

# ASHLEY ACADEMY

*“Giving Children A Future Vision”*

**2009 - 2010**

## ***Student/Parent Handbook***

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## **MISSION STATEMENT**

*The mission of Ashley Academy is to provide children with unique and challenging learning opportunities in a nurturing, safe, and culturally diverse school environment. In order to achieve this mission, our school community emphasizes respect, responsibility, integrity, and the love of learning. Ashley Academy is committed to helping students develop their talents, interests, and character while cultivating outstanding academic skills. The small class sizes, hands-on learning experiences, progressive curriculum, and caring environments enable Ashley Academy to excel in meeting the individual needs of each child.*

## ***Ashley Academy is a Smoke-Free Campus***

*These are the policies of Ashley Academy as set forth by the Board of Directors with advice from the administration and faculty. **These guidelines may be subject to review or even change at the discretion of the Board.***

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## **WELCOME**

We are honored that you have chosen Ashley Academy. We look forward to working with you to make a positive educational experience for your children.

Our faculty and staff are committed to academic excellence and preparing students to be successful in life. We strive to provide a learning environment that nurtures children in their academic, social and emotional growth. We hope you will communicate with us openly and become actively involved in your children's education.

This handbook is designed to help parents and students understand the policies and procedures of Ashley Academy. We encourage you to read it carefully and call the office if you have any questions.

Welcome to the Ashley Academy family!

## PURPOSE OF THE SCHOOL

Ashley Academy is an exciting place in which to grow and learn. Ashley's mission is to provide students with academic programs that are challenging and enriching. Ashley Academy strives to provide a nurturing environment for its students so that they will develop a love for learning, a sensitivity for and an interest in their peers, and a sense of self worth.

The school encourages students to develop intellectual curiosity, to be creative in all disciplines, and to master basic academic skills.

Through excellent role models, Ashley Academy exemplifies the basic principles of honesty, self-discipline, and concern for others. It is the primary goal of the school to enable students, parents, and staff members to work together to assure that these basic principles are maintained.

Ashley Academy is totally independent. It actively promotes the cultural richness of the United States by welcoming students of all races and creeds.

## THE ADMISSIONS PROCESS

Ashley Academy seeks students of average, above average, or gifted ability who have intellectual curiosity and motivation to perform successfully. One of the goals of the admission process is to bring together a group of students who come from diverse cultural and economic backgrounds and who will contribute a variety of interests and talent to the school community.

To complete the application process, it is necessary to submit an enrollment application, a \$30 non-refundable application fee, and copies of school records (grades K - 8). A campus visit and an interview are required unless precluded by distance.

**All students to be enrolled in kindergarten must be five (5) years old on or before September 30 of the current year. All enrollment forms must be completed before a child will be admitted to Ashley Academy.** The following items are needed to complete registration:

- Immunizations
- Health Examination
- Certified Birth Certificate (not the "Mother's Copy")
- Social Security Card

Inquiries by phone or in person regarding the school are always welcome. Some students begin classes at Ashley after the academic year is in progress. Candidates for admission to the fall term are strongly encouraged to enroll early. After classes are filled, candidates are placed on a waiting list.

## WAITING LIST POLICY

Waiting list applications are held and maintained by the date received in a first come, first serve order. Any applicant who is offered a space but declines, will be allowed to keep their present space in line for the next enrollment year, if they desire to remain on the waiting list.

## SCHOLARSHIP

A limited number of scholarships are available each year, depending on vacant spaces. **All awards are need-based.** Applications for financial assistance should be **completed by May 1**, and awards will be made in June.

## PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

The Tennessee School Immunization Certificate serves as verification that all immunizations are up-to-date and the child is eligible for school enrollment. This certificate also verifies that the child has completed a health examination (which is required for each child initially entering a Tennessee school). No child can attend school in Tennessee without this documentation, unless there is a reason, certified by a health care provider, that these are to be waived. The school immunization laws and requirements for school attendance in Tennessee for school year 2009-2010 are:

4 or more doses - DTP/DT/DTaP/Td (in any combination). The fourth dose must be administered on or after the fourth birthday. If starting series at age seven or older, only three doses are required.

4 doses of Polio (OPV/IPV) vaccine. If the third dose was given on or after the fourth birthday, the fourth dose is not required. However, if a combination of IPV/OPV (2IPV/2OPV) is used, all 4 doses are needed regardless of age.

2 doses of MMR vaccine. 2 doses given on or after the first birthday required for entrance to all grades effective July 2001. The second dose must be administered at least 30 days after the first dose.

3 doses of Hepatitis B vaccine. 3 doses for entrance into **Kindergarten**.

Proof of immunity to varicella (Chickenpox) will be required for entry into **Kindergarten**. A single dose of varicella vaccine, or a parental or physical history of chickenpox, is required. Varicella is the only disease for which a parental history of disease is accepted. This requirement is for **Kindergarten only** and will not include other grades at this time.

State law requires that students entering grades K, 4<sup>th</sup>, and 8<sup>th</sup> have proof of a second measles, mumps, rubella (MMR) injection before entering school. These requirements are in line with the recommendations of the Centers for Disease Control and Prevention and have been endorsed by the Academy of Pediatrics and the Academy of Family Physicians.

