



ASHTON ELEMENTARY SCHOOL

5110 Ashton Road | Sarasota FL 34233

T: 941.361.6440 | F: 941.361.6444

Ashton Astro Care: 941.361.6950

Ashton Food Services: 941.361.6442

STUDENT/PARENT INFORMATION HANDBOOK 2023-2024

Kristi M. Jarvis, Principal
Dr. Jacob Ruscoe, Assistant Principal

Our Mission:

The mission of Ashton Elementary is to help all students become productive citizens through staff, student, parent and community involvement.

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Welcome to ASHTON ELEMENTARY SCHOOL

Office Hours 7:30 AM – 3:30 PM | School Hours 8:00 AM – 2:45 PM

AGENDA BOOKS

Each student in grades one through five receives an agenda book to be used as an academic manager and communication tool between home & school. Every student will receive a free agenda at the beginning of the school year, compliments of our Ashton PTO. Since the agenda is used daily as part of the curriculum to record assignments and communicate with parents, any student losing their agenda will be expected to purchase a new one immediately for a fee of \$5.00.

ASTRO CITIZEN

Each quarter, students who set examples as role models to others may be selected as Astro Citizens. These students work hard and deserve to be commended for their positive rapport with their classmates. Two students are selected by their teacher. Please RSVP for this event, in order for a visitor badge to be printed in advance avoiding extended waiting time in the front office.

ATTENDANCE

The Sarasota County School Board and Ashton Elementary School are committed to maximizing the amount of time a student spends in the classroom in a positive learning environment. To help accomplish this commitment, the School Board has enacted rules to address tardiness, student absence, and work habits.

TARDY TO SCHOOL

- Students will be allowed to enter their classroom at 7:50 am, first bell.
- Children entering the classroom after 8:00 am, second bell, are considered tardy and must report to the office to obtain a tardy pass.
- Chronic tardiness may affect a student's academic performance.
- If the problem continues, a School Board social worker may be asked to make a home visit.

ABSENCE FROM SCHOOL

In order for a student's absence to be defined as "excused," a note must be sent within 3 days of your child's return to school. The note must be sent to the attendance office. A standard absence note may be found on the "Resources" page of the Ashton website or you may email roseanne.dejonge@sarasotacountysschools.net. Calling the office does not excuse absences.

Sarasota County School Board Rule 7.103 defines the student absence policy in detail. An excused absence is defined as:

- Illness documented by parent/guardian up to 10 days per year. After 10 total days of absences, a doctor's note will be required for any subsequent absence.
- Major illness in a student's immediate family.
- Religious holidays of a specific faith.
- Pre-approved absences: Special situations (i.e. family emergency) must be pre-approved by the School Administration.
- Chronic absences can affect a student's academic performance.
- Letters will be sent to the parent/guardian of any student with excessive absences (9 per semester) and/or when attendance becomes an obstacle to academic success.
- New per district guidelines, vacations are NOT an excused absence.

Unexcused Absences (SB 201.1)

- A student who has 10 unexcused absences within 90 calendar days is habitually truant under state law. The student may be dealt with as a child in need of services under §984, F.S. In addition, the parent/guardian may be subject to criminal prosecution under §1003.24, F.S.
- Students will be afforded an opportunity to make up work for an unexcused absence. There may be some academic penalty in accordance with attendance policies and procedures.

- When students are late to school or leave school early without an adequate excuse, the tardy or early dismissal will be unexcused.

ABSENCES/MAKE-UP WORK

When a student has been absent, with a valid excuse, teachers will provide opportunities to complete missed assignments. Students will have make-up time equal to the number of days absent, to complete all assignments, per Sarasota County policy. The initiative for making up missed assignments rests with the pupil under the teacher's guidance. **(NOTE: School policy recognizes that if a student is sick, he/she is unable to work at their highest level. Therefore, make-up work will not be sent home prior to a student's return to school unless a student is absent for more than 3 days.)**

REASSIGNED STUDENTS

Any student who is at Ashton on reassignment and receives excessive tardies and/or absences or has behavior issues, is subject to having their reassignment revoked, and the student returns to their districted school.

BICYCLES, ROLLERBLADES, SKATEBOARDS, & HEELYS - SAFETY

Students riding their bikes to school must wear a safety helmet, as required by law. Students without a helmet will not be allowed to leave the school with their bike. Parents will be contacted, if their student arrives at school without a helmet. The parent may bring the helmet to school, or they will have to pick up their student at dismissal, if the student does not have a helmet. For safety reasons, bicycles are never to be ridden on school grounds. Bikes should be parked in designated areas. Students are encouraged to lock their bike, as the School District will not be responsible for lost or stolen bikes. Skateboards and roller blades are not permitted on campus. Heelys are not to be worn at school with or without wheels.

