

Ashley Elementary School

Communications / Foreign Language

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Fayetteville, NC 28304

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Parent Handbook 26-27

“Go Dolphins!”

Ashley Elementary School

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At Ashley Elementary ... We Aspire for Excellence and Success in all we do!

Welcome to the 2026-2027 school year!

The administration and staff of Ashley Elementary have a vision of providing the best education possible for your child(ren). Ashley Elementary strives to provide an innovative education with excellence and integrity in a rigorous environment in collaboration with the community.

- A place where high-quality student achievement is a self-imposed expectation for students and staff.
- A place where leadership comes from many sources. Our school governance is one of collaboration and consensus and is based on the strengths of all stakeholders: students, staff, parents, and the community.
- A place so exciting that people are here by choice because they know the future of our high-tech global society depends on constant learning.

Ashley Elementary is a school-of-choice program that focuses on enhancing academic growth through the enrichment of Foreign Language and Communications Instruction. Teachers integrate all subject areas of the NC Standard Course of Study with relevant themes that support the School of Choice initiatives. Students are encouraged to think creatively and learn in an active, hands-on, problem-solving approach to the high-tech world around them. Academic rigor and differentiated instruction are provided during classroom lessons to ensure excellence, success, and learning growth for all students. Ashley Elementary is also committed to providing opportunities for all staff members to develop effective classroom instruction aligned with digital literacy and innovative teaching practices.

The purpose of this handbook is to provide you with some useful information about our school. It contains information that will help familiarize you with the operation of our school as well as the opportunities and responsibilities of all stakeholders at Ashley Elementary. Please read it carefully and refer to it throughout the year, and discuss its contents with your child. It is the intent that all Ashley Elementary School goals and expectations detailed in this Student/Parent Handbook are under the jurisdiction of and in agreement with the Cumberland County Board of Education's adopted policies and guidelines. If you have questions or concerns, please call the office.

ATTENDANCE/ABSENCE(S) Revised CCS Attendance Policy 4400

Regular attendance and arriving on time every day help your child succeed in school. When a student is late or absent, they miss important lessons and learning time. Your child should be in school every day unless they are sick or there is an emergency.

Daily Attendance Reminders

- Students should arrive at school on time and ready to learn each day.
- If your child checks in after **10:53 a.m.** or leaves before **10:53 a.m.**, they will be marked absent for the entire day (Based on Ashley's start and end time).
- If your child will be absent for more than one day, please notify the school.
- After a student has been absent for **three consecutive days**, the school will contact the parent/guardian to check in.
- When your child returns after an absence, please send a note, email, or Dojo message explaining the reason for the absence.
- Absences will remain unexcused unless a signed and dated parent/guardian note or doctor's note is submitted within five school days of the student's return.
- Families are **limited to 10 parent/guardian notes** to excuse absences per school year for students in grades K–8.
- Students who accumulate **more than 20 unexcused absences** may be at risk of retention in grades K–5.

Important Reminders

- Vacations: Family vacations are considered unexcused absences.
- Educational Trips: Educational trips must be approved in advance by the principal. An Educational Opportunity Form is available in the front office. After the trip, the student must complete a report explaining what was learned and present it to the class.
- Military Absences: Qualifying military-related absences may be excused when the required documentation is provided.
- Funerals: Students may receive up to three excused days for the death/funeral of an immediate family member.

What Parents/Guardians Need to Know

- North Carolina law requires students enrolled in Kindergarten through 12th grade to attend school regularly.
- Parents/guardians are responsible for providing documentation explaining their child's absence. Documentation may be submitted to the homeroom teacher through a written note, email, or Dojo message.
- Parents/guardians have **five school days after** the student returns to school to submit an excuse or physician's note. Documentation received after the five days will not change an unexcused absence to an excused absence.
- The school may request additional documentation when necessary.

Parent/Guardian Excuse Notes

- Students in grades K–8 may have up to 10 parent/guardian written excuses per school year.
- Students in grades 9–12 may have up to 10 parent/guardian written excuses per semester.
- After the 10th parent/guardian excuse, additional parent/guardian notes will not excuse an absence. Appropriate documentation, such as a physician's note, may be required.

Types of Excused Absences

Absences are classified as either excused (lawful) or unexcused (unlawful).

An absence may be excused for one of the following reasons:

- Illness or Injury: The student is physically unable to attend school because of an illness or injury.
- Quarantine: The student is required to isolate by the health department, board of health, or a medical provider.
- Death in the Family: The death of an immediate family member, such as a parent, sibling, or grandparent.
- Medical/Dental Appointment: An extensive medical or dental appointment or procedure.
- Court: The student is required to attend court proceedings or an administrative hearing.
- Religious Observation: The student is absent to observe a religious event recognized by the student's family.
- Educational Opportunity: The student participates in an approved educational opportunity. Prior approval from the principal is required.
- Military Deployment or Reunification: Eligible students may receive additional excused absences to spend time with a parent/legal guardian who is deploying, on leave from deployment, or returning from deployment.

Excessive Absences

Students who accumulate **more than 20 unexcused** absences may be at risk of:

- Retention in grades K–5
- Failing a course in grades 6–12
- Students with documented chronic health conditions may be exempt from this requirement when appropriate documentation is provided.
- Parents/guardians may contact the school social worker to request a waiver when extenuating circumstances or legitimate illnesses have contributed to excessive absences.

School Social Worker Attendance Contacts

The school social worker may contact parents/guardians by letter, Dojo, phone, or home visit when attendance concerns arise.