## **TUITION/FEES PAYMENT PROCESS**

Ashley Academy hires teachers on a yearly contractual basis, purchases textbooks, and makes other financial commitments from the operating budget based on the number of enrollments by June 1. Parents understand that students are enrolled for the entire school year and that the parents are obligated to pay all fees listed or incurred by the student once an enrollment contract has been signed. All tuition must be paid in full by June 15 for the upcoming school year. Families may join the SMART Tuition Management Program (refer to the Smart Tuition Policy below). This tuition collection system offers families the opportunity to pay monthly from July - April should an installment type payment plan be needed.

**Monthly bills for lunches, extended care and other miscellaneous expenses are due by the last day of the month. These charges are expected to be paid in full each month to avoid a flat \$15 late fee charge. A \$25 fee will be assessed for all returned checks.**

## **SMART TUITION POLICY**

All parents not paying tuition in full will be required to utilize Smart Tuition. Any exceptions will need to be submitted to the Board in writing with the specific reason(s) why the parent/family is requesting not to utilize Smart Tuition. The family, if approved for deviation from the policy, will be required to sign a promissory note detailing payment information in addition to the usual and customary contract.

## **OVERDUE ACCOUNT PROCESS**

1. At the discretion of the Director of School/Principal, overdue accounts may be referred to the collection agency and the Board of Directors may be petitioned for determination of continued enrollment.
2. Re-enrollment for the next school year is not allowed, nor will student records be released to other schools, until the account is paid in full.
3. Families leaving the school with delinquent accounts are expected to pay in full upon departure, or the Credit Bureau will be notified and the account will be forwarded to the school attorney for collection.

## **FINANCIAL OBLIGATIONS**

Tennessee law authorizes school systems to withhold diplomas, grades and transcripts, if students have lost textbooks, or owe fines, fees, or tuition. It is vital that students be responsible for books and equipment issued to them by the school. Every effort will be made to retrieve lost items before charging fines or cost of replacement.

## THE ACADEMIC PROGRAM

Ashley Academy was founded to meet the needs of bright and talented students who were inadequately challenged in their previous academic environments. Additionally, the Academy provided programs for preschool children who needed CREATIVE stimuli not found in child care facilities. Ashley Academy's programs continue to meet these needs.

Although most classes are conducted in small group settings, every effort is made to meet the individual student's needs. An important part of Ashley Academy's academic program is to broaden and enrich what each student studies. Although textbooks are used in many subjects, a wide variety of materials are used to enhance their programs. Teachers make it possible for each student to become immersed in what they are studying instead of exposed only to what the textbook offers.

Study trips are taken throughout the year to supplement what is taught in class. Research projects involving written and oral reports, model making, dioramas, and plays are used to enrich academic programs. In addition to the daily academic offerings, it is important that students have opportunities to become familiar with aesthetic programs. All students have music and art as part of each week's routine.

All students in grades K-8 are expected to study a foreign language. Pre-school students have one class weekly for experience in a language. Our country is increasingly forced to compete with strong economies from other countries. Futurists state that many of the well-paying positions of the twenty-first century will go to candidates who are able to speak at least one language other than English. The caliber of student who attends Ashley is likely to hold a future position that requires knowledge of a foreign language.

## FIELD TRIPS

In addition to regular classroom experiences, students participate in field trips to enhance and extend their studies. A letter is sent home by the teacher(s) to the parents describing the details of the field trip. Parents are required to sign a consent form giving the students permission to go on the field trip. Transportation is arranged by the teacher, and **school standards for behavior and dress are in effect unless specifically stated otherwise.** Parents are encouraged to inform the teacher(s) at the beginning of the school year if they will be available to provide transportation for field trips. Parents who plan to drive on field trips must have proof of current insurance along with a copy of a valid drivers license on file in the school office before transporting. **Proof of insurance and drivers license must be updated each school year!** All students **must** comply with current Tennessee Seat Belt Laws. Any videos shown in cars during driving for field trips must have teacher and/or Principal approval. Since field trips are an extension of the educational program, all transportation should be smoke-free in conjunction with the school's smoke-free policy and the possibility of student allergies. Educational field trips are for class members **only, and the attendance of siblings is not allowed.**

## **READING PROGRAM**

It is a basic goal of Ashley Academy that every student will enjoy reading as a pastime, as well as for knowledge. Every student is expected to read for pleasure outside of normal school hours. Parents are encouraged to record the amount of time spent on reading and the source of the reading material. During the school year, the school sponsors a variety of contests to further encourage reading for pleasure.

## **STUDENT REPORT CARDS**

Ashley Academy's school year consists of 4 forty-five day quarters of approximately nine weeks each. Students in grades PreK - 8 will receive a progress report to take home at the end of each nine weeks. They are typically sent home four working days after the nine weeks' grading period ends. In addition to the written report, teachers continually keep parents abreast of their child's progress with formal conferences. Middle School students receive mid-term progress reports.

## **STANDARDIZED TESTS**

Students in grades 2 - 8 take a standardized test of basic skills once a year. In addition, the 5th and 8th grade students take a writing assessment each year. The results of these tests are provided to the parents of each child and a copy is placed in the student's permanent record. These tests are usually administered in the spring of the year.

## **SCHOOL DAY HOURS**

PreK Classes            8:00 a.m. - 3:00 p.m.

Grades K - 8            7:50 a.m. - 3:15 p.m.

## **CAMPUS VISITORS**

Parents are always welcome at Ashley Academy. You are encouraged to visit and work in partnership with our total school program. Parents must obtain approval from the main office before being permitted access to instructional areas.

## VISITORS POLICY

Visitors (this includes student's family members as well as staff member's relatives and friends) should report to the office for a visitor's pass. Visitor passes are not required during drop off and pick up times.