BULLYING AND HARASSMENT

Policy: School Board of Sarasota County, FL policy 2.70 states that all of its students and school employees will have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined in policy 2.70, is prohibited and disciplinary action will be taken. Any reference to "bullying" includes cyberbullying whether or not specifically stated. Please refer to the School Board Policy 2.70 for information on bullying and harassment definitions, behavior standards, consequences, reporting, investigating, notifications and counseling.

- All students will receive an orientation on Bullying and the steps to take should they see bullying occur
- Training will occur on a regular basis for staff, parents and SAC (Student Advisory Council)
- At least one parent event annually will address bullying and harassment in school
- Parents should report any suspected bullying to the administration of the school

BUS TRANSPORTATION

The Sarasota County School District provides transportation for kindergarten students whose residence is greater than one mile from the school, and for students in grades 1-5 whose residence is two or more miles from the school. Students are not allowed to ride a bus other than the one assigned, unless a written request is received from the parent or guardian and is pre-approved by the school office. Requests for special services, questions or concerns regarding transportation should be directed to the Sarasota County School Board Transportation Department at 486-2141.



CHAPERONES

Anyone desiring to chaperone a field trip, or volunteer at Ashton School in any capacity, must have prior approval. This system has been put in place as a safety feature. It permits us to keep track of who's on campus, if they have been screened by the FDLE, and how we might better use the services they provide. Level I screening is required for all chaperones and volunteers to be in the classroom. This includes classroom parties or supporting teachers. Level II screening (fee based) is required to chaperone an out-of-county field trip or in-county field trip where students will be with chaperones not under the teacher's direct supervision. Teachers assign chaperones for academic-related field trips, organizing duties and responsibilities for student supervision.

COMPUTER USE

The school district is providing access for staff and students to the Internet via computers. The benefits for staff and students to such information access are obvious. However, with this privilege comes responsibility.

Although district staff monitor use, on a global network, it is impossible to control all access. The district believes that the valuable information available on the worldwide network far outweighs the potential problems. The county provides a firewall (a blocker) to help prevent students from visiting inappropriate sites. Students are trained to go to MySCS where appropriate sites have been loaded for student access and use.

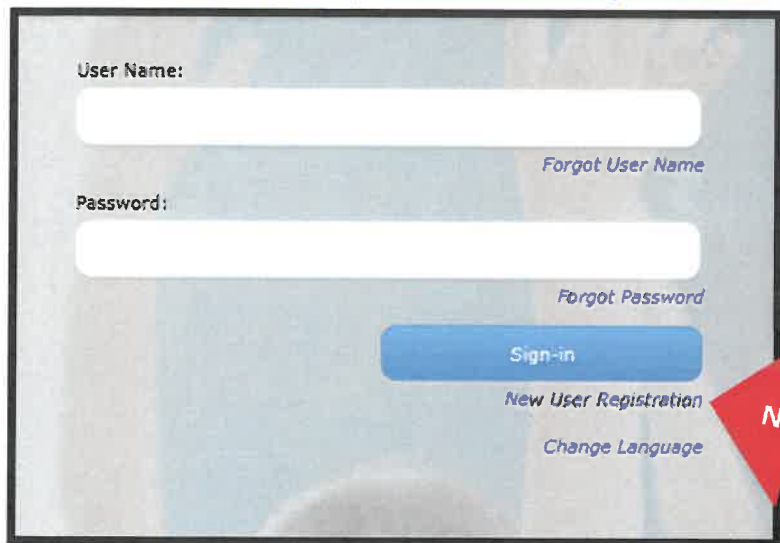


If any user violates any of these provisions, his or her access to electronic information services will be terminated. Willful violations will lead to disciplinary action, and if a criminal offense is committed, the user will be prosecuted per State Statute 815.04. NOTE: The student assigned the network account, is responsible at all times, for its proper use. The school district does have the right to review the contents of any and all email and other files created and stored on school district equipment.

COMMUNICATION

Ashton values a strong family partnership. ConnectEd voice, text, and email messages are sent to keep families aware of upcoming events, drills, and opportunities. Please take some time to sign up for the Family Portal at the link below so that you can receive pertinent updates. Also, please join us on our Ashton Facebook and Instagram accounts to view latest pictures and events that may include your child's class.

Family Portal: <https://parentportal.sarasotacountyschools.net/>



User Name:

Forgot User Name

Password:

Forgot Password

Sign-in

New User Registration

Change Language

New Users Click Here to Register



www.facebook.com/AshtonElementarySCS

DRESS/APPEARANCE

It is our belief at Ashton Elementary that our students' self-esteem, behavior, and focus on learning are greatly improved when they dress appropriately for school.

