



Parent / Student Handbook 2018-2019

1502 Knob Creek Road
Johnson City, Tennessee 37604
Phone: 423-929-7888
Fax: 423-929-7666
www.ashleyacademy.com

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 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

Ashley Academy Board of Directors

Officers

Dr. Thomas Jones
Chair

Dr. Matt McBee
Vice Chair
Finance Chair

Ms. Debra Brooks
Secretary
Academic Affairs Chair

Directors

Mrs. Bettina Cohan Mr. Ryan Hurst Mrs. Bridget Jeter

Mr. Keith McCoy Mrs. Patricia Oldham

TABLE OF CONTENTS

Mission Statement	02	Code of Conduct	
		Pre-kindergarten	17
Board of Directors	02	K - 8 th	19
		Reward and Discipline System	21
Academics/School Day		Anti-Bullying Policy	22
Appointments during school	04	Damages to School Property	22
Arrival	04	Dismissal from Ashley Policy	22
Campus Visitor Policy	05		
Concerns	05	Dress Code	
Dismissal	05	Student Dress Code	23
Emergency Contacts/Pickup	06	Consequences for Attire	
Field Trips	06	Infractions	24
Field Trip Dress Code Policy	06	Change of Clothing	25
Grading Scale	07	P.E. and Outside Play	25
Homework	07		
Items to Leave at Home	07	Emergency Procedures	
Lockers	07	Closures/Snow Days	25
Lost and Found	08		
Lunch	08	Electronics	
Party Guidelines	09	Telephone Use	26
School Day Hours	09	Cell Phones & Personal Electronic	26
School Supplies	09	Media/Gaming Devices	
Snacks	09		
Student Placement Policy	10	Financial Obligations	
Student Report Cards	10	Past Due Policy	27
Standardized Tests/NWEA	10		
		Illness and Injury	
Admissions		Child Abuse Law	28
Immunizations	11	Head Lice Policy	29
Physical Exams	12	Medication Policy	29
Scholarship Policy	13	School Counselor	30
Tuition/Fees Payment Process	13		
SMART Tuition Policy	13	Pet Policy	30
After School Activities Policy		Posting Signs/Advertising	30
Extended Care	14		
		PTO (Parent/Teacher Organization)	30
Attendance Policy			
K – 8 th	15	Faculty and Staff	31
Makeup Work	16	Acknowledgement of Receipt of	
Tardy Policy	16	Handbook (Sign/Return to School)	



Dear Parents & Students,

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

Ashley Academy is an exciting place in which to grow and learn. The school'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.

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 – where we foster curiosity, celebrate creativity and develop character while embracing academic challenges.

Sincerely,

Ramona Harr
Headmaster

THE ACADEMIC PROGRAM

Ashley Academy was founded to meet the needs of bright and talented students. Additionally, the Academy provides programs for preschool children who needed CREATIVE stimuli.

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. Also, Ashley Academy's curriculum will address the required standards for the State of Tennessee because our students will graduate and attend some of the public schools in our area; however, these standards are only an extension of the Academy's curriculum.

Field 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 participate in art, music, physical education, Spanish, library, and computer technology.

APPOINTMENTS DURING SCHOOL DAY

If your child must leave school for an appointment during the school day, a parent must come to the front office and the administrative assistant will call the classroom for the child. The parent will need to sign out in the office and sign in with your child upon returning. **For the safety of our children, a slip from the office is required for a child to be taken out or returned to class.**

MORNING ARRIVAL

Early room is provided from 7:00 a.m. – 7:30 a.m. with a daily cost of \$4.00 per child. The supervising teacher will walk pre-kindergarten students to their classroom and students, kindergarten through fifth grade, will go to the gym at 7:30 a.m. Middle school students will go directly to their classrooms. All children may arrive at the school starting at 7:30 a.m. with no additional charge.

Parents of pre-kindergarten children will walk them directly to the classroom starting at 7:30 a.m. Students (K – 8th) should arrive between 7:30 a.m. – 7:45 a.m. After this time, they will be released to go to their classrooms.