## MORNING ARRIVAL

Children may arrive at the school gym at 7:30 A.M. Teacher supervision will begin at that time. **Please do not leave your child before that time.**

## END OF DAY DISMISSAL

School dismisses at 3:15 daily. Once school has dismissed for the day, students who are not picked up by 3:30 will be taken to Extended Care. Charges for Extended Care begin at 3:30.

## EXTENDED CARE

All children not picked up by 3:30 will automatically go to Extended Care. **No exceptions will be made.** Parents are charged for Extended Care services. All children must be picked up by 6:00 P.M. since there are no provisions after that time. Extended Care is only available during regular scheduled school days. A daily rate of \$8.00 is charged; however, students picked up by 4:30 are only charged \$4.00. **Any student picked up after 6:00 p.m. will be charged at a rate of \$1.00 per minute.**

**The school insurance mandates that children must be supervised at all times. All students must be signed out for parent pick-up.**

## ATTENDANCE POLICY KINDERGARTEN - 8<sup>TH</sup> GRADE

### Philosophy

Regular attendance in school is a prerequisite for a successful educational experience. As the instructional program designed by each teacher is progressive and sequential, it is quite difficult for lost instruction time to be made up fully. This places students at risk to fall behind classmates in academic achievement. Consequently, repeated absences are viewed as a serious problem. **A courtesy call from parents informing the school of the reason for the absence is appreciated.**

### Policy

Excused absences include but are not limited to: illness, death of a relative, medical/dental appointments, religious observances, or pre-excused absences authorized by the principal. **Students who have excused absences can make up their work.** All other absences are unexcused. **Students with unexcused absences cannot make up their work.** Absences that are pre-excused must meet the following requirements:

- There must be a valid reason for the absence.
- The student must be making adequate progress in his/her schoolwork.
- The student and/or parent must obtain assignments for all missed classes and must arrange for all make-up work to be completed.
- A verbal or written request must be presented to the principal in advance of the absence.

Upon a recommendation by the principal and teacher, students in grades K - 8, who are absent more than twenty days of the school year, may not be promoted to the next grade. All absences, excused or unexcused, are counted in the maximum number of days that may be missed during the school year. All make-up work must be completed in a timely manner. Students and parents are expected to cooperate with the policies that each teacher creates for his/her classroom regarding missed work. Any make-up work that is not completed in a timely fashion may be counted as a zero (**which would severely impact the final grade**).

Perfect attendance and **no** tardies are rewarded by the Principal at a school wide assembly each grading period.

## **TARDY POLICY KINDERGARTEN - 8<sup>TH</sup> GRADE**

### Philosophy

Promptness is a life skill important to each student's future. Parents have the responsibility to teach this skill. Tardiness of students disrupts the learning environment for every student in the classroom. Promptness ensures that teachers may begin the instruction of all students on time, thus maximizing the full use of time in our classes. Ashley Academy recognizes that students may arrive late to school once in a while. However, when tardiness becomes a pattern for an individual student or for a family, it is viewed as a serious problem.

### Policy

An excused tardy to school is defined as but not limited to the following: doctor/dental appointments, medical emergency or any other serious extenuating circumstances. Tardiness that falls outside of the above listed guidelines will result in an unexcused tardy. Each student will be allowed two unexcused tardies during each quarter (nine weeks). More than two unexcused tardies will result in a:

- conference with the student
- conference with the parent(s)
- conference with the principal

Chronic unexcused tardiness may result in a one or two day suspension upon the recommendation of the principal.

## EMERGENCY CLOSURES/SNOW DAYS

Emergency school closings will occur only when severe inclement weather or other unscheduled measures occur. Do keep in mind that conditions in the wide area where Ashley students and staff members live are extremely variable. We do not make the decision as to whether or not students attend. That decision is made by parents. If parents believe that road or weather conditions are dangerous, they may keep their children home. Absences during these circumstances are EXCUSED and the students may make up the work missed. Students are responsible for assigned work when classes next meet. Call the office and inform us of your circumstances. In case of snow, announcements on T.V. and local radio stations will indicate whether school will be closed for the whole day or if opening will be delayed.

**Listen to the radio or television station for specific news about Ashley Academy.**

If Ashley Academy is operating on a snow schedule, all classes will begin exactly one hour later than their regular starting time. Please do not bring your child to school early on snow schedule dates, because teachers and office staff may arrive late. When teachers do arrive, they are involved with preparing for safe arrival of children, and are unable to supervise early arrivals. The snow schedule also allows for the driveway to be cleared.

In the event that school must close after it has opened for the day, announcements will be made on WXBQ, WQUT, WETS and WTFM radio stations and WCYB, WJHL/WKPT television stations. The school will also try to contact you. If we cannot reach you, we will call your emergency contact person.

**Please make sure that your emergency contact is current.** If you request that the Principal contact you via your email, remember to check your email during inclement weather.

## EMERGENCY PROCEDURES

**Fire** - Regularly scheduled fire drills are required by law and are an important safety precaution. Everyone must clear the building by the prescribed exit when the first alarm is given. The fire evacuation signal is one continuous ring. No one may re-enter the building until the "all clear" signal is given. Fire evacuation procedures are reviewed by classroom teachers and are posted in each classroom.

**Tornado** - Regularly scheduled tornado drills are required by law and are an important safety precaution. A tornado drill is signaled by three short, consecutive rings. All students will be briefed on various scenarios involving tornadoes, and all students will know the appropriate shelter and position if a tornado moves into the area.