ASHTON ELEMENTARY DRESS CODE

It is our belief at Ashton Elementary that our students' instructional focus, self-esteem, behavior is greatly improved when they dress appropriately for school. Any item that fits into one or more of the following 3-D's will not be acceptable at school:

DISTRACTING: CAUSING THE FOCUS TO BE ON SOMETHING OTHER THAN LEARNING

- Hair color should be a natural color (blends with natural hair color)
- No Mohawks or shaved numbers, letters, names or symbols in hair
- No facial paint or make-up permitted
- Shirts or tops must cover two inches of the shoulder and must extend inches below the waist of the bottom of the garment or be tucked into the bottom garment, showing no midriff skin or underwear when standing, sitting or bending. Prohibited examples include: spaghetti straps of ANY width, halters, tube tops, tops with holes that expose the torso, bikini tops, oversized arm holes, backless dresses or shirts, sundresses, and clothes with plunging neck lines.
- Pants are not to be torn or have holes in them
- Length of bottom garment: Shorts and skirts should be midrange between the thigh and knee (i.e. Bermuda style) or measure at least to the bottom of the thumb when holding arms at the side.

DISRUPTIVE: INTERRUPTING THE LEARNING ENVIRONMENT

- Clothing that is skin tight, see-through, contains holes, or unacceptable print matter regarding alcohol, drugs, tobacco, violence (knives, guns, etc.), or negative/offensive comments related to school are not permitted.
- Hats and sunglasses are permitted only at recess and PE if corresponding documentation of medical need is on file or for specifically designated school-wide events.
- Games, trading cards, fidget spinners and toys are not permitted.

DETRIMENTAL: ANYTHING THAT MAY CAUSE DAMAGE OR INJURY

- Wallet chains, choker chains, cleated shoes, pointed objects, laser pens, etc.
- **Only** flat, closed toe, closed heel shoes may be worn – crocs, sandals and flip flops are not permitted.

The Ashton PTO has a variety of Ashton shirts on sale during the school year. Order forms are located in the main office. Students are encouraged to wear these shirts on Fridays or the last day of the week as part of Ashton "Spirit Day."

ACTION STEPS/CONSEQUENCES:

- | | |
|-------------------------------|--|
| 1st Offense | Teacher sends student to clinic to change - Note sent to parents* |
| 2nd Offense | Teacher sends student to clinic to change - Counselor will talk to student - Note sent to parents* |
| 3rd Offense | Contact parent to bring appropriate clothes and Administration schedules a conference with parents |

*1st and 2nd Offense – Clinic will call home and parents will be given the option to bring in a change of clothes.

- Unsafe Shoes – Sit out at Recess and PE & note sent to parents
- Hair Issues – Parents are called by Administration to correct the issue at home that night for minor infractions. If the issue is a distraction to the learning environment, the parent will be called to come to school to rectify the situation before the child is allowed to go to class.



DRESS CODE GUIDE

WORKING AS ONE FOR THE SUCCESS OF ALL

Individual schools are expected to use the District dress code guidelines as minimum standards and are encouraged to extend their own standards to meet the uniqueness of their school community. Minimum standard of dress code standards. The principal's decision or principal designees on the appropriateness of dress will be final. Please check with your school for all additional dress code guidelines. Principal or principal designee decisions are final.

SKIRTS, DRESSES & SHORTS



Must be worn above the hips

Rips are allowed below mid-thigh

Inseam & outseam must be below mid-thigh

SHIRTS & TOPS



Straps must be minimum of 1 inch

No low cut tops or see-through clothing

Gap below armpit must not be larger than 3 inches



Clothing must cover the mid-riff when standing naturally

PANTS, LEGGINGS & EXPOSED UNDERGARMENTS



No exposed undergarments

No pajamas or slippers

Must not be ethnic or racially offensive nature, suggestive, indecent or associated with gangs

Must not encourage the use of drugs, tobacco, alcohol, violence, weapons or support discrimination





DRESS CODE GUIDE

WORKING AS ONE FOR THE SUCCESS OF ALL

The Sarasota County School District has established procedural guidelines for student dress, in accordance with School Board Policy 5.37.

Individual schools are expected to use the District dress code guidelines as minimum standards and are encouraged to extend their own standards to meet the uniqueness of their school community. Schools are encouraged to obtain input from school stakeholders, including parents, staff and students as they establish a school dress code policy.

The principal's decision on the appropriateness of dress will be final. Refusal to comply with the school's dress code policy is an infraction under this code.

Students have a RIGHT to:

- Wear appropriate clothes or the school uniform, as long as those clothes or the way the clothes are worn are appropriate for the school setting, adhere to the school dress code, are not dangerous to health or safety, and do not disrupt the learning environment.
- Learn without being offended or disrupted by the way other students are dressed.