Please observe the one way traffic through the Ashley campus. Entrance to the school is on Knob Creek Road and the Exit is on Lacy Street. Parents who arrive early for drop off 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 drop-off lane.**

CAMPUS VISITOR POLICY

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

ADDRESSING CONCERNS

Occasionally a question, problem or concern may arise. We ask that you follow the appropriate protocol:

- First speak with the child's teacher directly in order to resolve your situation. We have found that most concerns can be effectively handled at the classroom level.
- Next, if you feel the need to bring in a third party after your conversation with those directly involved then contact the Division Coordinator, then the Academic Dean, and finally, the Headmaster.
- Finally, if your concerns are still unresolved, we ask that you put them **in writing** addressed to the Board Chairman and the concern will be placed on the agenda for the next scheduled meeting of the Board of Directors.

DISMISSAL

School dismisses at 3:15 p.m. daily. Prekindergarten children will dismiss directly from their classroom between 3:00 p.m. – 3:15 p.m. At 3:15 p.m., these students will go to room 10. Parents of this age group will need to park and go to the classroom to sign out their child.

Kindergarten students staying for Extended Care will be sent to room 10 during dismissal. All other students will meet in the gymnasium and students are individually called as their parent arrives. Parents may park and collect their child directly from the gym at the designated door to sign out their child. For safety reasons, all children are to check-out with the designated teacher, who will record when they left and with whom. Students who are not picked up by 3:30 will be taken to Extended Care. Charges for Extended Care begin at 3:30.

Please observe the one way traffic through the Ashley campus. Entrance to the school is on Knob Creek Road and the Exit is on Lacy Street. Parents who arrive early for drop off 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.** Parents and teachers are encouraged to keep the walkway clear for students during this time to speed up the loading process.

EMERGENCY CONTACTS / PICKUP

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 permission form in the office. A form of identification will be required of individuals who are not listed on the pick-up list.

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 driver's license on file in the school office before transporting. **Proof of insurance and driver's 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 Headmaster's 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. For safety purposes, educational field trips are for class members only, and the attendance of siblings is not allowed. A parent who attends the field trip is considered a chaperone for students and a representative of the school. Parents should be aware of the school dress code for chaperones and dress appropriately. Everyone is expected to travel as a group throughout the entire field trip. Individual cars are not to separate from the group for reasons such as refreshments, gift shops, etc. without first consulting the lead teacher.

FIELD TRIP DRESS CODE POLICY

Field trips provide enrichment opportunities for the students at Ashley Academy. As ambassadors for our school, all students must wear a cobalt blue Ashley Academy logo shirt on field trips and khaki bottoms (pants, shorts, skort, skirt, or capris) unless otherwise specified on the field trip permission slip. Students not wearing the appropriate attire may not be allowed to go on the field trip.

GRADING SCALE

Academic Classes

93-100	=	“A”
85-92	=	“B”
75-84	=	“C”
70-74	=	“D”
Below 70	=	“F”

Related Arts / Special Areas

85-100	=	“S”	(Satisfactory)
Below 80	=	“N”	(Not Satisfactory)

HOMEWORK

Homework will be given in grades K – 8th. Students can expect to spend 10 minutes per grade level. For example, if a child is in second grade then approximately 10-30 minutes should be spent on homework each evening depending on the working speed of the student. Parents should create a location in the house that allows the child to work on assignments without interruption for the designated amount of time. Students who are absent are expected to make up work that has been given during their absence in a timely fashion. 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. or check FACTS SIS (formerly RenWeb) for assigned work.

ITEMS TO LEAVE AT HOME

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. 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. Items not appropriate for school will be confiscated.

Ashley Academy is not responsible for any lost, stolen, or damaged items. The buying and selling of any items between students is prohibited on campus.

Younger students (PK – K) are allowed to bring special items on their assigned Show and Tell times/days.

LOCKERS

Lockers are provided for students in grades four through eight. 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. Locks will not be placed on lockers. Students are encouraged to clean out lockers at the end of each nine weeks and more often if necessary.

LOST AND FOUND

Personal items found around the school should be taken to the office. 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.**

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.