**General Emergencies/Homeland Security** - If there is an emergency involving your child on the campus either during regular school hours or after school, every possible effort will be made to contact the parents. Failing to contact parents, we will make every effort to reach the names of people listed on the emergency/medical form. In the event the school campus must be evacuated, students and teachers would travel to Faith Fellowship Church at 810 Guaranda Drive where parents could pick up their children. The church phone number is 929-8193.

## **PICK UP AND DELIVERY**

Transportation permission forms are required for **all** students. Students will not be released to anyone other than a parent unless the person is listed on the student's form in the office.

**Please observe the one way traffic through the Ashley campus.** Entrance to the school is on Knob Creek Road. Exit is on Lacy Street. Parents who arrive early for delivery or pick up should park in the marked spaces on the left side of the drive. It is important that sidewalks are left unblocked and that **vehicles are never left unattended in the pick up lane.** All students assemble at the gym walkway for after school pick up - PreK students at 3:00 and K - 8<sup>th</sup> grade students at 3:15. Parents and teachers are encouraged to keep the walkway clear for students during this time to speed up the loading process.

## **APPOINTMENTS DURING SCHOOL DAY**

If your child must leave school for an appointment during the school day you must sign out in the office and sign in with your child upon returning. **A slip from the office is required for a child to be taken out or returned to class. There will be no exceptions. This is for the safety of your child.**

## **CHANGE OF CLOTHING**

All children ages 3 through Kindergarten must have a change of clothing (**including socks and underwear**) marked with the child's name. This is to be left in the classroom for emergencies. Clothing should be placed in a shoebox or bag with the name of the child on the outside.

## DRESS

Ashley Academy students do not wear uniforms, nor is there a formal dress code. However, neat attire encourages respect for learning and concern for one's surroundings. A student is expected to wear clothing that is clean and appropriate and is in acceptable taste each day. **For students in grades 1 - 8, excessively baggy clothing, skimpy shorts and skirts (shorter than length of arm to fingertips), halter tops, spaghetti-strap tops and midriff tops are not considered appropriate. If "hipsters" are worn, shirts must be long enough so that no skin is exposed when sitting or stretching.** Clothing that advertises drugs, alcohol, sex, violence, or demonic figures are not considered appropriate. Clothing that invites or portrays discrimination against individuals or groups is also unacceptable. Ball caps, hats and hoods should not be worn while in the school buildings. Unnatural hair coloring or excessive make-up is unacceptable at Ashley Academy. Body piercing other than pierced ears is not acceptable.

During the year, there will be special programs and study trips which will be more formal in nature than day to day programs. For these occasions, each student will be advised on appropriate dress.

Parents and students are reminded that participants in Ashley Academy activities are ambassadors of the school. It is in the school's best interest to present a positive image at all times.

## P.E. AND OUTSIDE PLAY

Outdoor play is an important part of the program. Please see that your child is suitably dressed to play outside. In extremely cold weather or when snow is on the ground, please see that hat, gloves, jacket and boots are included. **Please mark all clothing with your child's name.** Tennis shoes or other appropriate shoes should be worn during physical education classes - both in the gym and outside. Children, unless excused from P.E. by a letter from a parent or guardian, are expected to participate in all activities.

## SCHOOL SUPPLIES

Students are expected to have a pencil, paper, materials, and notebook in each academic class. Ashley Academy does not provide a school store. Any student who does not have the necessary supplies may be required to report to the Director of School/Principal, in order to call home for the necessary items.

## **HOMEWORK**

Homework will be given in grades 1 - 8. Middle School students should expect homework each day. Students who are absent are expected to make up work, in a timely fashion, that has been given during their absence. Parents may get daily assignments by calling the school office early in the morning. Assignments may be picked up in the office after 3:15 p.m.

## **ITEMS TO LEAVE AT HOME**

Items not appropriate for school will be confiscated. Skateboards, roller skates, in-line skates, shoe-skates, laser pointers, games, toys, chains, collector's/playing cards or **other items** that may interfere with instruction are not allowed. With the exception of approved calculators, electronic devices are forbidden. Radios, iPods, CD players, MP3 players, cameras, electronic pagers and/or video game players are not allowed at school. Tennessee state law specifically prohibits pagers for student use in school.

Children are requested to bring NO valuables to school. Parents should also monitor the amount of money a child brings to school. The buying/selling of trading cards (ex: yu-gi-oh cards) is prohibited on campus.

\* Younger students will be assigned Show and Tell times/days. On their "Show and Tell" day they may bring special items.

## **PARTY GUIDELINES**

Classroom parties should be coordinated with the teacher and Director of School/Principal so that as little instructional time as possible is disrupted. Invitations to parties outside of school should not be distributed at school unless the entire class is invited. Otherwise, please call or mail invitations to individual children's homes.

Year-end class picnics or parties which take place away from campus are restricted to one per class. Parents are reminded that requests to host parties are usually granted in the order that the requests were received.

## TELEPHONE USE

The school telephone is a business phone and is reserved for school business and emergencies and is limited to situations which warrant immediate attention. Students, parents, and staff members are reminded that they are not to be used for other reasons. **Students must receive permission from the office to use a telephone.** They should not be used to make arrangements to go home with a friend, etc. Parents are strongly encouraged to check each morning to assure that their children have what they need for the day, so unnecessary phone calls are avoided.