- 3 Unexcused Absences: The first attendance letter is sent to the parent/guardian.
- 6 Unexcused Absences: A second attendance letter is sent and signed by the principal.
- 10 Unexcused Absences: A third letter is sent notifying the parent/guardian of a conference with school personnel to address attendance concerns.

If Attendance Concerns Continue

If attendance concerns continue after the 10-day attendance meeting, additional action may include:

- Truancy Mediation Council: A formal mediation may be requested. The family, school personnel, and appropriate community agencies work together to address attendance concerns and develop solutions.
- District Court: Continued noncompliance with compulsory attendance requirements may result in court action and possible legal consequences.

Excessive Excused Absences

- Students who accumulate 10 excused absences may receive an Excessive Excused Absences letter.
- A physician's note may be required for future absences.
- If required documentation is not provided, future absences may be coded as unexcused.
- Parents/guardians may provide documentation from a physician if their child has a chronic illness or medical condition that is expected to result in more than 10 absences during the school year.

Make-Up Assignments

- Students are responsible for completing assignments missed because of an absence.
- Make-up work should be completed within five days of returning to school.
- Parents/guardians and students should contact the teacher regarding missed assignments.

Parent Portal

- Parents/guardians are encouraged to regularly monitor their child's attendance through the Infinite Campus Parent Portal.
- Sign-in information is available through our school.

CHANGE OF RESIDENCE

If your family moves to a new attendance area during the school year, your child has two choices:

1. Stay at the Same School: Your child can finish the school year at their current school.
2. Attend the New School: Your child can go to the school in the new area where you have moved.

If your child stays at the current school to finish the year, they will go to the new school in your new attendance area at the start of the next school year. Please note that if your child stays at the current school after you move,

you will need to provide transportation for them to and from school. Students must not have excessive late check-ins, early check-outs, and late parent pick-ups after dismissal. No more than 7 within the duration of that time or for the whole year. It is the administration's discretion if a student is allowed to stay at school to finish the school year once they move.

CHILD NUTRITION SERVICES

At Ashley Elementary School, we are part of the Community Eligibility Provision (CEP). This means that all students enrolled at our school can get breakfast and lunch for free every day school is in session. **Important Points About CEP: No Application Needed:** Students do not need to fill out a lunch application to get free meals. **Use of Infinite Campus number:** Students must use their student numbers at the register to get their meals. **Complete Meals:** Students must choose a complete meal to receive it for free. They can also buy extra items (a la carte) if they have money with them or in their accounts. If you have any questions about the Community Eligibility Provision, please contact the Child Nutrition Office at 910.678.2502. The CEP breakfast and lunch program starts on the first day of school and runs every school day.

Meal Times and Procedures: Breakfast Time: 7:15 to 7:45 a.m. Lunch times vary; check with your child's teacher. **Supervised Lunch:** All lunches, whether from the cafeteria or brought from home, will be eaten in a supervised setting. **Daily Lunch:** Students are expected to eat lunch every day. **Home-packed Lunches:** Please do not pack sugary drinks, soft drinks, or carbonated beverages. Also, avoid packing food that needs to be refrigerated or heated, as we cannot refrigerate or heat student lunches at school.

Visiting for Lunch: Parents are welcome to have lunch with their child. Please send a note or a Class Dojo message at least one day in advance to the teacher. Lunch visitation begins and ends with the student's assigned lunch time; no extensions. No outside students or persons not listed in Infinite Campus are allowed to eat lunch with a student. **Visitor Rules:** Visit the front office to sign in and get a pass. The adult's name must be listed in Infinite Campus as someone allowed to pick up the student or a parent/guardian with no visitation restrictions. The adult must pass a Raptor system screening in the front office and pass the metal detector check. **Lunch Sharing:** Parents can only eat with their children and cannot invite other children to join them. Parents cannot share or provide lunch to any student other than their own. **Hydration: Water in Class:** Students can have a capped/lidded bottle or container of water in the classroom. No other beverages are allowed in the classroom.

Additional Information: No Breakfast on Delay Days: If there is a two-hour delay, breakfast will not be served. **Menu Changes:** Menus might change on days when school is open after being closed for bad weather. Cafeteria Phone Number – 910.484.2964 (Cafeteria Manager is Cira Gordon)

CLASS CELEBRATIONS AND TREATS

Each teacher may schedule two class celebrations per school year. These will be held before the winter holiday and the end of the school year. Birthday parties for individual students are not permitted at school. Treats may be brought to school to share with classmates for special occasions only during the student's lunch period. The visitor(s) may enter the lunchroom to assist the staff with serving the treats to the class after signing in at the front office. All visitors must be listed in Infinite Campus with no restrictions, possess a valid ID, and pass the Raptor and metal detector screening if planning to assist with passing out the treats. Per Cumberland County School Board Policy, home-baked goods are not permitted. Flowers, balloons, or other surprises must not be sent or brought to school for children since they disturb the learning process. To prevent hurt feelings on the part of others, students will not be permitted to pass out party invitations at school unless the invitation is issued to all classmates.

COMMUNICATION

We will communicate important information and events through Parentlink phone calls, Class Dojo messages, and parent newsletters. To continue to receive updates, your contact information must be correct and can be updated in the front office. It is vitally important for you, as parents, to receive timely information about your child's progress in school. It is the parents/guardians' responsibility to monitor their child's grades by logging into Infinite Campus. Mid-term progress reports will be sent halfway through every 9 weeks. A report card will be issued four times during the school year. We want you to feel very welcome to address this issue at any time.