A lunch schedule is provided and prices of school lunches are listed on FACTS SIS (formerly RenWeb). In the event students choose not to eat lunch on a particular day, they may bring their own lunch from home. Students in grades third through eighth may use the microwaves to heat lunch items brought from home. Students in Kindergarten through second grade will not be using the microwaves due to safety reasons, the level of independence, and a limited time for lunch. Lunch orders are placed in advance. If your child has not ordered, and does not bring a lunch from home, a Macaroni and Cheese, chips and applesauce lunch will be provided for your children at the cost of \$5.50. If your child has ordered lunch, but is absent on the day of the order, please call the office if you would like to collect the lunch later in the day. Due to orders being placed a week in advance, meals will not be cancelled or credited to accounts.

We ask that you please limit the items with high sugar content packed in lunches brought from home. Research shows that these items hinder the energy needed for the brain to function appropriately and efficiently. Parents should clearly mark lunch boxes and lunch bags with proper identification. Ashley Academy does not endorse any policy that would withhold nutritionally necessary food as part of its discipline system.

Parents will be billed at the end of the month for the number of lunches eaten and other items bought for the previous month. However, the lunches selected for the month of May will be billed at the beginning of the month so that accounts are closed out by the end of the school year.

Parents, younger siblings, and grandparents are encouraged to come join students for lunch. Guests are allowed to order a lunch through the monthly menu.

PARTY GUIDELINES

Classroom parties should be coordinated with the teacher and Division Coordinator 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.

SCHOOL DAY HOURS

Prekindergarten Classes	7:50 a.m. - 3:15 p.m. (tardiness is not applicable)
Kindergarten – 8 th grade	7:50 a.m. - 3:15 p.m. (considered tardy at 7:51 a.m.)

SCHOOL SUPPLIES

Students are expected to have a pencil, paper, materials, and notebook in each academic class. A class supply list is provided for each student upon enrollment. These items are to be labeled and brought to the classroom. Any student who does not have the necessary supplies may be required to report to the Academic Dean, in order to call home for the necessary items. As the year progresses, teachers may inform the child's parents about restocking the supplies of items that are depleted.

SNACKS

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 prekindergarten through 5th will have a snack time that is separate from break. Students in grades 6th - 8th will be given a time mid-morning to eat a snack during classes. Should a student have a medical need for snack at a set time, this information should be made known to the Division Coordinator and the child's teacher along with a parent or doctor's explanatory statement. Again, we encourage parents to pack nutritional snacks for their children.

STUDENT PLACEMENT POLICY

In the event that two classes are open or combined, the Headmaster, Academic Dean, and teacher will review the children's social and academic needs and will decide the best possible placement for each child. Parents may request a specific placement, and their request will be considered.

STUDENT REPORT CARDS

Ashley Academy's school year consists of four (4) quarters of approximately nine weeks each. Students in kindergarten through eighth grade 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. Prekindergarten students will receive a progress report at the end of the second and fourth nine weeks. In addition to the written report, teachers will keep parents informed of their child's progress through FACTS SIS (formerly RenWeb), a web-based grading book used by teachers in grades 1st – 8th for midterm reports and formal conferences.

STANDARDIZED TESTS / NWEA ASSESSMENTS

Students in third through eighth grade take a standardized test once a 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.

NWEA testing is a research-based computerized assessment to help educators identify student learning at each grade level. It is given three times a year to students in Kindergarten through eighth grades: beginning of the year, mid-year, and in the spring. Parents will receive a copy of the results after the end of the school year.

ADMISSIONS

Ashley Academy seeks students of average or above average 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. Ashley Academy has an open enrollment policy meaning students may enroll any time during the school year.

To complete the application process, it is necessary to:

- Submit an enrollment application with the non-refundable application fee;
- Send copies of school records if a child has attended another school.
- Visit a few hours in the classroom for children in grades 1-8 and children applying for prekindergarten or kindergarten will need to visit the school with their parent.
- Complete entrance exam for students in kindergarten through eighth grade
- Meet with the Headmaster or Academic Dean.

When these steps have been completed and space is available, the school may offer a contract. A child is considered enrolled in Ashley Academy when all of the above steps have been completed and the contract has been signed and returned with a deposit. After classes are filled, candidates are placed in a waiting pool.

All students to be enrolled in kindergarten must be five (5) years old on or before August 15 of the current year. The following student records are required by the state:

- TN Immunization Form
- Certified Birth Certificate (not the “Mother’s Copy”)
- Previous school record

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 are:

Day care, Pre-school or Pre-kindergarten (Infants entering child care facilities must be up to date at the time of enrollment and are required to provide an updated certificate after completing all of the required vaccines due no later than 18 months of age.)