Students have a RESPONSIBILITY to:

- Comply with the school dress code.
- Be respectful of their peers at all times regardless of what they are wearing.
- Come to school fully clothed and wear clothes which are not dangerous to health or safety, do not disrupt the learning process, and stay within the school dress code.
- Dress in a way not offensive to others at school or at school-sponsored events, including, but not limited to:
 - No exposed undergarments
 - No jeans, shorts, skirts, dresses or pants worn below the hips
 - No jeans, shorts, skirts, dresses or pants with rips above the mid-thigh
 - No jeans, shorts, skirts, dresses or pants with the inseam or outseam shorter than the mid-thigh
 - Sleeveless shirts must have straps with a minimum width of one inch (about two fingers) and the gap below the armpit cannot be excessive of three inches (about four fingers)
 - No pajamas or slippers
 - No low cut tops or see-through clothing
 - Clothing must cover the mid-riff when standing naturally
 - No clothing of an ethnic or racially offensive nature
 - Not wear items or markings which are offensive, suggestive, indecent, or associated with gangs; as identified by the Florida Gang Intent Act of 1990.
 - Not wear items which encourage the use of drugs, tobacco, alcohol, violence, weapons, or support discrimination on account of race, color, religion, ethnic or national origin, age, disability, veteran or military status, marital status, pregnancy, sex, gender, gender identity or expression, sexual orientation, or any other characteristic protected by federal or state law or School Board policy.

ELECTRONIC COMMUNICATION DEVICES

A student may possess an electronic device at school such as a cell phone, smart phone, smart watch, laptop or other device that receives, sends or stores digital data, provided that the electronic device remains powered off, in backpack or with the teacher during the school day. **Smart Watches must be off and in backpack while at school.** Students may not use electronic devices on school property or at a school-sponsored activity to access and/or view websites that are otherwise blocked to students at school.

The requirement that electronic devices must be turned off will not apply when the device is being used for an educational or instructional purpose with a teacher's permission and supervision. Students may not possess any electronic device during testing, even if the device is turned off or the student does not use it. Violation of this rule will result in the student's test being invalidated.

Any student who uses an electronic device to threaten or intimidate another student or district staff member through email, social network posting, or other electronic message will be subject to disciplinary action as determined by school administration. Electronic devices used in violation of school rules will be confiscated and returned to the student's parent or guardian. The school is not liable for any device that is lost or stolen.

HEALTH ROOM



Children who become ill or injured are sent to the health room. **All children with a temperature of 100° or higher will not be allowed to remain in school. Children must be fever-free without medication for 24 hours prior to returning to school.**

Students with head lice infestation will be excluded from school until treatment for removal of live lice has been completed. Siblings and close associates of the student will also be examined for lice or nits. The health room aide examines students upon their return to school to ensure that no live lice are present.

Whenever possible, give medications at home. School personnel will give medication to students only if the following conditions are met:

- A serious or chronic health condition exists and failure to take medication could jeopardize the student's health.
- Medication including non-prescription or over the counter must be in the original prescription container with the child's name, name of the medicine, dosage and times to be given.
- Medication must be delivered by the parent to the health room aide.
- A Medication/Treatment Authorization Form must be signed by parent or guardian, completed by the prescribing doctor and given to the health room aide.
- No medication should be sent in a child's backpack.
- Parents are responsible for keeping forms and medication up to date.

HOME BAKED ITEMS

The Health Department has determined that foods prepared in a private home shall not be used, sold or offered to students. Any food items to be shared with students and/or staff must be commercially prepared and packaged with all ingredients listed on the product label.

HOMEWORK

In general, homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study. Homework can contribute greatly to the learning process for every child after instruction has been given. Homework expectations will be explained by the classroom teacher to your child. They will also be explained at Parent Information Night/Open House, and in regular communication between you and your child's teacher. **Parental support in seeing that all homework is completed is strongly encouraged and plays an important role in every child's academic success.**

When a student has been absent with a valid excuse, teachers will provide opportunities to complete missed assignments. Students will have make-up time equal to the number of days absent, to complete all assignments, per Sarasota County policy. The initiative for making up missed assignments rests with the pupil under the teacher's guidance. **(NOTE: School policy recognizes that if a student is sick, he/she has not received the instruction needed to complete assignments and is unable to work at his/her highest potential on assignments missed. Therefore, makeup work will not be sent home prior to a student's return to school).**

LOST AND FOUND

"Lost and Found" is located in the cafetorium next to the stage. Children and parents should immediately check with office personnel in the event of a missing item. **All unclaimed items are removed at the end of each month. Families are strongly encouraged to label all belongings with child's name. This includes water bottles, jackets, and backpacks.** Ashton Elementary School is not responsible for any lost items.



LUNCH PROGRAM

Lunch is available daily at school for students. Please refer to the Sarasota County Schools Food & Nutrition website for the most up to date information regarding pricing. The District is part of the National School Lunch Program. Breakfast is available from 7:20 - 7:50 AM this year. If meal assistance is needed, please complete an application for free & reduced lunch pricing. You may be asked to verify the information provided in your application.