We will conduct parent-teacher conferences where parents, teachers, and students will meet to discuss student progress during the school year. Our teachers are more than willing to schedule conferences before or after school hours or have telephone/virtual conferences after school hours to discuss your child's progress. All morning conferences must conclude at 7:15 am. Teachers are free to meet with you after 2:45 on most days. Due to teachers being engaged with students throughout the day, responses may not be immediate.

All teachers have Class Dojo accounts to share pertinent information with families. Teachers will check their messages daily but are not required to respond during instructional time, after 3:00 pm, or on weekends and holidays. If you do not receive a response within 48 hours, not including weekends/holidays, feel free to email or call the school to speak with an administrator.

We are very proud of the teaching and learning that we have going on at Ashley Elementary, and ask that visitors do not interrupt instructional time. Parents are always a child's first advocate; however, we realize that your child needs an advocate during the academic day. Your child's first advocate at Ashley Elementary School is his/her classroom teacher; therefore, parental concerns should be expressed first to the teacher. More specific concerns should be made to the principal/assistant principal only after discussing them first with the teacher. Concerns and/or suggestions regarding school processes and policies should be shared with an administrator via phone call or email. Administrators do not monitor or respond to individual Dojo messages but will always reply to phone calls and emails within 48 hours, unless on weekends and/or holidays.

DATES AND SCHEDULES

2026-2027

STUDENT HOLIDAYS/BREAKS	TEACHER WORKDAYS/ STUDENT HOLIDAYS	MAKE-UP DAYS IF NEEDED
September 7	October 26	February 15
November 11	November 3	EARLY RELEASE
November 24-27	November 23	September 22
December 22-31	December 21	October 22
January 1	January 19	December 18
January 18	February 15	February 23
March 26	March 25	March 9
March 29- April 1	April 2	April 20
		May 28

2026-2027

PROGRESS REPORTS	END OF GRADING PERIOD	REPORT CARDS
September 24	October 23	October 30
December 4	January 15	January 27
February 19	March 24	April 7
April 30	May 28	May 28

Regular Schedule

7:00-3:00 Office Hours (Office phone answered)
 7:15 am First Bell (Students may enter the building)
 7:45 am Tardy Bell (Instructional day begins)
 2:25 pm Dismissal Bell (All students)

Early Dismissal Schedule (2 hr)

12:25 pm Dismissal Bell (All students)

Students must not arrive on campus before **7:15 am** as there is not sufficient supervision.
 Check-outs are not permitted after **1:45 pm**.

Delayed Opening of School

Inclement weather delay means that students will begin the day one or two hours later than regularly scheduled. We do not serve breakfast on days that have delayed starts.

CONFERENCES (PARENT/TEACHER/STUDENT)

Call or email the teacher, or send a written note with your child.

EARLY CHECK OUT

Students leaving school during the day **must be signed out from the office before 1:45 pm**. Cumberland County Board of Education Policy states that "no staff member shall excuse any pupil from school or class before the end of the school day or class, or into any person's custody, without the direct approval and knowledge of the principal or his designee."

Students will not be dismissed from school unless the parent, guardian, or authorized adult comes to pick up the student and signs him/her out and follows the school's policy and procedures for early check-out. If a parent comes after the 1:45 pm check-out time, the parent will complete a change of transportation form (change to car rider) with the front office and wait in their vehicle or on the front porch for the student to be dismissed at 2:25 as a car rider. The names of persons authorized to pick up students, other than parents or guardians, must be listed on the student's information card or in Infinite Campus. Proper picture identification will be required when students are checked out of school. All check-outs will be coded unexcused unless the school calls for the child to be checked out due to illness or injury, or a doctor's note is returned to school within 48 hours. Students with more than 2 tardy check-ins or check-outs every nine weeks are not eligible for perfect attendance, regardless of the excuse. If your child is not picked up by 2:35, parents are required to sign out their child in the front office. ID is required. After three late pick-ups, a referral will be made to the school's social worker, and a conference will be scheduled. Subsequent late pick-ups will warrant a referral to the Department of Social Services.

ENROLLMENT/WITHDRAWAL

Enrollment

Only a legal parent/guardian is permitted to enroll a student. Enrollment paperwork must be completed neatly and accurately to avoid any data entry errors. Enrollment may also be completed online. All additional documentation must be submitted within 30 days, or the student will be withdrawn. If it is determined that a student resides outside the school district and entered Ashley Elementary School without meeting residency, as a School of Choice applicant, or as a Voluntary Transfer, the student will be subject to immediate dismissal. Using an address within the Ashley attendance district that is not the student's primary residence does not qualify a student as living within the school district and will be subject to withdrawal. The school's data manager can help with this process.

Notarized Affidavits

To remain at Ashley Elementary School, students who are currently enrolled with a notarized affidavit must renew the affidavit each year. Part of our intake for students with an affidavit is that our school social worker will make contact with families to provide any assistance that may be needed. It is the responsibility of legal parents/guardians to provide accurate information to the school to keep up-to-date information in Infinite Campus, such as address and phone numbers, along with emergency contact names/numbers. Parents/guardians are to ensure prompt arrival and pickup of their child daily.

Withdrawal

The procedure for withdrawal from school is as follows: 1. Parents need to notify the school either by phone, in person, or in writing as soon as they are aware that their child will be withdrawing. We request at least a three-day notice to properly process withdrawal papers. 2. The data manager will notify the teacher 3. A parent may pick up any requested paperwork in the office at the end of the student's last day in school unless other arrangements have been made. Records will be requested from the new school. Transcripts can be given upon request for any county or out-of-state transfers; however, official records will be sent directly to the requesting school upon official request from the school.