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV)
- Measles, Mumps, Rubella (1 dose of each, given together as MMR)
- Varicella (1 dose or credible history of disease)
- Haemophilus influenzae type B (Hib) – age younger than 5 years only
- Hepatitis B (HBV) (usually completed in infancy)
- Pneumococcal conjugate vaccine (PCV) – age younger than 5 years only
- Hepatitis A – 1 dose, required by 18 months of age or older

Kindergarten

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Hepatitis B (HBV) (usually completed in infancy)
- Measles, Mumps, Rubella (2 doses of each, given together as MMR)
- Poliomyelitis (IPV) – final dose on or after the 4th birthday
- Varicella (2 doses or history of disease)
- Hepatitis A (total of 2 doses, spaced at least 6 months apart)

Seventh Grade

- Tetanus-diphtheria-pertussis booster (Tdap)
- One dose of varicella or credible history of disease if new to TN schools or if entering kindergarten

New Students to Tennessee Schools

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Measles, Mumps, Rubella (2 doses of each, given together as MMR)
- Poliomyelitis (IPV or OPV) (final dose on or after the 4th birthday)
- Varicella (2 doses or credible history of disease)
- Hepatitis B (HBV)
- New students entering grades other than 7th grade are not required to have Tdap

Alternative proof of immunity for certain diseases: A positive serology (year of test documented) is acceptable as an alternative to immunization for measles, mumps, rubella, hepatitis A, hepatitis B or varicella. For varicella, documentation of provider diagnosed with varicella or provider-verified credible history of disease given by a parent or guardian is also acceptable. By documenting a history of the disease, the provider is asserting that he or she is convinced that the child has had chickenpox.

Medical or Religious Exemptions: Children with medical exemptions must provide their child's school with documentation from their medical provider. Religious exemptions require a signed statement by the parent/guardian that vaccination(s) conflict with his or her religious tenets or practices.

SCHOLARSHIP POLICY

Any family wishing to apply for financial assistance may complete the application process as early as January of the current school year and no later than May 31. The financial information provided will be reviewed by an independent third party service utilized by the school to analyze applications. The application submitted to Smart Aid/Blackauld must be completed in full so that the third party can provide the analysis to the school to allow a decision to be made. The application must receive a good or very good rating by Smart Aid/Blackauld. Incomplete applications will not be reviewed until all information has been provided. The Scholarship Committee will review and approve assistance prior to the final board meeting of the fiscal year in order to allow the Headmaster time to notify the families of the school's decision. Ashley Academy's annual scholarship budget is set by the Board of Directors. This amount is limited and the amount allocated varies from year to year. When this budgeted amount has been distributed then no additional funds will be available, even if it is prior to the application deadline. Therefore, it is important to submit the application early. This information is confidential – names of applicants are not disclosed or shared. It is the goal of the Finance Committee and full Board of Directors to provide support where needed given the resources available within the school budget. **Note:** If prior year tuition has not been paid or any expenses related to the lunches/after-school care are still due, scholarship applications will not be reviewed until those expenses have been brought current.

TUITION/FEE 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 1 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 June - May 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

Tuition can be paid in full or monthly payments. Families must participate in SMART Tuition Management Program if paying monthly is preferred.

.....

AFTER SCHOOL ACTIVITIES POLICY

All students remaining on Ashley Academy campus after 3:30 p.m., who are not involved in a middle school club or an instructor led activity or with a parent, must be in Extended Care. Enrichment activities are offered as mini-sessions (4-5 weeks) at a separate cost of afterschool care.

EXTENDED CARE

All children not picked up by 3:30p.m.will automatically go to Extended Care. Exceptions would include afterschool tutoring, athletics, or enrichment activities. Parents are charged for Extended Care services at a single rate of \$12 for 3:30 p.m. – 6:00 p.m. No adjustments will be made on this cost based on partial time. **Any student picked up after 6:00 p.m. may be charged at a rate of \$1.00 per minute.** Parents must sign students out when they are picked up.

Students (PK – K) will go to room 10 and students (1st – 8th) will go to room 8. Signs will be placed on these classroom doors if the location should change. Extended Care provides a monthly calendar about the activities planned for each day. The school insurance mandates that all children must be supervised at all times.