Checks for lunch money may be made payable to Ashton Elementary Food Service. Payments are also available online. Log onto www.myschoolbucks.com. A great deal of time is saved if lunch and/or breakfast are purchased in advance. **A Free or Reduced Breakfast/Lunch Program is available for students who qualify.** Applications are available on our district website. Any questions regarding the lunch program or a student's account should be directed to the Food Service Manager at 361-6442.

Lunch menu: <https://sarasotacountyschools.nutrislice.com/menus-eula>

LUNCH ROOM RULES FOR CHILDREN and FAMILIES

Parents may eat lunch, with their child only, in the designated areas, on Wednesday, Thursday & Friday only. Parents need to wait outside the cafeteria for their child to be released. If you are purchasing a lunch, please get your child and move to the front of the line to purchase your lunch. Recess activities are not permitted during lunch time with your child. Do not use or access the playground areas. Recess is part of the instructional day. For accountability purposes, parents are not permitted to escort their child to recess after lunch. **FOR PURPOSES OF SECURITY, IT IS REQUIRED THAT YOU SIGN IN AND PICK UP A VISITOR'S PASS AT THE OFFICE BEFORE VISITING THE LUNCHROOM.**



- Inside voices
- Stay in your seat
- Clean tables top and below
- Face the table
- Use table manners
- Keep hands and feet to self

HEALTHY FOOD FOCUS

At Ashton, there is a conscious effort being made to support healthy eating habits while on campus. Although on occasion, students may be provided a "special treat" in recognition of select accomplishments, it is our intent to promote a balance in the selection/consumption of healthy foods/snacks.

ENCOURAGED

Water
Fruits
Vegetables

DISCOURAGED

Soda (bottled or canned)
Candy/Sweets
Items lacking in nutritional value

PLEASE BE ADVISED, STUDENTS SHOULD NOT BRING OR CHEW GUM ON CAMPUS.

MEDIA CENTER

The Ashton media center offers a wide variety of materials and equipment in order to reinforce and expand the educational experience for your child. Media Center hours for students are **8:15 AM to 2:30 PM**. Students will take their Accelerated Reader tests during the school day only. Classroom teachers will make allowances for students to take tests in their classroom. Computers are used for circulation and inventory of all materials. Students learn at a very early age how to use the electronic card catalog system.

Books are checked out for one week and may be renewed as needed. We encourage students to return or renew their books on time. Books may be renewed up to three times. Notices will be sent home with your child requesting the return of overdue books. **Lost or damaged books must be paid for at their replacement cost.**

MESSAGES

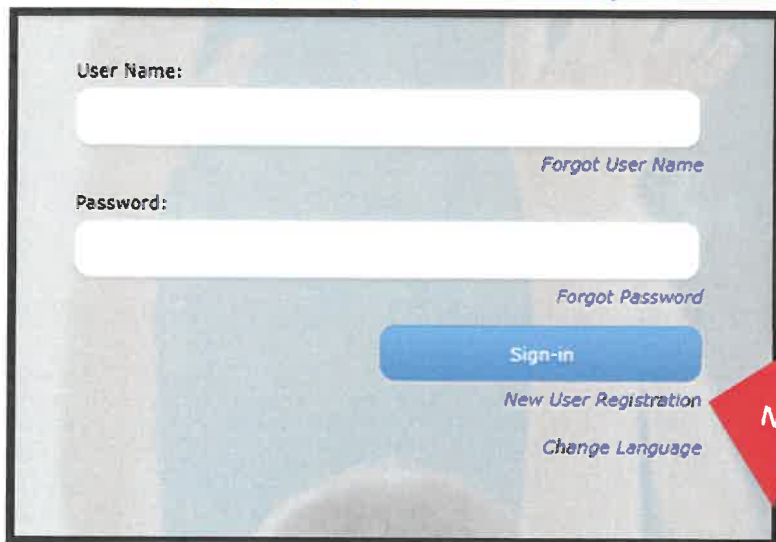
Messages will be delivered to children **ONLY** in emergency cases. Dismissal arrangements should be made before your child leaves home in the morning, or by using our early dismissal guidelines. Children will **NOT** be released from class to respond to incoming telephone calls. **PLEASE NOTIFY THE FRONT OFFICE OF ANY CHANGES IN DISMISSAL PROCEDURES FOR YOUR CHILD THAT DAY.**

NEW STUDENTS

Students enrolled throughout the school year will begin attending Ashton within 2 school days. This allows the teacher to prepare the classroom, custodial to bring in necessary desks and chairs, Administration time to create the best placement, and for the new student to start at the beginning of a school day (in lieu of walking in unannounced).

It is imperative that families who are new to Ashton register for the Family Access Portal. This portal will provide parents/guardians with information about your child's grades, assignments, and more. In addition, report cards will only be available through this portal.