FIELD TRIPS

Students are required to have written permission from their parents before going on any school-sponsored trip. Only Ashley Elementary students are permitted to attend field trips. If a student loses his/her privileges to ride the regular bus, that also includes any district bus, including sporting events or planned field trips. If a parent agrees to chaperone, please know that he/she is not able to bring other children, as this will compromise the safety of the small group of students being supervised. All out-of-town field trips will use chartered/contracted buses. All students participating in such field trips must ride these buses. Field trip costs are kept at a minimum by factoring in the total number of students in a classroom/grade level to determine the cost to each student; therefore, NO REFUNDS will be given for field trips, regardless of the reason, including, but not limited to, illness or suspension. Parents/guardians may be asked to accompany their child on a field trip as a condition of the student attending the field trip.

FLOW OF TRAFFIC

To provide a safe and orderly environment, traffic patterns for parents and visitors are as follows: Facing the school, Faculty parking is on the left as you enter. Visitor parking/registration is also in front of the school. Buses and Daycare Vans will load and unload in the right parking lot, adjacent to Building "C". Parent pick-up is on the left side as you are facing the school. Please be patient in our car pick-up line to ensure the safety of all children. Move slowly, at all times, through our parking lot as you enter and exit this area. Parents are prohibited from picking up students in the bus lot.

HOMEWORK

Our homework policy is designed to reinforce skills, not serve as busy work. Appropriate amounts and time spent on homework per grade level are aligned with individual student needs. Homework/Participation counts as 10% of a student's overall grade for each subject.

LATE CHECK-INS/TARDIES

CCS Board of Education Tardy Policy

The Board of Education Policy Manual; Section 4000 – Students; Regulation Code: 4400-R1 Unexcused Tardiness / Early Check-Outs: School attendance is essential for student success, and habitual, chronic Tardiness is a major factor in the loss of instructional time for students, regardless of age. It is also one of The most valuable life skills a student can learn and can be easily transferred as a valuable asset for the future.

The Cumberland County School System is continuing its efforts of "Every Minute Counts" to ensure that students attend school for the entire school day unless excused. If a student is tardy, it is the parent/guardian's responsibility to inform the school in writing the reason for tardiness. Parents should make every attempt to make appointments outside of the school day so that interruptions and missed school time are minimal.

A student who arrives at class after 7:45 am is considered tardy. The student must report to the office, accompanied by a parent or legal guardian, to obtain a "late pass," which is given to the teacher upon entrance to the classroom. This allows the office to correct the attendance report. All tardies will be coded unexcused unless a doctor's note is turned in at check-in or within 5 days.

- All absences, tardiness, and early check-outs are recorded, whether excused or unexcused, in the district database (Infinite Campus).
- The school social worker will contact the parent when the student is tardy and/or checked out early, following the 3rd, 6th, and 10th unexcused tardy/early checkout by using the district form letters.
- After 3 unexcused cumulative instances of tardiness or early checkouts, the school social worker will notify the parent/guardian by letter, reminding the parent/guardian of the time that school starts and ends and of the Cumberland County Schools policy on tardiness and early checkouts.
- After 6 unexcused cumulative instances of tardiness or early check-outs, the school social worker will notify the parent/guardian by letter that he or she may be in violation of the Cumberland County Schools Policy Regulation 4400-R1 Unexcused Tardiness/Early Checkouts and that he/she may be referred to take a series of

Parent Accountability Classes. The school social worker will work with the child and the parent to develop a plan for addressing the chronic check-ins/checkouts.

- After 10 cumulative instances of unexcused tardiness or early checkouts, the school social worker will notify the parent/guardian by letter of the need for a meeting with the social worker and school administrator. In this meeting, the principal or the principal's designee will determine if the parent/guardian has made a good-faith effort to comply with the regulation code. If the principal finds that the parent/guardian has not made a good-faith effort, the social worker will notify the Student Support Services Office, which will arrange for the parent/guardian to attend a series of mandatory Parent Accountability Classes to eliminate tardiness/early checkouts. Parents will be informed with a phone call and a follow-up letter.
- After 25 cumulative instances of unexcused tardiness and/or early checkouts, the Principal/Social Worker may refer a parent to the Truancy Mediation Council (TMC).
- The school (Principal/Social Worker) may file an affidavit with the Cumberland County District Attorney's office concerning excessive tardiness and/or early checkouts for a loss of instructional time. The record of tardiness and early checkouts will be included in the filing as well as the student's cumulative file. The parent/guardian will be notified that the filing was made and of the possibility of prosecution. Please remember that excessive tardiness may result in a referral to the Department of Social Services.

MAKE-UP WORK DUE TO AN EXCUSED ABSENCE:

ABSENT ONE DAY: The student will receive make-up work from the teacher on the day following the absence. Please be reminded that make-up work will only be given when an absentee note for a lawful absence is presented to the teacher.

ABSENT MORE THAN ONE DAY: A parent should call the school in the morning to request work. The work will be gathered by the teacher and placed in the front office for the parent to pick up. Please allow 24 hours' notice. Office hours are from 7:00 am-3:00 pm. Students have five school days from the day the missed work is provided to complete and submit the missed assignments due to excused absences.

MEDICATION POLICY

Medication, whether prescription or over-the-counter, cannot be given at school unless it is prescribed by a doctor and comes with written instructions on how and when it should be administered during school hours. This includes common items like aspirin, cough drops, sunscreen, and insect repellent. To follow this policy, please note the following procedures: **Prescription Container:** All medication must be in a prescription-labeled container and have a completed Physician's School Medication/Release of Liability Form signed by both the physician and the child's parent or guardian. The medication must be in its original container, prepared by the pharmacist. It should include the student's name, dosage, fill, expiration date, and instructions. The instructions on the container must exactly match those on the Physician's School Medication/Release of Liability Form.