.....

ATTENDANCE POLICY KINDERGARTEN - 8TH 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 because of the discussion and teacher interaction that cannot be replicated at a later time. Ashley Academy acknowledges the benefit of family trips but excessive absences although beneficial could place students at risk to fall behind in their academic achievement. Consequently, repeated absences are viewed as a serious problem.

Pre-Arranged Absences

We recognize that family trips can be a valuable learning experience for our students. However, the child will be missing classroom instruction and discussions that cannot be replaced with assignments or captured in a book. Therefore, we request our families to be very thoughtful about the reason for missing a school day(s). If a family is going to be out of town, the parent should contact the administration prior to the expected absence as soon as possible. The advanced allows the teacher to have the time to collect the needed assignments, which are due on the day the child returns to school.

Policy

A child will be counted present as long as they are in school for at least 3.5 hours of the day. Excused absences (less than 3.5 hours at school) include but are not limited to: illness, death of a relative, medical/dental appointments, religious observances, or pre-excused absences approved by the Headmaster. Students who have excused absences can make up their work. If a student is absent, a courtesy call from parents informing the school of the reason for the absence is appreciated. At this time, parents may request homework to be available at the end of the school day. Prearranged absences 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 on the return date.
- A written request must be presented to the Headmaster in advance of the absence.

Absences exceeding ten (10) days that are not pre-arranged are recorded as unexcused and considered excessive. The school will require parents to present a doctor's excuse prior to allowing their child to complete missed work. Furthermore, a recommendation may be made by the Headmaster and the child's teacher not to allow the student to proceed to the next grade level at Ashley Academy. All absences, pre-arranged, excused or unexcused, are counted in the maximum number of days (20) that may be missed during the school year. All make-up work must be completed in a timely manner, typically the same number of days a child is absent will be the days given to complete missed assignments. Assignments missed due to a pre-arranged absence is due on the day the student returns to class. 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. Perfect attendance is recognized by the Headmaster at a school wide assembly each nine weeks.

MAKE-UP WORK

A student may be excused for an absence but the material covered in the class is not. It is the responsibility of the student to request make-up work and complete the assignment(s). The following guidelines will be followed concerning missed work:

- Student will have the same number of days to complete make-up work as the days absent.
- Student may receive a zero (0) for assignments not completed by the deadline.
- Credit for work missed during unexcused absences will be determined by the teacher and/or administrator.
- Students, who miss a class or leave early, should be prepared to complete any assignments such as quiz, tests, or projects on the return date to class.
- Work missed from pre-arranged absences will be submitted on the day the student returns to class. Otherwise, a zero will be given for incomplete assignments.

TARDY POLICY KINDERGARTEN - 8TH 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.

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. A student with more than three (3) unexcused tardies within nine weeks will be required to serve a thirty (30) minute detention afterschool. As a corrective measure to excessive tardiness, the following approach may be used:

- The teacher will conference with the student.
 - The teacher will conference with the parent(s) and the student will serve an in-school detention
 - The Headmaster will conference with the parent(s) and the student.
-

CODE OF CONDUCT PREKINDERGARTEN

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 Academic Dean'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).

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 on a repeated basis
- 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 Headmaster 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.

CODE OF CONDUCT KINDERGARTEN - 8TH GRADE

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
- Prepared for class and ready to give their best effort
- Working and playing safely

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 Academic Dean'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 Academic Dean
- 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.

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 Headmaster 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 Administration, 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.

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.

Administration and teachers encourage students to be individuals of character. Ashley Academy's discipline policy has one simple goal: respect others. We 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, it is the policy of Ashley Academy to emphasize positive reinforcement rather than punishments, whenever possible. Teachers provide parents information on their individual policy and procedures that may be used in their classrooms. In more serious and repeated inappropriate actions occur the administration needs to become involved. In those cases the following procedures will be followed:

- 1) First offense: A warning will be given to be certain each student understands why the specific behavior was inappropriate and unacceptable. A discussion will include a list of acceptable behaviors and how the child could make better choices.
- 2) Second offense: Student may be required to spend an in-school detention (time in the main office) with the Academic Dean and/or Headmaster. The homework will be completed and graded for full credit. A discussion will include the reason why the child was in the office and what behavior needs to change.
- 3) Third offense: Student may be suspended from school for up to 4 days. Classroom assignments and homework will receive a grade of zero (0).
- 4) Final offense: Expulsion with the inability to reenroll at Ashley Academy.