Family Portal: <https://parentportal.sarasotacountychools.net/>

A screenshot of the Family Access Portal login page. The page has a light blue background with a faint image of a person. It features two white input fields for 'User Name:' and 'Password:'. To the right of the 'User Name' field is a link that says 'Forgot User Name'. To the right of the 'Password' field is a link that says 'Forgot Password'. Below the password field is a blue 'Sign-in' button. Below the button are two links: 'New User Registration' and 'Change Language'. A large red arrow points from the right side of the page towards the 'New User Registration' link, with the text 'New Users Click Here to Register' written inside the arrow.

PARENT DROP-OFF/PICK UP

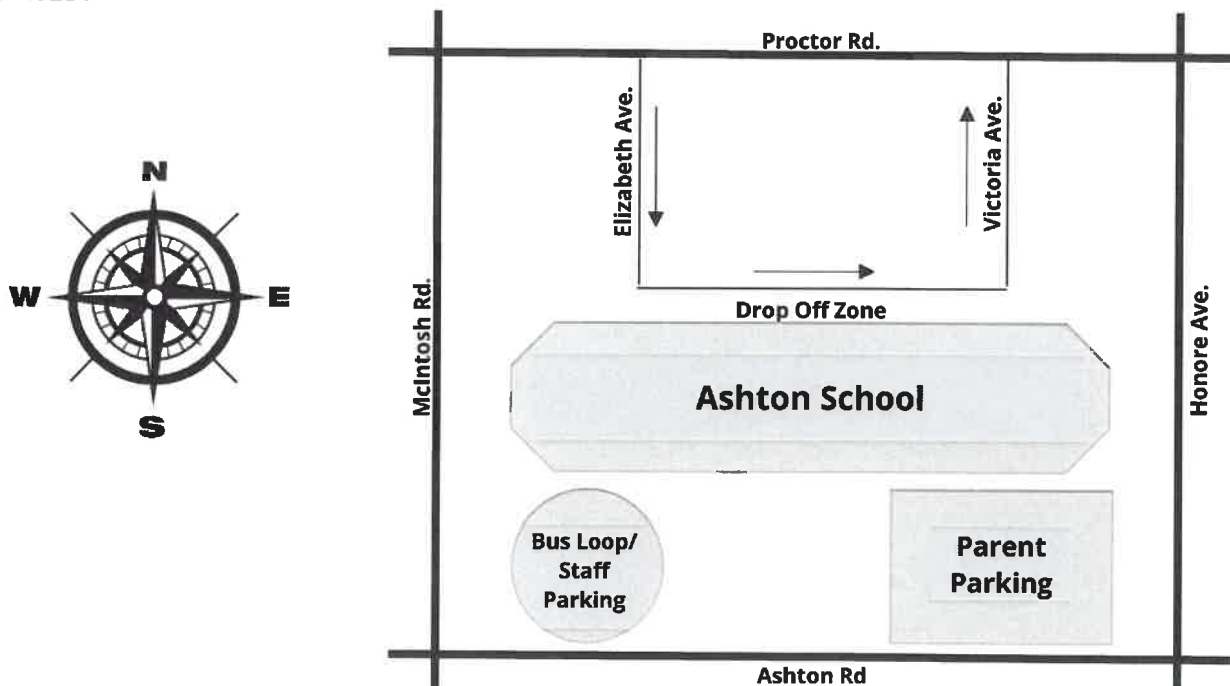
PARENT DROP-OFF

Parents who are dropping off or picking up students should use the area north of the school. Please use Proctor Road to access Elizabeth Avenue for entering and Victoria Avenue for exiting. Parents must walk students onto the campus, if parking in the south parking lot located off of Ashton Road. Parents will drop their child at the front gate.



K-2 students will wait in the cafeteria from 7:20 – 7:50, when they will be picked up by the teacher and escorted to their classroom. 3rd graders wait under the covered PE area. 4th & 5th graders will wait in the hallway outside their classroom, where they will be supervised until 7:50.

PLEASE DO NOT PARK OR DROP STUDENTS ALONG ASHTON ROAD. THIS IS A SAFETY HAZARD AND HAS BEEN POSTED BY LAW ENFORCEMENT AS A NO PARKING ZONE. YOUR COOPERATION IS GREATLY APPRECIATED.



PARENT PICK-UP

Ashton utilizes a staggered dismissal schedule. Please see detailed information about dismissal on the next two pages.



Parents picking up students in the afternoon, should use the north pick-up area at the back of the school, known as the "LOOP", to drive through and pick up their children as designated above. **Students must be picked up in this area before 3:00. Students left after 3:00, will be brought to the front office and left in the care of Ashton's Astro Care and may be assessed a \$15 charge for late pick-up.** If you plan to pick up your child in the front of the school, known as the "Astro Zone", please adhere to the parking restrictions as they are posted. Also, parents must stand and wait for their child to be escorted by their teacher to them in the "ASTRO ZONE" parent waiting area. **Parents should not be standing or waiting in the rotunda area or near the bus loop walkway.** Students will not be handed off to a parent/guardian without the parent showing the child's car tag. If the parent is not in the "Astro Zone" when the teacher passes, the child will be taken to Astro Care. If the parent is late, there is a fee of \$15.00, if the child is not registered for the Ashton After-Care Program.