Administration: The designated school personnel will administer the medicine to your child and keep a log of all medications given at school. **Transporting Medication:** Parents are responsible for bringing medication to and from school. Students are not allowed to transport medication themselves. Medicine will be counted in the presence of the parents when brought to school. **No Self-Carry:** Students are not allowed to carry any medicine at school, on field trips, or at any school event. **End-of-Year Disposal:** Any medication not picked up and signed out at the end of the year on the date designated by the school nurse will be disposed of.

PBIS EXPECTATIONS AND CONSEQUENCES

All students at our school are expected to contribute to a safe and orderly atmosphere through appropriate behavior. We want to guide your children toward responsible decision-making. The following behavior goals have been adopted by Ashley Elementary:

- We pledge to respect our school family, their belongings, and school property
- We pledge to practice self-control in everything we do
- We pledge to be responsible by coming to school prepared to learn and participate in the learning process
- We pledge to always walk in a quiet and orderly manner
- We pledge to be good team members at Ashley Elementary School
- We pledge to demonstrate appropriate behaviors throughout the school by following the Positive

Behavior Intervention Support (PBIS) Matrix and the Voice Chart.

Minor Offenses

Minor offenses are disruptive to the educational process. Students are expected to conduct themselves appropriately at school, at school-sponsored events, remotely, and on the bus. Minor offenses include, but are not limited to, the following:

- Talking out of turn or disrupting class
- Not completing or turning in classwork due to inappropriate behavior
- Unauthorized eating in class
- Being unprepared for class
- Misuse of school hall passes
- Failure to follow the directions of adults
- Using inappropriate language or gestures
- Being disrespectful to classmates by teasing or name-calling
- Wandering or loitering in the hallways
- Bringing or playing with toys/games/collectible cards and other unauthorized items during school
- Integrity violation
- Trading or selling of goods and/or articles during school hours

Consequences for Violation of Minor Offenses:

Minor offenses will be handled by the classroom teacher. Repeated offenses will be referred to the principal or assistant principal. Consequences for minor offenses include, but are not limited to:

- A reminder of appropriate behavior expectations
- Buddy Bounce to other classrooms (both on-grade level and/or off-grade level)
- Time-out, loss of free time, loss of privileges
- A phone call to the parent(s)/guardian(s)
- Apology to the appropriate individual(s)
- Parent conference
- Note to parents to be signed (please return to school the next day)
- Written reflection/assignment
- Silent Lunch
- Reflection with the administration
- The teacher will keep any inappropriate item(s) brought to school until a parent picks them up.
- Out-of-school suspension

Major Offenses and Consequences are covered in the Cumberland County Schools Code of Conduct booklet, distributed to every student annually. Parents and students are responsible for knowing the rules of our county/school. Please review this booklet with your child. Students shall be subject to discipline, suspensions, and expulsions for violating rules/regulations outlined in our school rules and also those guidelines outlined in the CCS Code of Conduct. All students are expected to comply with all rules governing behavior and conduct. It is the responsibility of the principal and assistant principal to investigate fully the cases of students appropriately referred to the administration for misbehavior and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the principal or assistant principal.

Short-Term Suspension

The principal/assistant principal may hold the hearing immediately after giving the student oral or written notice of the charges against him/her. At the hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations, and to make statements in defense or mitigation of the charges. Following the hearing, the principal/assistant principal shall provide written notice to the parent of the final decision. Initial notice may be by telephone, but it must be followed by written notice no later than two days after the suspension is imposed. **NOTE: All students involved in fighting will automatically be suspended**

for a minimum of one day, regardless of who is at fault. Fighting in any form is a safety hazard, and we recommend that you instruct your child to remove himself from the situation immediately by reporting it to the teacher and/or driver. Knives or weapons of any kind, whether intentionally or unintentionally brought to school, are automatically reported to law enforcement.

SEARCH POLICY

School officials have the authority to conduct reasonable searches and seizures per Cumberland County Board of Education Policy 4342 – Student Searches. The purpose is to maintain a safe, orderly environment and uphold the standards of conduct established by the Board. A “school official” is a school administrator or a school resource officer acting in conjunction with and under the direction of the school administrator. A search of a student is lawful if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a specific law or school rule. If reasonable suspicion exists as outlined above, searches may be conducted of a student’s person and personal effects, including purses, book bags, outer clothing, wireless communication devices, and motor vehicles, subject to the requirements of the policy. Strip searches are strictly prohibited. Periodic general (suspicionless) inspections of desks, lockers, and other school-owned equipment may be conducted by school officials for maintenance or health/sanitation reasons. Policy 4342 may be viewed at the CCS website, www.ccs.k12.nc.us

STUDENT CLASSROOM ASSIGNMENTS

Parents should be aware that current student classroom assignments are tentative. Changes may occur in the original organizational plans to balance classes based on actual enrollment, staff changes, and/or other circumstances deemed by the administration. Parents will be notified of changes (if any).

STUDENT CHROMEBOOKS AND SCHOOL-ISSUED DEVICES

Chromebook Use and Responsibility. Each classroom will have a set of Chromebooks for students to use during the school day. Students are expected to use the devices properly and treat them with care. If a student damages a Chromebook or any school-issued electronic equipment, the parent or guardian will be responsible for the cost of repair or replacement.