It is possible for these steps to be adjusted depending on the severity of the child's action. In all cases parents will be contacted when their child has been sent to the office.

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

ANTI-BULLYING POLICY

According to Stopbullying.gov, bullying is defined as “unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.” Bullying, including cyberbullying, 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, making threats), and/or **emotional** (exclusion on purpose, spreading rumors) abuse directed towards a fellow student or teacher. Additionally, intimidating or threatening messages sent through electronic communication by students on or off-campus will be disciplined when it disrupts the school environment.

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 as socially and/or academically not ready for the Ashley program, a dismissal may occur if deemed necessary by the teacher and Headmaster. 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.

.....

STUDENT DRESS CODE

At Ashley Academy, academics are the primary concern and the dress code provides guidelines regarding what attire is appropriate so that students are not disrupted or distracted from classroom instruction. This Student Dress Code is created to:

- Develop an attitude of excellence
- Promote an environment of learning
- Teach responsibility
- Encourage respect toward oneself and Ashley Academy
- Recognize appropriate dress for different environments, whether for school, informal activities, or places of work

In general, daily dress clothing should be neat in appearance, clean, and not torn or frayed. Here are some guidelines:

Shirts or Tops

- Tops or Blouses for females should have a neckline approximately 3 inches from the bottom of the neck. The back of the shirt should be no lower than in the front.
- Shirts must have sleeves.
- Tank tops are not permitted.
- Shirts constructed of sheer or lacy material are not permitted.
- Heavy coats or jackets, with or without a hood, are not permitted to be worn inside the classroom.

Pants or Shorts

- Pants must be worn at the waist and should not be torn or frayed.
- Shorts, skorts, skirts, and dresses should be no more than 5-inches above the knee - the length of an index card is a good tool of measurement.
- Shorts must be worn under dresses during Physical Education class for grades prekindergarten through fifth grade.
- Spandex clothing is not to be worn as outerwear under any circumstances. Leggings or jeggings can be worn under a dress but they are not allowed to be worn as pants.
- Middle school students are required to change into their PE uniform and the clothing should be washed regularly.

Hair

- Hair should be clean and combed.
- Unnatural hair color is not acceptable but may be allowed on special school events with permission from the child's teacher.
- Hair should be out of the face and eyes should be visible at all times.

Parents and students should follow these guidelines to assist with making decisions about appropriate dress:

- Any dress considered too revealing or extremely form fitting is not allowed.
- Clothing must provide adequate coverage of the body. It must cover the stomach, midriff or waistline area at all times – no skin should be visible between shirts and pants while sitting or extending hands overhead. Undergarments must be covered.
- Hats, caps, head coverings, bandannas, sunglasses, and hoods are not permitted inside the school buildings. These items may be allowed on special school events with permission from the child’s teacher.
- For safety purposes, students in prekindergarten through fifth grade should only wear tennis shoes or closed-toe shoes with a back strap. This will help to eliminate accidents during outdoor play. Older students are required to wear tennis shoes during physical education class and outdoor fun.
- Clothing, accessories, or any items that advertise substances which are illegal for adolescents (drugs, alcohol, tobacco products, etc.) or which are otherwise inappropriate (profanity, obscenities, violence, gang related, etc.) are not to be worn or brought to school.
- Clothing that invites or portrays discrimination against individuals or a group is unacceptable.
- Body piercing other than pierced ears is not acceptable.
- Jewelry such as large earrings, long necklaces, or bangled bracelets that would be a distraction or a safety concern to the student should not be worn.
- Excessive make-up is unacceptable at Ashley Academy.

We strongly encourage the child’s name to be written in all articles of clothing.

Attire for Wednesday Assembly

- Students will wear a polo shirt (cobalt blue, gray, or white) with the school’s logo and khaki bottoms (pants, shorts, skorts, capris, or skirt) for assembly each Wednesday. A cobalt blue polo shirt is required for field trips. This shirt must be ordered from Lands’ End with the school logo.

Attire for Field Trips

- Please refer to the Field Trip Dress Code Policy.