## CELL PHONE USE

Use of student cellular phones on school property is **not permitted** during school hours, or after school during Extended Care. Students who are in possession of or using a cellular phone during school are in violation of school rules and are, therefore, subject to the related disciplinary action. Immediate action will include confiscation of the device to be returned only to the parent of the student.

## “ASHLEY AFTERNOON”

During the school year, part of an afternoon, one to two hours in duration, will be devoted for school improvement projects which will be done by the students. These may include flower planting, painting, and various light projects to beautify the campus. Ashley Afternoons will not exceed two per year. Each class is encouraged to adopt-a-spot to beautify and keep clean.

## **LUNCH**

Ashley Academy recognizes that an alert and inquisitive mind requires a healthy body. We encourage all parents to make sure that children arrive at school with the benefit of an adequate breakfast. We work closely with our lunch providers to make sure lunch menus are planned to offer a variety of nourishing foods at a reasonable price. If your child has special food requests (such as vegetarian, lactose intolerant, etc.) or is allergic to any food items, please be sure to monitor the monthly menu so that you will know which days your child will need to bring a lunch, rather than eating in our cafeteria.

A one-time yearly lunch schedule is provided at the beginning of the school year. Prices of school lunches and drinks are listed on the schedule. In the event students choose not to eat lunch on a particular day, they may bring their own lunch from home. If needed, lunch items brought from home can be heated in the designated student microwave located in the cafeteria. We ask that you please limit the sweet items packed in lunches brought from home. It has been our observation that the younger children especially want to skip the nutritious items and eat the sweets first. Parents should clearly mark lunch boxes and lunch bags with proper identification.

Parents will be billed at the beginning of the month for the number of lunches eaten and other items bought for the previous month.

Parents, younger siblings, and grandparents are encouraged to come join students for lunch. We request the school office be notified by 8:30 a.m. the morning you plan to come, so you can be included in the lunch count.

Ashley Academy does not endorse any policy that would withhold nutritionally necessary food as part of its discipline system.

## **SNACK**

Students have a daily break time. Privileges of break time include: snacks, free play on the playground, basketball area, or gym, and social time with friends. Students in grades Pre-K through 4 will have a snack time that is separate from break. Students in grades 5 through 8 are allowed to snack between classes also. Should a student have a medical need for snack at a set time, this information should be made known to the Director of School/Principal along with a doctor's explanatory statement. Again, we encourage parents to pack nutritional snacks for your children.

## ILLNESS AND INJURY

Ashley Academy does not have facilities for providing care to sick students. Students who are sick should not attend school. Below are some health-related conditions which are seen in schools, and how school personnel and our families are advised to respond.

Strep Throat - May return to school 24 hours after antibiotic treatment have been started and when fever free for 24 hours without the use of fever controlling medications.

Vomiting and/or Diarrhea - Dismissal after episode if accompanied with general malaise or other symptoms of illness. Students should stay home as long as diarrhea is present.

Conjunctivitis (Pink eye) - May return 24 hours after treatment is started and signs and symptoms of eye drainage are greatly reduced.

Head Lice - All nits must be removed before re-entering the classroom. May return once they have been treated successfully and are COMPLETELY lice free. Students will be re-checked to determine effectiveness of treatment and removal of nits.

Fever - 100 degrees or higher will warrant dismissal. Keep students home until fever-free for 24 hours without the use of fever controlling medications.

Chicken Pox - Permitted back to classroom six days after initial onset and all lesions are crusted.

Impetigo - May return 24 hours after treatment starts. Sores should be covered when students return to school.

Please use the following guidelines in determining if your child should **stay home in order not to spread germs and infect others**: if cough is constant and bad enough to disrupt class, has a constant runny nose, or if drainage from nose is thick and green in color, if child is listless and unable to participate in classroom activities, has had diarrhea in the last 24 hours or has an undiagnosed body rash. In order to reduce the spread of illness to other children and school staff, it is important to plan ahead and have an alternate care provider for your child in times of illness. If a child gets sick at school, parents will be called to come for their sick child. **If a child has fever 100 degrees or higher, parents will be called and the child must be “fever free” for 24 hours before returning to school.** Cases of minor scrapes, cuts, and bruises will be taken care of in the office. When an injury requires medical attention, parents will be called immediately. In serious cases, emergency medical personnel and parents will be called.

## MEDICATION POLICY

Over the counter medications are **not** provided by Ashley Academy. In accordance with state law, if a student requires some form of medication during school hours, the medication must be brought in to the office in the original packaging and a medication release form signed by the parent or guardian giving Ashley Academy personnel authorization to give the particular medicine.

All prescription medications must be in a labeled pharmacy container. Area pharmacies are happy to provide an extra bottle and label at the time of filling a prescription should medication have to be given during school hours. If a student requires inhalers for allergies, epinephrine injections for bee stings, or other emergency medication, the parent must supply the school with a filled prescription to keep on hand and sign a medication release form. All medications turned in to the office are kept in a locked cabinet. When medications are to be given for prolonged periods, it is the parent’s responsibility to maintain an adequate supply of medication and to inform the school of changes in dosage, frequency of administration, or discontinuance of medication. Ashley Academy personnel will log all medications given to students on the medication release form.

## **CHILD ABUSE LAW**

State law requires that school personnel be alert to any evidence of child abuse or neglect. Child abuse is defined as any physical or mental condition that is of such nature as to indicate that it has been caused by brutality, abuse or neglect. Any reasonable suspicion of abuse must be reported to the Department of Children's Services (877-237-0026).