STUDENT DRESS CODE

Students are earnestly advised to dress with good taste and, in doing so, contribute to the general pride of the school. Parents will be contacted if the dress code is violated. If a parent cannot be contacted or is unable to provide a change of clothes, the school will provide alternative clothing to the student if available. OSS will not be given solely based on dress code violations. Appropriate dress is required during at-home learning days also.

Guidelines

- Skirts, dresses, and shorts should be at least as long as your fingertips when your arms are by your sides.
- Clothes and masks can’t have pictures or words about alcohol, drugs, weapons, or anything inappropriate.
- Bottoms like shorts, pants, jeans, and skirts must fit properly at the waist.
- No house shoes, bedroom slippers, flip-flops, or slides. Sandals should cover most of your foot. Wear athletic shoes on PE days.
- Shirts should cover your stomach, chest, back, and ribs. No tank tops, spaghetti straps, or racerbacks unless you wear a shirt over them.
- Clothes should be clean, neat, and not see-through. No holes in jeans above the knee unless you wear tights or leggings underneath.
- Hats, hoods, scarves, bonnets, and bandanas should stay in your backpack and only be worn inside for religious or medical reasons with permission.
- Leggings and one-piece bodysuits can only be worn under longer shirts or dresses that reach your fingertips; they can’t be worn alone as pants or an outfit

STUDENT HEALTH

Our school nurse is only scheduled on campus one day per week. Students who show any of the following symptoms will not be permitted in school until he/she has been symptom-free for a minimum of 24 hours. Please also keep your child home if they display any of these symptoms before school begins:

● Temperature of 100 or greater ● Vomiting ● Diarrhea ● Lice ● Skin rash of a contagious nature ● Discharge from the eyes or ears ● Flu-like symptoms

When a child contracts a communicable disease, such as COVID-19, Mumps, Measles, Chicken Pox, or Scarlet Fever, the child's teacher or front office must be immediately notified by a telephone call or email. Also, contact the school if you have bed bugs. Please ensure that accurate home, work, and mobile numbers and current addresses are essential. The names and numbers of reliable emergency contacts will be necessary in the event we cannot reach parents. The principal is authorized to contact emergency personnel to transport students to the hospital for emergency treatment.

A written excuse is needed when a child is not able to participate in any part of our school program. If this is prolonged, a note from the doctor will be required. For any type of illness or injury that affects participation in physical activity, a doctor's note is needed.

STUDENT ELECTRONICS AND CELL PHONES

We want to make sure that all students can focus on learning during the school day. To help with this, we have rules about using electronics and cell phones at school and on the bus. Here's what you need to know:

No Use During School (instructional time and school-sponsored events) to include the bus: Students cannot use (voice calls, watch videos, video chat, text, message, listen to music, browse, use apps, email, game, record, post, or take photographs), or have their electronics/cell phones seen or heard during the school day or on the bus unless a teacher or bus driver says it's okay. **Consequences** for Using Electronics/Cell Phones: 1st Offense: Verbal Warning; 2nd Offense: Device taken by a teacher for the day and returned at dismissal; 3rd Offense: Device taken and kept by the administration for a parent to pick up at dismissal. If circumstances warrant, administration may take the device on the first offense and either return it at the end of the day or ask a parent/guardian to pick it up. **Serious Consequences:** Using a cell phone in a way that breaks the school rules can lead to suspension or expulsion. **No Recording:** Students cannot record other students or staff on school grounds, including on the bus and at the bus stop. **Responsibility:** The school is not responsible for any electronics or cell phones that are damaged, lost, or stolen on campus, on the bus, or at any off-campus activities with Ashley Elementary School. Ashley Elementary School follows the official policy of the Board of Education regarding student cell phones and other electronic devices. All policies governing Cumberland County Schools are posted on the CCS website: <http://ccs.k12.nc.us>.

Consequences of Unauthorized Usage

School employees may immediately confiscate any wireless communication devices that are on, used, displayed, or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian. The disciplinary consequences for violations of this policy shall be consistent with Policy 4318, Student Use of Cell Phones and Personal Devices. The superintendent or designee shall list in the Student Code of Conduct the specific range of consequences that may be imposed on a student for violations of this policy. Aggravating factors may be considered when assigning consequences. Aggravating factors may include, but are not limited to, using wireless communication devices (1) to reproduce images of tests, obtain unauthorized access to school information, or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; and (4) to take and/or send illicit photographs.

The Board of Education Policy Manual; Section 4000 – Students; Policy code: 4318 Use of Wireless Communication Devices: The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day, on campus, on the bus, or as otherwise directed by school rules or school personnel. Students are personally and solely responsible for the security of their wireless communication

devices. The school system is not responsible for the theft, loss, or damage of a cellular phone or other personal wireless communication devices. Legal References: G.S. 115C-36, -391. Wireless communication devices include but are not limited to cellular phones, electronic devices with an internet capability, smart watches, paging devices, two-way radios, and similar devices.

Search for Wireless Communication Devices

Per policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

SCHOOL TELEPHONE USE

Students are only allowed to use the school telephone in case of an emergency determined by the teacher, administration, or office staff. Parents may call and have a message sent to their child(ren). Messages will be given to students before school dismissal. Teachers will be given a message if a parent calls during instructional time to speak with a teacher. Teachers will not be interrupted for telephone calls during instruction unless authorized by the administration due to an emergency or student behavior.

TESTING

Each spring, students in grades 3-5 participate in the NC Annual Testing Program by taking the End-Of-Grade Tests (EOG) in reading, math, and science (5th grade). The purpose of this program is to assess the effectiveness of our instructional program and to provide information about each student's yearly performance and academic growth relative to that of other students in NC. Third-grade and 4th-grade Read to Achieve (RtA) students will be assessed in mClass three times during the year, and third-grade students will take the Beginning of Grade (BOG) in September. All students will be administered three benchmark assessments to measure standards mastery.