Consequences for Attire Infractions

Students are reminded that participants in Ashley Academy activities are ambassadors of the school. If necessary, the following guidelines will be followed in regard to attire infractions; however, it is within the administration’s discretion to determine appropriate dress and grooming.

- **First offense:** The student will be sent to the office to receive a warning.
- **Second offense:** The student will be sent to the office and will remain there until the parent is able to bring appropriate clothing.
- **Third or more offense:** The student will serve an in-school detention and may receive

additional discipline if multiple offenses occur.

CHANGE OF CLOTHING

All prekindergarten and kindergarten children 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 bag with the name of the child on the outside.

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 must be worn by all students during physical education classes. For safety purposes, students in prekindergarten through fifth grade should only wear tennis shoes or closed-toe shoes with a strap. Slip-on shoes should not be worn. This will help to eliminate accidents during outdoor play. ***Middle school students will be required to change each day for physical education.*** This is to encourage good hygiene. Children, unless excused from P.E. by a letter from a parent or guardian, are expected to participate in all activities.

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.

CLOSINGS / 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. Call the office and inform us of your circumstances. Absences during these circumstances are EXCUSED and the student is responsible for completing missed assignments.

In case of a delay due to inclement weather, listen to the radio or television stations for specific news about **Ashley Academy**. Announcements will be made on **WXBQ, WQUT, WETS** and **WTFM** radio stations and **WCYB, WJHL/WKPT** television stations. Additionally, an email will be sent from the Headmaster. If possible, the goal is to make a decision about school closing or on a delay before 6:00 a.m.

In the case of a 2-hour delay, early room will be available at 9:00 a.m. and school will begin at 9:50 a.m.

In the event that school must close after it has opened for the day, the above procedure will be followed. This will include contacting radio and television stations, as well as sending an email to parents.



ELECTRONICS – 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 or a teacher to use the 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 PHONES AND PERSONAL ELECTRONIC MEDIA/GAMING DEVICES POLICY

The use of cell phones, smart phones, e readers, tablets, personal computers, beepers and other personal electronic media devices on school property is permitted during school hours or after school during Extended Care as long as permission is granted by the Headmaster or the teacher. The Acceptable Use Policy (AUP) must be signed and on file before a child can have these items at school. Students found using such devices during school or Extended Care without permission are in violation of school rules and are subject to the related disciplinary action. Immediate action will include confiscation of the device to be returned only to the parent/guardian of the student.

Mobile devices are to be turned off and should remain in the child's backpack. If a child needs to contact their parent then he or she should speak with the teacher, who may allow the call to be made from the cell phone for this purpose only. If the parent needs to contact their child, please call the front office. Students are busy throughout the day and this is an interruption to their daily instruction and activities. We will find the appropriate time to share the message with the child. **It is important to note that even during an emergency, the school should be contacted first.** A child should never receive serious information without support and supervision from an adult.

If the school becomes aware of a student texting or using their phone without permission then the phone will be confiscated and the parent will need to collect it from the office. The student may lose the privilege of having a cell phone on school premises.

Student use of computers, mobile phones, smart phones, e readers, tablets, and other personal electronic media devices used for academic activities must be used under instructional supervision with permission from the Headmaster and/or teachers are responsible for ensuring the content is age appropriate.

.....

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.

PAST DUE POLICY

On any financial account in which the school must send notice of payment, the following dates will be observed:

31 day notice – Upon reaching 31 days past due, a 31 day past due notice will be mailed requesting payment or requesting the family contact the office in writing requesting approval for an alternative payment schedule that must be approved by the Board of Directors.

61 day notice – Upon reaching 61 days past due, a 61 day notice will be mailed requesting payment or requesting that the family contact the office in writing requesting approval for an alternative payment schedule that must be approved by the Board of Directors. Notice will be given that should the account exceed 91 days past due that the account will be sent for collection and the child(ren) dismissed from the school.

91 day notice – Upon reaching 91 days past due, a 91 day past due notice will be sent certified mail requesting payment within 10 days or that the child(ren) will be dismissed by the date listed on the notice unless the family has submitted a written request to the Board of Directors and received approval for an alternative payment schedule of the past due amount.

.....

