

4<sup>th</sup> Offense – Student may be sent to the principal's office. Behavior documentation log (actions are

documented) and/or Disciplinary Referral will accompany student to the office.

Severe Clause – If a student willfully tries to hurt someone or destroys property, these steps may be bypassed and the student may go immediately to the principal's office.

According to Alabama Law, students may receive corporal punishment (paddling) as a form of discipline. At your request, we may not paddle but will choose other consequences for your child's actions. Other consequences are listed in the Houston County Schools' Code of Conduct, including After School Detention, Early Morning Detention, In-School Suspension, Saturday School or Alternative School.

We need your help and cooperation in making this a successful year. It is in your child's best interest that we work together to help him/her have a beneficial school year. Thank you for your support. With everyone working together, we can have a great school year.

#### **D**RESS CODE:

Students at Ashford Elementary are expected to adhere to the dress code policy established by the Houston County School System. The complete policy may be found in the Houston County Schools' Code of Conduct.

- No see-through shirts, blouses, or pants; no clothes that bare the midriff or sides. Sundresses and
  backless dresses must be worn with jackets. No clothing with decals or slogans of unacceptable groups
  or language that contains and/or refers to suggestive or immoral behavior or profanity, gang activity,
  alcohol, drugs, or tobacco advertisements will be allowed.
- No lewd or vulgar sayings on clothing will be allowed. Clothing or insignia that could incite ill-feelings and racial problems will not be allowed.
- Shorts, skirts, and dresses may be worn if they are not shorter than mid-thigh in length and must be worn at the waist. No holes or mesh leggings above mid-thigh. This is applicable to males and females.
- Pants must be worn securely above the hips and all belts fastened. Pants or shorts below the waist will not be allowed.

### ${E}_{ extit{-MAIL}}$ :

All school personnel have e-mail addresses. E-mail addresses can be accessed through the school website (<a href="www.hcboe.us/domain/8">www.hcboe.us/domain/8</a>). Please utilize this valuable tool for we have found this to be the easiest way to contact and communicate with the teachers. Teachers will respond during school hours within a reasonable time.

### Events/birthday parties:

Birthday parties for students are not allowed at school. The delivery of any food items, drinks, or party favors is not permitted. Students are not allowed to receive gifts from outside the school such as: balloons, flowers, cakes, cookies, etc. on Valentine's Day. Special events will be determined during the school year; however, our focus is on academics and the protection of instructional time.

### Extended day program:

Our goal is to provide support to our families in any way we can. Therefore, we provide after-school care for students from 2:45 p.m. to 5:30 p.m.

- \$15.00 registration fee is required for every child
- \$35.00 per week, per child
- \$10.00 per day, per child (daily rate for 2 or less days per week)

Extended Day is provided for the convenience of parents and students in addition to the school day. This service will function as any private child care program since it must sustain itself financially. Therefore, the policies and guidelines for the Extended Day Program will be firmly enforced. Enrollment is limited as arrangements must be made for workers according to the number of students anticipated to attend the program.

### Field trips:

Field trips are learning experiences away from the normal classroom setting. They are selected as a resource to contribute information and enrich a program of study. No student will be allowed to go on a field trip without permission from a parent/guardian. Permission will not be accepted over the telephone. Students must demonstrate the knowledge and respect of the Houston County Schools' Code of Conduct if they would like to participate in field trips. The administration will make the decision to deny a student a field trip on the basis of an infraction(s) to the Houston County Schools' Code of Conduct.

### **G**RADING SCALE:

Students will receive report cards each nine week grading period. Progress reports are issued at the midpoint of each grading period.

#### GRADING SCALE

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90-100	A	
80-89	В	
70-79	С	
60-69	D	
0-59	F	
Satisfactory: 80-100	S	
Needs Improvement: 65-79	N	
Unsatisfactory: 0-64	U	
Offsatisfactory. 0-04	U	

### Homework:

Homework is a continuation of a learning process developed in the classroom and carried on by the student independently. Taking into account the student's age, grade level, and level of achievement, the average time for daily homework assignments will vary.

#### Purposes:

- To promote good study habits
- To develop a sense of responsibility and independence
- To help the child master a skill
- To enhance and stimulate the child's creativity
- To encourage the child to learn new things
- To reinforce and practice the concepts taught in the classroom
- To inform parents of what their children are learning in the classroom

#### ILLNESS:

In the event children become sick while at school, parents will be contacted to pick up their child. Please be aware that if your child is sent home from school with a fever, nausea/vomiting, diarrhea, etc., they MAY NOT return to school the next day. A child must be symptom-free for 24 hours without medication prior to returning to school following an illness.