## **HEAD LICE POLICY**

If student(s) are found to have lice in a screening examination at school, the parents will be called immediately to come for the student(s).

Any parent who discovers that their child has lice must report this finding as expediently as possible to the Director of School/Principal. Within 24 hours of the notification, Ashley Academy administration will notify in writing and/or oral communication all parents within the student(s) immediate zone of influence (homeroom and other classes). This gives the parents the "right to know" and the option of pursuing preventative measures if desired. The affected student(s) identity will officially remain anonymous.

Before being allowed back into school, the affected student(s) must present proof of treatment (e.g., note from parent, doctor or the health department) along with a statement that the student(s) no longer has evidence of lice or nits. This documentation must be presented to the school Principal. The Principal will then communicate this information to the appropriate administration and relevant faculty.

Because most medication applications do not completely eradicate all the lice the first time, it is recommended that re-application must be made approximately two weeks past the initial application. Another check after two more weeks is recommended.

## **LOCKERS**

Lockers are provided for Middle School students. Lockers are school property and may be inspected at any time by a school representative. Students are responsible for care and maintenance of their lockers and will be charged for any damages. Students may provide locks for their lockers. This is permissible. However, only combination locks will be accepted. Combination numbers must be on file in the office. Combinations not up to date risk automatic removal. Students will clean out lockers at the end of each nine weeks and more often if necessary. **The top of lockers must remain clear at all times.**

## LOST AND FOUND

Personal items found around the school should be taken to the gym. Students who have lost personal items should check there periodically to see if their missing items have been turned in. Parents are advised to label all articles of clothing, lunch boxes, backpacks, purses, etc. with the student's name. **After a reasonable time, unclaimed items will be donated to charitable organizations.**

## AAPTO

The Ashley Academy Parent/Teacher Organization is a group that seeks to develop a close relationship between parents, students and schools so that parents, teachers and/or students may cooperate in the education process. A membership drive is held each fall. Meetings are usually held bi-monthly.

## POSTING SIGNS/ADVERTISING

All signs posted must be approved by school administration. **This includes distribution of materials** in the gym, parking area or any other area on school property.

## PET POLICY

Pets or other animals are not allowed on Ashley Academy property or at Ashley Academy sponsored events without the express written consent of the Principal/Headmaster. When approval is given for a pet visit, the animal must be caged/leashed and controlled by the owner. By signing a One-Time On Campus Pet Authorization Form, the signer agrees to assume all responsibility for the actions of their pet while on campus. No animal is to freely roam in the classrooms or on the school grounds. The owner shall be responsible for cleaning up after said animal to help prevent the spread of bacteria and viruses.

“Classroom” pets (e.g. hamsters, fish, guinea pigs, and the like) may be permitted, unless students' allergies prohibit their presence, with the written consent of the Principal/Headmaster. Teachers should complete a Classroom Pet Permission Form.

## **REWARD AND DISCIPLINE SYSTEM**

Effective discipline is an essential ingredient of an effective school. National surveys repeatedly indicate that school discipline is a major concern of teachers, parents and communities.

Ashley Academy's reward and discipline policy has one simple goal: to promote an orderly and safe learning environment in which all students learn to respect themselves, to respect other persons, and to respect their physical environment and the property of others.

To these ends, teachers establish a specific set of behavioral principles and rules which comprise the specific discipline policy for their classroom. Teachers' policies will be posted in each classroom and will be made available to parents so they can review them with their children. Most routine disciplinary matters will be handled by the classroom teacher.

In general, whenever possible, it is the policy of Ashley Academy to emphasize rewards rather than punishments, whenever possible. Teachers will provide parents with a list of typical rewards that may be used in their classrooms. Parents who do not wish certain rewards to be available to their child may object to any particular form of reward (such as snack items) by making their wishes known to their child's teacher.

When desirable behavior cannot be effectively promoted with rewards, or when in the judgement of the teacher it is necessary to apply a negative consequence, students may be subjected to a range of penalties.

Please refer to more specific information regarding discipline and behavior expectations in the following Codes of Conduct.

## PRE-SCHOOL CODE OF CONDUCT

### **Behavior Philosophy:**

Ashley Academy's behavior policy endeavors to mirror the mission statement of fostering the development of the whole child and preparing the child for lifelong learning and leadership. Since self-control in the learning environment is a vital element in the academic growth of the child, preschool discipline might be considered the genesis of this process. Hence, teachers and staff will take the time to work with the children in a nurturing way as a class and individually, to help them learn self-control, respect for others, property, and themselves.

The following behavior guideline information will be used to help the child learn age appropriate behavior in the areas of:

- Listening.
- Following directions.
- Working in a way not to disturb others.
- Respecting others. Be kind with your words and actions.
- Respecting school and personal property.
- Working and playing safely.

### **Behavior Guidelines:**

The classroom teacher will handle most routine disciplinary matters. Parents will be informed of teachers' individual classroom expectations and consequences at the beginning of the year.

At the preschool level each child and each behavioral situation may be different, therefore positive guidance approaches will be used which include but are not limited to:

- Redirection
- Positive reinforcement
- Encouragement
- Consistency

## Consequences

In the event that the before listed discipline process does not serve to remediate a discipline problem and a problem persists the problem will be dealt with in the following manner with proper documentation of incidents, outcome, and discipline imparted.