ILLNESS AND INJURY

We want to prevent the spread of germs so please use the following guidelines to determine if your child should stay home so that others are not exposed to the same illness:

- Constant cough that is severe enough to disrupt class
- Fever of 100 degrees or higher
- Constant runny nose, or drainage from nose that is thick and green in color
- Listless child, who is unable to participate in classroom activities
- Diarrhea in the last 24 hours
- Undiagnosed body rash

However, there are times when the child becomes sick while at school. Our goal is to make any child who gets sick at school to feel comfortable until the parent is able to pick them up. Unfortunately, we do have limited space and it is important to plan ahead for an alternate care provider for your child in times of illness, during and after school hours. If a child gets sick at school, parents will be called and asked to pick the child up. **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.

Below are some health-related conditions which are seen in schools, and how school personnel and our families are advised to respond.

Strep Throat – a student 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 – the student will not return to class and the parent will be called. Students should stay home as long as diarrhea is present.

Conjunctivitis (Pink eye) – the student may return in 24 hours after treatment is started and signs and symptoms of eye drainage are greatly reduced.

Head Lice - All nits must be removed before returning to the classroom. A student 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.

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 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 Headmaster. 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 Headmaster, who 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.

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. The child will carry the emergency medication in a small pouch and it will be carried to each room with the student.

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 the medication and to inform the school of changes in dosage, how frequently it is to be administered, or discontinuance of the medication. Ashley Academy personnel will log all medications given to students on the medication release form.

SCHOOL COUNSELOR

Ashley Academy does have a school counselor on staff. The counselor is available during the week to meet with students and/or parents, as needed. Private sessions can be arranged by appointments.

.....

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 Headmaster. When approval is given for a pet visit, the animal must be caged/leashed and controlled by the owner. The owner 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. The classroom teacher will be responsible for the pet.

.....

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.

.....

ASHLEY ACADEMY PARENT ORGANIZATION (AAPTO)

The Ashley Academy Parent/Teacher Organization is a volunteer group of parents that work with the school administration to create the best learning environment for students. This group of volunteers work together to support school functions and/or special funding of school projects such as playground equipment, technology, software, school equipment, etc. This organization will provide special activities, which will enrich the school experience for children and making our school a great place to learn and grow. All parents are welcome and encouraged to participate in this organization.

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 program.

**2018-2019
FACULTY AND STAFF**

ADMINISTRATION

Headmaster	Mrs. Ramona Harr
Academic Dean Middle School Coordinator	Mrs. Jamie Gammon
Administrative Assistant	Mrs. Michelle Peterson
Business Manager	Mrs. Amy Weber
Educational Technology Coordinator	Ms. Amber Abel
Elementary Coordinator Lunch Coordinator	Mrs. Emily Darnell
Extended Care Director Summer Camp Director	Ms. Marcia Dosser
Pre-Kindergarten Coordinator	Mrs. Malinda West

FACULTY

Pre-Kindergarten	Mrs. Malinda West Ms. Marcia Dosser Mrs. Caitlin Lovin
Kindergarten Enrichment Coordinator	Mrs. Mary Ford
Kindergarten/Elementary STEM	Mrs. Suzanne Watson
First Grade Yearbook Editor	Ms. Brittany Robinson
Second Grade	Mrs. Emily Darnell
Third Grade	Ms. Chelsie Abrams

ELA-A Language Arts
Assembly Setup
Newsletter

Fourth Grade
Golf Coach
School sign

Mr. Scott McIlquham

Fifth Grade
AM Coordinator
Safety Patrol
Intermediate Division Coordinator

Mrs. Lisa Ferrell

Middle School Language Arts

Mr. Rucht Lilavivat

Middle School Mathematics
Cross Country Coach

Ms. Amber Abel

Middle School Social Studies

Mrs. Michelle Tindell

Middle School Science

Mrs. Jamie Gammon

RELATED ARTS FACULTY

Art (K-8th)
School Counselor
Related Arts Coordinator

Mrs. Maryam Awan

Music (Prek)

Mrs. Sonya Greear

Music (K-8th)

Mrs. Marissa McGarry

Physical Education/Health
Athletic Director
Track Coach

Mrs. Gabrielle Testerman

Spanish (Prek-8th)

Technology (6-8th)

Ms. Amber Abel

Technology (PK-5th)

Mrs. Suzanne Watson