ASTRO ZONE DISMISSAL PROCEDURES

Here are some basic instructions that must be followed if you are planning to pick your child up in the Astro Zone at the front of the school in the afternoons.

- All cars **MUST PARK** in a designated parking space.
- All families using the Astro Zone **MUST** sign up for your grade level Remind (see codes below).
- When you receive your Remind message, **BRING YOUR CAR TAG** and follow the designated path. Enter in the front crosswalk and head to the Astro Zone.
- Please limit yourself to ONE adult per family in the Astro Zone.
- Hold your car tag so teachers can see it.
- After you receive your child, please exit out the south gate parking lot opening (just past the gazebo) to go back to your car.
- If you have students in multiple grade levels, you may wait in the Astro Zone for them after picking up your first child.

KINDERGARTEN *dismisses at 2:30 pm*
text @KASTRO to 81010

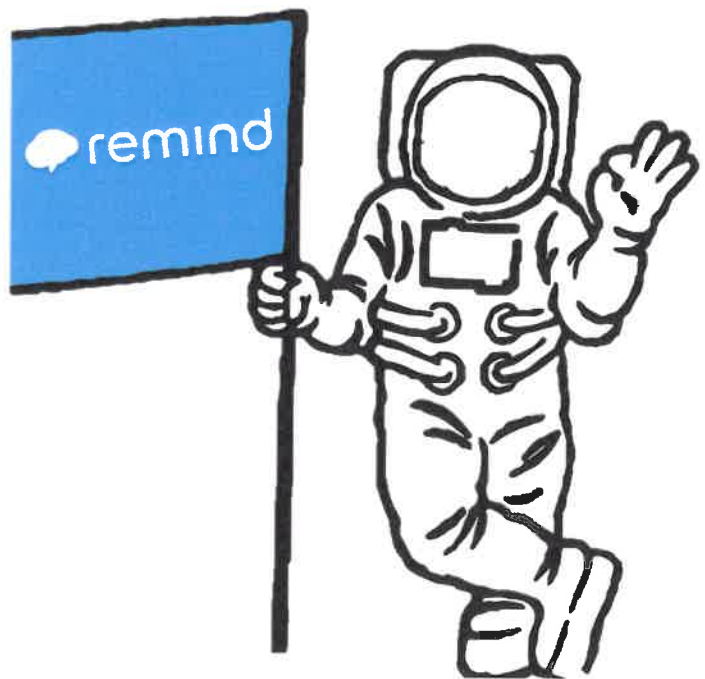
1st GRADE *dismisses at 2:35 pm*
text @1stASTROZ to 81010

2nd GRADE *dismisses at 2:40 pm*
text @2ndASTR to 81010

3rd GRADE *dismisses at 2:40 pm*
text @3rdASTROZ to 81010

4th GRADE *dismisses at 2:45 pm*
text @4thASTRO to 81010

5th GRADE *dismisses at 2:45 pm*
text @5thastroz to 81010

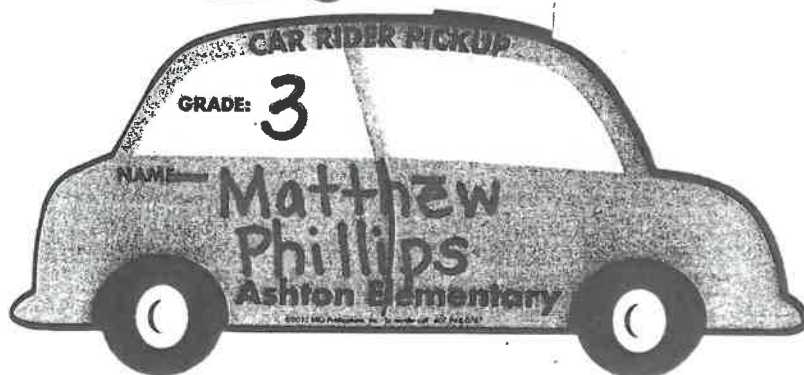


CAR TAGS

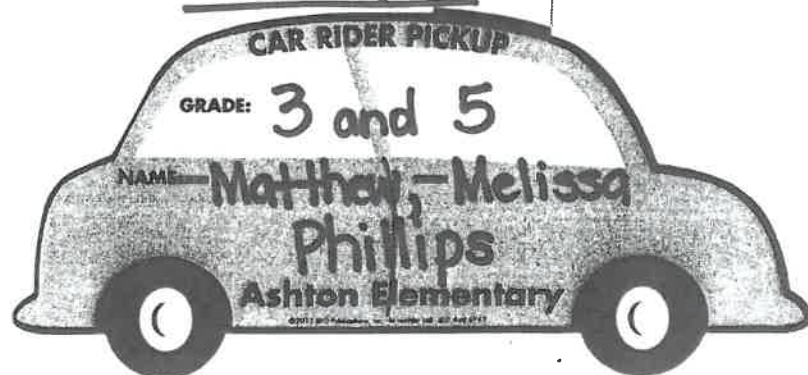
Here are some basic instructions that must be followed if you are planning to pick your child up at Ashton.