TRANSPORTATION

Car Riders

Drop-Off and Pick-Up Procedures: Please adhere to the following guidelines at all times. Parents and students are to remain in their vehicles until the 7:15 bell rings. At that time, students may exit their vehicles to the right, stepping onto the sidewalk. We exit vehicles from the right side of the vehicle. Parents may also park in designated parking spaces and walk their child(ren) across the parking lot to the front sidewalk; however, students are not permitted to walk unattended through the parking lot when dropped off in the mornings. Parking is only allowed in designated and marked parking places. After the 7:45 am tardy bell, a legal parent/guardian must park and escort the student(s) into the building to check them into school at the front office.

Afternoon Pick-Up procedures: Parents must drive through and pick up their students at the designated area in front of the school. Students will be loaded from the sidewalk into the right side of the vehicle.

Bus Riders

Safe transportation of our students to and from school is of the utmost importance to all of us. Please have your child at the assigned bus stop **10-15 minutes before** the scheduled arrival time.

Students who ride buses are expected to conduct themselves in an orderly manner **AT ALL TIMES**. School transportation is a privilege, not a right. Students shall observe the directives of the driver at all times while riding the bus. Failure to follow directives may result in suspension from riding the bus, as determined by the principal and/or assistant principal. Students are prohibited from bringing anything dangerous or disruptive on the bus, including weapons, glass objects, or live animals on the buses.

The following conduct should be adhered to:

- No hoodies, hats, or any head coverings (nonreligious) on students' heads while on the bus
- No eating or drinking on the bus.
- No destroying seats, windows, or other items attached or located on the bus

- No changing seats, standing, sitting improperly, playing, throwing items,/or fighting.
- Refusing to meet the bus at a designated stop, leaving the bus without authorization when en route to or from school, and/or delaying the bus schedule. **Is not permitted**
- No talking loudly, yelling, screaming,/or using profanity.
- The inappropriate use of technology, ie, inappropriate sites, recording others, taking pictures, etc. **Is not permitted**
- No mobile devices or electronics should be out of your child's book bag while he/she is on the bus unless authorized by the bus driver. (**Such conduct could result in the confiscation of devices.**)
- No distracting the driver while the bus is in operation.
- Follow **ALL** directions and rules of the bus driver and obey the driver at **ALL** times.

Not adhering to the Cumberland County School's Code of Conduct. Discipline Policy for Bus Infractions is as follows:

- 1st Offense - A written warning will be given for minor infractions and sent home to parents. Severe infractions such as physical aggression, fighting, etc., will result in the suspension of bus privileges for a first offense.
- 2nd Offense - Reflection, silent lunch, and/or administrative conference
- 3rd Offense - 1-3 day suspension of bus riding privileges.
- 4th Offense - 3-5-day suspension of bus riding privileges.
- 5th Offense - 5-10-day suspension of bus riding privileges.
- 5th Offense - Termination of bus riding privileges for the remainder of the school year.

The administration reserves the right to adjust the length of bus suspension as needed based on the severity of the infractions.

If a problem arises, we have asked students to use the following procedures rather than take matters into their own hands: 1. Notify the driver of the problem. 2. Notify the teacher of the problem. 3. Notify the principal or assistant principal. **PARENTS WILL BE RESPONSIBLE FOR THE TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL WHEN BUS RIDING PRIVILEGES ARE SUSPENDED.** As a reminder, public school laws prohibit parents and other non-school employees from stepping onto a school bus. Non-school employees who violate this law will be charged with trespassing and prosecuted through the court system.

****CCS Bus Rule:** Bus transportation will be based on the student's home address of record. Students will not be permitted to ride a bus to the home of a friend, grandparent, relative, childcare provider, or daycare permanently. If you have any questions or concerns about our bus policy, please contact the administration at 910-484-4156.

Transportation Changes

All changes in how a child is transported home must be submitted to the teacher in **written** form, along with the parent's signature and contact information. **A Class Dojo message is not acceptable as a way to change transportation if sent on the day of the transportation change request.** The teacher may not have time during the instructional day to see the change due to instruction. Changes in transportation will not be made by phone calls.

Late changes confuse the dismissal process and will not be honored. Changes will not be made after students have been dismissed in the afternoon and have boarded their designated bus, daycare vehicle, or any other mode of transportation. Parents or other persons designated to pick up students in the afternoon cannot take students off a bus or a daycare van unless they first go into the office and check the students out following school policies and procedures, which include ID verification. Safety policy prohibits parents or other persons designated to pick up students in the afternoon from walking or driving into the bus parking lot or the daycare parking area. In addition to violating safety procedures, staff members on duty in these areas have no data with them to confirm that a person who is attempting to take a child off a bus or remove a child from a daycare vehicle is an approved parent or person listed on the Student Data Card in the office or Infinite Campus. When it is necessary to change the customary arrangements for your child's transportation, please plan to ensure that you comply with policies designed for the safety and welfare of all persons on the Ashley campus.