- The parent will be notified by the teacher and a parent conference will be scheduled to discuss the problem(s) and the means for correcting them.
- A reasonable amount of time will be given to solve the problem.
- For any behavior that cannot be satisfactorily dealt with in the classroom, the child will be sent to the Principal's office.
- If a child's behavior is believed to put other children or staff members at risk, the administration reserves the right to ask parents to immediately remove the child from the program (suspension). The school will continue to work with the parent to help change the behavior; however, in the event this is not successful in a specific time frame the parents may be asked to permanently withdraw the child from the program (expulsion).
- Upon the discretion of the Principal a Disciplinary Committee may be called to review the situation. This committee consists of the Principal, the teacher involved in the situation, and a teacher from a different section of the school.

Examples of the type of behavior which may result in suspension of the child would include but are not limited to:

- Verbal or physical threats to other students or staff
- Intentional physical assault which results in bodily harm and includes excessive or repetitious biting, hitting, wrestling, and kicking
- Repeated bullying

The following serious acts of misbehavior will result in expulsion:

- Bringing weapons to school including, but not limited to: knives, guns, martial arts weaponry, slingshots, or any object used or intended to be used to inflict death or serious bodily injury. The Principal will notify the appropriate authorities, such as the Department of Child Services and/or the police.

No corporal punishment will be administered.

Since Ashley Academy is a school of choice and is devoted to a standard of excellence, we encourage each family to accept the opportunities available and enjoy a safe, nurturing environment.

## KINDERGARTEN - 8<sup>TH</sup> GRADE CODE OF CONDUCT

### **Behavior Philosophy:**

Ashley Academy emphasizes and advocates a positive behavior development system. It is the school's desire that students grow in responsible behavior at every level. This mirrors the school's mission statement of fostering the development of the whole student and preparing the student for lifelong learning and leadership. Therefore, teachers and administration are committed to helping students understand and develop criteria to make responsible choices. Ashley Academy students should be mindful of and responsible for the following:

- respecting the dignity and worth of every person in the school
- respecting school property
- respecting the right for all students to learn
- listening carefully and following directions
- being prepared and ready to work when class begins
- working and playing safely
- doing their best work

### **Behavior Guidelines:**

Teachers at Ashley Academy are primarily responsible for maintaining appropriate student conduct in their classrooms **as well as on trips that are an extension of the classroom curriculum**. Teachers will establish behavior guidelines for their classrooms, which support the attribute of student responsibility. Teachers will also handle routine disciplinary matters. These guidelines will be communicated to the students and parents at the beginning of the year. In the event that a student chooses to violate this good behavior code, certain consequences should be expected and will be documented. A trip to the principal's office may be warranted when the classroom teacher deems it necessary and the following consequences may be applicable.

- Parent notification via discipline report and/or letter to be signed and returned the following school day
- Parent conference either in person or via telephone with teacher and/or Principal
- Out-of-school suspension
- Expulsion

**The Administration also reserves the right to bypass the above progression when the student behavior warrants such action.** If a student repeatedly behaves in ways that threaten the dignity and worth of others or interferes with other students' learning, teachers can expect to have administrative support in responding to the misbehaving student. Upon the discretion of the Principal, a Disciplinary Committee may be called to review a situation. This committee is

comprised of the Principal, the teacher involved in the situation, and a teacher from a different section of the school.

Examples of the type of behavior which will result in **suspension** of the student would include, but are not limited to:

- Verbal assault, including, but not limited to: foul language, harassment, defamation, threat of physical abuse/assault, bigotry, intolerance, cheating
- Intentional physical assault
- Vandalism
- Theft
- Repeated Bullying

Examples of the following behaviors which will result in **expulsion** of the student would include, but are not limited to:

- Weapons at school including, but not limited to: knives, guns, box cutters, martial arts weaponry, slingshots, brass knuckles, or any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury
- Illegal substance use, abuse, or possession
- Sexual Assault/Harassment includes, but is not limited to: comments, inappropriate touching, and/or exposure

In the above situations, if required, the Principal will notify the appropriate authorities such as the Department of Child Services and/or law enforcement.

**It is understood that all students are expected to comply with the directions of, and show courtesy and respect toward the principal, teachers, substitute teachers, teacher assistants, lunchroom and playground monitors, members of the Board of Directors, or other authorized personnel during any period of time when they are under the authority of school personnel.**

Since Ashley Academy is a school of choice and is devoted to a standard of excellence, we encourage each family to accept the opportunities available and enjoy a safe, nurturing environment.

## **ANTI-BULLYING POLICY**

Bullying will not be tolerated and will be dealt with in the same manner as other disciplinary issues. Bullying includes (but is not limited to) **physical** (hitting, kicking, stealing), **verbal** (name-calling, insulting remarks), and/or **emotional** (exclusion, spreading rumors) abuse directed towards a fellow student or teacher.

## ADDRESSING CONCERNS

Occasionally a question, a problem or concern may arise. We ask that you first speak with the person(s) directly involved in order to resolve your situation. We have found that most concerns can be effectively handled at the classroom level. If you feel the need to bring in a third party after your conversation with those directly involved, the principal is available to help you. If your concerns are still unresolved, put your concerns **in writing** to a board member and it will be placed on the agenda for the next scheduled meeting of the Board of Directors.

## DAMAGES TO SCHOOL PROPERTY

A major goal at Ashley is to instill student pride in the school. This includes developing a sense of caring for the property. When damages occur, either accidentally or deliberately, the responsible person will be assessed the cost of repair or replacement.

