

ASHLEY ELEMENTARY PARENT & STUDENT INFORMATION

Ashley Elementary Mission Statement

The Ashley Elementary community will create a positive environment that will foster the growth of students academically and socially. We will encourage our students to become responsible, kind, and respectful citizens.

AAA SAFETY PATROL

A school safety patrol is available to ensure the safety of students while getting on and off of their bus at school. The safety patrol is also in charge of the flag and help the crossing guard to cross Ashley students at the corner of Will Lee and Ashley Streets. The safety patrol consists of 5th graders that have exemplary citizenship.

ACADEMIC HONOR ROLL / PERFECT ATTENDANCE

Grades 4 and 5 have letter grades and can make the honor roll with all A's and B's in all subjects. This includes citizenship and work habits. Each card marking the honor roll is published in the Voice and at the end of the year an award is given for making these honor rolls the entire year. Perfect attendance and outstanding attendance is given at the end of the year for 0 – 2 absences.

ARRIVAL-DISMISSAL GUIDELINES

Here are some guidelines to follow:

- When visiting school after 9:06 am or before 4:02 pm, the only way to enter the building is through the front main entrance. All doors in the building are locked except the front doors. Please come into the office, sign in, and obtain a visitors badge before proceeding to your destination.
- All students will be able to come directly into the building after 8:56 am, 10 minutes prior to the start of school. If you need to drop off your child prior to that, please make arrangements to use our before school latchkey program.
- For students that need assistance with backpacks or other deliveries, please park your car, walk your child to the crossing area, and cross them to the sidewalk.
- Please observe where the drop off zone is.
- After entering the building, all students will go directly to their locker (classroom door for kindergarten).
- All bus students, walkers, kindergarten, and first grade students will enter school through the designated entrance in the front of the building.
- All students in grades 2-5 who are dropped off or picked up by car will enter school through the designated entrance in the rear parking lot.

Please remember to always **DRIVE SLOWLY** when anywhere in the parking lot. **NEVER PARK OR DRIVE IN THE BUS LOOP.** Remember, when you follow the rules and have patience, you are setting a good example for your child. Your assistance and cooperation in this most important effort to improve safety for all of the children is most appreciated.

BANK BY THE BAY

Ashley Elementary School with the partnership of Citizens State Bank, have formed their own bank known as, “Bank by the Bay – Where Every Penny Counts.” This partnership offers students an educational opportunity in banking skills, economics, understanding of savings accounts, encourages saving and helps students understand business and marketing. The 5th graders that run the bank must apply, interview and take responsibility for their position.

CLASSROOM / BIRTHDAY PARTIES

From time to time, teachers may elect to have a “party.” When it is your child’s birthday, you may wish to provide a treat for the whole class. Please contact the teacher a day or two in advance so that arrangements can be made by the teacher to incorporate the treat into the instructional time of the class. If your child has a peanut allergic child in their classroom, you will be advised about treats and snacks.

DISCIPLINE AND THE POSITIVE BEHAVIOR SUPPORT PLAN

The staff at Ashley Elementary will continue to use Positive Behavior Support this school year. The A B C award (Ashley’s Best Children) is used as our PBS acronym and these three guidelines have been set up for our students.

We are ... KIND
We are ... RESPONSIBLE
We are ... RESPECTFUL

We use these three guidelines to establish the desired behavior for our students in all areas of the building. For example, to *be respectful means* to treat others in a respectful manner. To *act responsibly* at arrival time means they stay in line and keep their hands and belongings to themselves. To *be kind* means they talk quietly and speak kindly to each other.

At each location in the building the PBS rules will be posted. These will be reviewed by the teachers and taught to the entire student body at the beginning of the year. The focus of Positive Behavior Support is to “catch” a student doing the right thing and to give them a token or ticket to recognize this. These tokens/tickets will be used to earn charms or bracelets that recognize the Three to Be.

At times, students will make choices that are not in line with the school rules. For any major behavior violation or for three minor behavior violations, the student will receive an office referral. This form describes the nature and location of the problem behavior and the consequences for the action. When a child receives an office referral it will be sent home for a parent signature and must be returned the next school day.

DISTRIBUTION OF PRINTED MATERIALS

For the safety and protection of our students, printed material to be sent home with students must get approval from the principal prior to sending home the information.

LUNCH RULES AND CITIZENSHIP

The school employs lunch Para-professionals to maintain a healthy and safe atmosphere in the lunchroom as well as on the playground. All students must comply with the requests and directions of the Para-professionals at all times. During lunch, students are to be kind, responsible and respectful of others. Students misbehaving will be given a verbal warning, and if needed more severe consequences (detention or office referral) will be assigned.

Peanut-Safe Tables/Areas

We have students in our school with severe life-threatening peanut allergies. We have tables set aside for these students. "Peanut-safe friends" are welcome to sit with these children as long as a lunch Para-professional or teacher checks their lunch. We want all of our children to be safe at all times.

NORTH CENTRAL ACCREDITATION (NCA)

In the fall of 2006, Ashley Elementary School began a new process of obtaining North Central Association Accreditation. This is a total effort that involves the entire school. North Central Accreditation is an endorsement that only the most dedicated educational facilities achieve. This certification represents the commitment of the entire staff at Ashley Elementary to provide the best education possible to your children. The objective for this process is to identify areas for improvement and with all stakeholders, develop a plan to improve those areas. These new goal areas and strategies will strengthen educational services for all of our Ashley students.

PARENT – TEACHER GROUP (PTG)

We have an active Parent-Teacher Group. Ashley parents are committed to making a great contribution to the quality of education available to our students. All parents are encouraged to join this group of volunteers in some way. Fundraising is used for things such as assemblies, field trips and field day. If you would like additional information about the group or times and dates of the meetings, please contact the office or look in the PTG newsletter for information. Ashley Elementary would not have all of the wonderful opportunities it has without this group of dedicated parents.

President – Cheryl Hoppe
Vice President – Angela Paddock
Treasurer – Abby Bridges
Secretary – Linda Heaney

PETS ON THE PREMISES

Students may not bring pets to school without the approval of the principal. District policy also requires that the following guidelines be followed regarding pets in school:

- No turtles (known to carry salmonella)
- No garter snakes (venomous); snakes should be avoided except constrictors
- No wild or feral animals (alive or dead) may ever be brought into the classroom (zoonotic disease)
- No longhair animals such as rabbits and guinea pigs

Because teachers must check to see if there are allergies to certain animals prior to an animal visit, see the principal one week in advance for permission.

STUDENT CLASSROOM PLACEMENT POLICY

The placement of students into classrooms for the upcoming year will be decided by a committee, consisting of the teacher from the current grade level, the teachers from the new grade level and the principal. A thorough process of weighing variables such as gender, aptitude, leadership, diversity, learning style, academic ability, special individual needs, and social chemistry will be followed. Our intent is to provide an appropriately balanced learning environment for all students at each grade level. Parents may come in and fill out a form to provide information to help place the student if they feel this will be helpful to us. Forms for parent input may be picked up in the office at the end of the school year.

TELEPHONES

The school phones are for business / emergency purposes. Students will be allowed to use the phone with permission from an adult. Occasionally problems arise that necessitate changes in the arrangements for after school care. All messages will be delivered through the office. Please do not put this on the teacher's voice mail. It is also suggested that you establish a system at home or with your neighbors for leaving messages for your child in the event you will not be home when expected. Cell phones should not be brought to school.