VISITOR POLICY

Due to safety concerns, all doors at Ashley will remain locked at all times. Visitors to the school must come in through the front doors of our school. To gain entrance, walk through the metal detectors. You will not be allowed to enter the building if you do not pass through the metal detectors. Press the button just to the right of the door. You will be asked to state your name and the reason for your visit before the office staff buzzes you in. When you hear the click, open the door in front of you and proceed into the school. After gaining entrance to Ashley Elementary School, at any time for any reason, you must report to the front office, where you will need to present your photo ID to the office staff on duty. Everyone must present an ID. This includes people who come regularly. After your ID is verified, you will sign in and obtain a visitor's pass after being screened through the Raptor system. This includes parents with teacher appointments, EC meetings, and admin conferences. This requirement does not apply on occasions when large numbers of visitors have been invited to attend a school-sponsored event. If you bring snacks, lunch, homework, library books, instruments, etc., for your child or your child's classroom, you may bring them to the office, and we will call the teacher to inform them that items are in the office to be picked up at a time determined by office staff. According to Cumberland County Schools' Policy Code 5020, Visitors to the Schools, school visitors are expected to comply with all school rules and school board policies, including policy 5025, Prohibition of Alcoholic Beverages; policy 5026/7250, Smoking and Tobacco Products; and policy 5027/7275, Weapons and Explosives Prohibited. Persons who are subject to policy 5022, Registered Sex Offenders, must comply with the provisions of that policy. Policies are located on the CCS website: <https://boardpolicyonline.com/bl/?b=cumberland>. Visitor Use of Social Media: Due to student and staff privacy, visitors are only permitted to record or take pictures of their child(ren). In consideration of our students' and staff's privacy rights, please do not post pictures, videos, or comments of other students or staff on the internet or in any other way. **Classroom visits** must be authorized in advance by the administration to ensure the least interference with the instructional program. Only adults, 18 years old or older, may visit classrooms during the designated time set forth by the administration and be listed in Infinite Campus as a parent/guardian with visitation rights. When visiting a classroom, it is not permissible to bring siblings, other children, family members, or friends with you. To avoid disruption and side conversations that are distracting to both the teacher and students, individual conferences/concerns will not be conducted during classroom visits. The classroom visit will last up to 60 minutes within 24 hours when initiated by a parent/guardian. The visitor will be escorted by the administration or designee to escort and remain with the visitor the entire visit. The principal or their designee may decline or reschedule visitations that may be unduly disruptive or conflict with staff schedules.

VOLUNTEER POLICY

Volunteers are welcome; however, Ashley Elementary and Cumberland County School policies require ALL volunteers to complete and submit a **yearly background** check form before volunteering at Ashley: <https://www.ccsvolunteers.com>. After you are cleared and approved, please come and volunteer. Our parent facilitator and family ambassador will match your skills to an area of need within our school. When you arrive to volunteer, pass through the metal detector, state your purpose after pressing the buzzer, enter, show your ID, sign in at the front office, get screened through Raptor, and ask to speak with the parent facilitator. The parent facilitator will escort you to your volunteer assignment. When volunteering, it is not permissible to bring siblings, other children, family members, or friends with you. Due to privacy, volunteers are not permitted to record, take pictures, or post any student or staff member. The principal may decline or reschedule visitations that may be unduly disruptive.

VOLUNTARY TRANSFERS/CHOICE PROGRAM

A written request for a voluntary transfer of a student to another school may be submitted by the parent or court-appointed custodian on a form provided by the school system, available at Central Services. All reassignments due to voluntary transfer requests are valid for no more than one school year, and no subsequent transfer within the same year will be permitted except for a change of his/her parents' residence from one attendance area to another. Transportation for such students is the responsibility of the parent. Students granted transfers must remain in good standing at the school throughout the year. The student must attend school and class regularly, be on time, not have excessive early checkouts, and be picked up from school on time. Failure to fulfill a specified reason for transfer will result in the rescission of the transfer. Failure to attend school and class, be on time, and be picked up from school in a timely fashion may result in the rescission of the

transfer. Students granted transfers due to the Choice Program must remain in good standing at the school throughout the year and follow the choice policy regulations to remain. Transportation for such students is the responsibility of the parent.

WEAPON DETECTION SYSTEM

Students and visitors will walk through a screener when they enter the building. If a person refuses to walk through the detection system, they will be denied access to the building.

ADDITIONAL INFORMATION

Nondiscrimination Statement

No student or employee in the Cumberland County Schools shall, based on age, sex, race, religion, national origin, marital status, or handicapping condition, be denied the benefits of, or be subjected to discrimination under any education program or activity.

Grievance Procedures Title IX

Students who believe that they have been mistreated because of sex discrimination in public schools may appeal to the person designated in each school as the one responsible for hearing said complaints. If after appealing to this designated official, the student is dissatisfied, he/she may submit a request in writing to the Superintendent for a review of the case. The Superintendent or his designated representative will arrange a conference with the student and decide on the grievance. If the decision rendered by the Superintendent is unsatisfactory to the student, the student shall, within ten days, give written notice to the Superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render a decision within thirty days of receipt of the grievance.

Section 504 Americans with Disabilities Act

No otherwise qualified individual with a disability shall, solely because of his/her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of the school. Qualified disabled students are entitled to a free, appropriate public education. Discrimination based on disability may be appealed to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district level. Contact Natasha Scott at 910-678-2433.

Parent Right To Know Statement

In accordance with ESEA Section 1111(h)(6) *PARENTS' RIGHT-TO-KNOW*, CCS is notifying every family of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers and/or teacher assistants.

This information regarding the professional qualifications of your child's classroom teachers and teacher assistants includes, at a minimum, the following:

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

If you would like to request the qualifications of your child's teacher and/or teacher assistant, please contact the CCS Title I Office at 910-678-2637.

In addition, your child's school will notify you at any time your child has been taught for 4 or more consecutive weeks by a teacher not meeting state professional qualifications.

Please contact our school, and we will be glad to provide you with this information upon request.