## DISMISSAL FROM ASHLEY ACADEMY POLICY

No-fault dismissal - Should a child enrolled and attending Ashley Academy be identified by the teacher and Director of School/Principal as socially and/or academically not ready for the Ashley program, a dismissal may occur if deemed necessary by the teacher and Director of School/Principal. Any tuition or other debts owed through the date of dismissal will remain due and payable, but any contractual obligation to payment for services beyond the date of dismissal will be cancelled. Any prepaid tuition for periods beyond the date of dismissal will be refunded on a calendar pro-rata basis.

Dismissal for cause - Should a student need to be dismissed for continuous or severe discipline interruptions in the classroom or on campus, a dismissal will occur **without a refund and without cancellation of any outstanding contractual obligation**. Ashley Academy also reserves the right to dismiss any student for non payment of fees, tuition, and surcharges that are in arrears 90 days. Such dismissal does not relieve parent/guardian/family of any contractual obligations.

*Ashley Academy reaffirms its longstanding non-discriminatory policy that admits students of any race, color, or creed to all the rights, privileges, programs and activities generally accorded or made available to the school.*

*Ashley Academy further states that it does not discriminate on the basis of its educational policies, admission policies, scholarship program, or other school administered programs.*

## 2009-2010 FACULTY AND STAFF

**Albright, Davy - Physical Education/Health**

B.S. - Carson-Newman College

**Andrae, Jamie - Middle School Science/Computer**

B.S. - East Tennessee State University

**Arnold, Matthew - Middle School Math/Language Arts/  
5<sup>th</sup> Grade Computer/6<sup>th</sup> Grade Study Skills**

B.S. - East Tennessee State University

**Canter, Jeanne - Secretary**

**Colinger, Judy - Middle School Language Arts/  
Social Studies**

B.S. - East Tennessee State University

**Fennell, Beth - Teacher Assistant**

B.A. - East Tennessee State University

M.B.A. - East Tennessee State University

**Furches, Elizabeth - PreK**

B.S. - East Tennessee State University

**Gray, Tara - Art**

B.F.A. - University of Tennessee

**Hagelberg, Betsy - French**

B.S. - New York State University

M.S. - Florida State University

Montessori Training - London Montessori Teacher Training College

**Hampton, Melissa - PreK**

B.S. - East Tennessee State University

**Hatcher, Lindsay - PreK**

B.S. - East Tennessee State University

**Hauser, April - 2<sup>nd</sup> Grade**

B.S. - East Tennessee State University

**Hodan, Heather - PreK**

B.S. - East Tennessee State University

**Horton, Peggy - Kindergarten**

B.S. - East Tennessee State University

M. Ed. - East Tennessee State University

Ed. S. - East Tennessee State University

**Kominek, Eloise - Librarian**

B.S. - Colorado State University

M.S. - Case Western Reserve University

**Maggard, Jackie - Director of School/Principal**

B.S. - East Tennessee State University

M. Ed. - East Tennessee State University

**Martin, Amy - 4<sup>th</sup> Grade**

B.S. - East Tennessee State University

**O'Dell, Myra - Middle School Math**

B.S. - Milligan College

**Owens, Heather - 1<sup>st</sup> Grade**

B.S. - Middle Tennessee State University

**Rusinol, Julia - Spanish**

B.S. - University of Tucuman

**Stahlman, Shelley - Kindergarten**

B.S. - Florida State University

M.A.T. - East Tennessee State University

**Torbett, Anna - Extended Care Director**

B.S. - Freed-Hardeman University

**Turner, Sharon - Music**

B.A. - Bob Jones University

**Ziglar, Holley - Third Grade**

B.S. - University of Tennessee (Chattanooga)

M.A.C.E. - Southern Seminar

## **Parents' Responsibilities -**

**Parents have a responsibility to Ashley Academy to:**

- **Show respect and support for children, teacher, and Ashley Academy**
- **Support the classroom and school discipline policy**
- **Attend parent-teacher conferences, school programs, and Open House**
- **Talk with child each day about his/her school activities**
- **Provide a quiet, well-lit place for study and supervise the completion of homework**
- **Notify the school by 8:00 a.m. when child will be absent**
- **Let the office know if lunch needs to be ordered for children who will be tardy**
- **Observe the rules of Ashley Academy as set forth in this handbook**
- **Share their concerns with the Director if our program is not meeting their child's needs**
- **Listen to concerns that staff have about the child's behavior, and work through an agreeable solution to any problems that might occur**
- **Sign out their child from Extended Care/picking up by 6:00 p.m.**
- **Notify staff when un-authorized people will pick up children**
- **Inform staff if child has been exposed to a contagious illness**
- **Pay fees on time**
- **Keep child's records up-to-date with all changes in phone numbers or addresses**

Parents/guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parents/guardians are expected to exercise the required controls so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's education program.

**Dear Teacher:**

We ask that you review the Student/Parent Handbook with your students. Please complete the information below after completing your review, and send handbook home to parent for review.

My student, \_\_\_\_\_ and I have reviewed and understand the Student/Parent Handbook for Ashley Academy.

\_\_\_\_\_  
Teacher Signature Date \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date \_\_\_\_\_

**Dear Parent/Guardian:**

We ask that you review the Student/Parent Handbook with your child. Please complete the information below after completing your review, and return completed form to homeroom teacher for student file.

My child, \_\_\_\_\_ and I have reviewed and understand the Student/Parent Handbook for Ashley Academy.

\_\_\_\_\_  
Parent/Guardian Signature Date \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date \_\_\_\_\_