### Inclement weather:

If bad weather causes school to be cancelled, delayed, or dismissed early, public announcements will be made via local television, radio stations, Facebook (Ashford Elementary School), and the school's Blackboard communication system.

#### Lost and found:

Students are urged not to bring valuable items to school. Items found on campus should be turned into the office. Personal belongings should be labeled plainly with the student's name so they can be returned if found. All clothing items found will be placed in the gym. Unclaimed items will be discarded or donated to charity.

#### MEDICATION:

All medication must be delivered to school by the parent/guardian. The school nurse or a trained designee will administer medications. All students who take prescription medicine MUST have a medical form on file and the prescription bottle instructions must match the medical form on file.

### $oldsymbol{P}_{ARENTS}$ ' right to know:

(A) Qualifications. – At the beginning of each school year, a local educational agency that receives funds under Title I, Part A shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner) information regarding the professional qualifications of the student's classroom teachers, including, at a minimum the following:

- i. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- ii. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- iii. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
- iv. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(B) Additional Information. – In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent:

- i. information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
- ii. timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

#### **P**HYSICAL EDUCATION:

- Students are asked to wear sneakers and closed-toe shoes.
- If your child cannot participate, please send a note with him/her stating the reason for not participating, the date, and your phone number. *After 3 days, you will need a doctor's excuse.*
- Girls need to wear shorts under a skirt or dress.
- When entering the gym, walk directly to your dot and wait for instructions.
- There should be no gum, food, or drinks in the gym.
- Students should not perform cartwheels, flips, and/or handsprings, etc.
- Use the restroom BEFORE coming to P.E.
- When the whistle blows STOP and LISTEN for instructions.

#### PLAYGROUND GUIDELINES

- The BIG slide is for the ages 5-12 only.
- The small apparatus (red on the right side of the playground) is for Headstart or ages 2-5.
- The BLUE chair swing is for disabled students only.
- The METAL SILVER independent swing is for the wheelchairs only.
- Students are not allowed to climb on fences.
- DO NOT throw any objects such as rocks, acorns, etc. on the playground.
- Report any equipment problems to the P.E. coaches immediately.

#### **CONSEQUENCES**

- 1. Warning
- 2. Extra conditioning exercises to help increase body fitness during P.E. time
- 3. Parental contact and/or disciplinary referral
- 4. Severe behavior problems will be taken directly to the principal/assistant principal

### **P**TO:

The Ashford PTO is a group comprised of parents, teachers, and staff dedicated to improving the education experience of all students at Ashford Elementary School. The PTO organizes events, volunteers, and raises funds in order to support the school. Becoming a member of our school's PTO is a great way to become an active participant in your child's school! It also provides opportunities to meet other parents and teachers to build rapport, discuss issues, share ideas, and any other concerns.

### TEXTBOOKS/LIBRARY BOOKS:

The State of Alabama, along with the Houston County Board of Education, furnishes all textbooks to students. All lost books must be paid for in full, while damaged books will be assessed according to the amount of damage and the age of the book. If payment is not received within 30 days after notification, students will not be entitled to future use of textbooks until remittance is made. Library books are checked out and are the responsibility of the students. Another book may not be checked out until one has been returned. A lost or damaged book from the Media Center must be paid for in full.

#### Visitors:

All visitors should report to the office upon arrival. For safety reasons, parents are not allowed to walk students to class, or go to the classroom for any reason. Parents are not allowed to linger around campus (morning or afternoon). Buildings will be locked and security will be strictly enforced. If you need to see a teacher at any time, you must set up an appointment. Parents that have pre-arranged visitation should stop by the office for a visitor's pass.

# Ashford Elementary School Parent/Guardian and Student Handbook Acknowledgement Form 2022-2023

I have read the AES Parent/Guardian and Student Handbook. I have also reviewed the policies and procedures with my child.

Print Student's Name (First and Last):

Signature of Parent

Date

Signature of Student
(Print if needed)

\*Please return no later than Monday, August 15, 2022.

#### Ashford Elementary School Colors

Black and Gold

#### School Mascot



Yellow Jacket

#### Ashford Elementary School Song

AES is just the school for me
With all its pupils and its faculty
To keep it always on top is our aim
And come back someday
When we all get up in fame
It is the best school in this world we know
And perhaps that's why we love it so
For you can search the whole world from east to west
And never find a school like AES!