- Please see the sample below for filling out your car tag
- Place the grade or grades at the top of the tag
- Place your child(ren)'s first name(s) on a line by itself
- Place the last name centered on the line underneath the first name
- List your children in order by grade level with the youngest grade level first
- For **BACK PARENT PICKUP**, hang the car tag facing out (facing the staff) on your rearview mirror. Your tag should be up as soon as you enter the back gate.
- For **FRONT ASTRO ZONE PICKUP**, you **MUST** bring your tag with you on campus and hold it out facing the teacher as he/she approaches.

Single:



Multiple:





PARENT/GUARDIAN BADGE REQUEST PROCESS



Sarasota County Schools is proud to offer Parents and guardians the opportunity to request a District Identification Badge so they can check in at their child's school during designated arrival times.



All the parent or guardian needs to do is go to a Sarasota County School location where they would like their Parent ID Badge to be sent. Present their Government Issued ID and Sign in with the receptionist as a visitor and tell them they would like a Parent ID Badge.

The Parent or Guardian information will be run through the District's Visitor Management System and once cleared an ID will be printed and sent to the school.

1. School Staff will issue the badge to the requester after photo identification is compared to the badge.
2. The badge will allow the parent or guardian to sign in at a kiosk and walk their child to class without having to stop at the receptionist.
3. The badge is always required to be worn while on campus.
4. This badge is not official government identification and does not authorize a parent/guardian to pick up a student, volunteer or gain access to a campus except during designated times.

EARLY DISMISSAL

In an effort to protect instructional time, if a parent/guardian wishes to have his/her child dismissed from school prior to the end of the day, a written notice is required. The school will need to be provided with: date and time of dismissal, and name and relation of adult picking student up. The person picking up the student will sign him/her out in the front office, where the student should be waiting. **Proper identification must be provided before a student is dismissed. Because instructional time continues until the end of the school day, students will NOT be dismissed from school after 2:00.**



PERSONAL INFORMATION

ADDRESS CHANGE

In the event of an address change, whether during the school year or at re-registration time, Ashton Elementary School requires **two written proofs** of the new address in order for the school to change the records.

CUSTODY

Before a request is made that we restrict information and/or release a student to an authorized person, a parent must provide a copy of custody papers which will become a part of the student's cumulative record. This will ensure that rights will not be violated. Student safety and best interest are always our concern.

MEDIA/DIRECTORY RELEASE

When a child is enrolled in a Sarasota County Public School, parents/guardians are asked to either grant or refuse permission for a child to be included in newspapers, directories, etc. Any change to this information must be submitted in writing.

PICTURES

Individual student pictures are taken in the fall and class photographs in the spring. Flyers and payment envelopes are sent home prior to this special day. Payment in advance is requested.

P.T.O. (Parent/Teacher Organization)

Ashton has a very active Parent/Teacher Organization that provides excellent leadership and involvement opportunities for interested parents. Parents are encouraged to participate as the school relies heavily on the PTO financial and volunteer support. Several fundraising projects are sponsored annually by the PTO that help support the instructional programs and students. Meetings are scheduled throughout the year and are announced on the school calendar, school web page, and e-blasts.

QUESTIONS

- | | |
|---------------|---|
| FIRST | Contact your child's teacher. Frequently, a conference or a sharing of information/concerns will answer the question. |
| SECOND | If concerns remain unresolved, contact the school at 361-6440 and request to speak with a school counselor. |
| THIRD | If your questions/concerns remain unresolved, contact the school administration for further assistance. |

ACCELERATED READING PROGRAM

All Sarasota County Schools are excited to be implementing the Accelerated Reader Program. This motivational tool allows students to read books, take quizzes, and earn points based on questions answered correctly. At Ashton students earn pins for their lanyards based on specified point increments.

RELIGIOUS & CULTURAL ACTIVITIES

Individual classes and grade level teams may hold traditional seasonal parties. Parties may include the recognition of an event of cultural or social importance. If a parent strongly objects to their child's use of instructional materials that include certain symbols, or participation in a school or class activity, please notify the classroom teacher in writing. Any parent willing to assist the classroom teacher with activities such as these or would like to recommend the recognition of other cultural activities, please submit your suggestion to the teacher in writing. If you have any questions, the classroom teacher will be glad to assist.

REPORT CARDS

Report cards are distributed through the Family Access Portal. However, you should expect ongoing communication with your child's teacher regarding their performance at school. If you have questions or concerns, do not wait until the report card or performance report is distributed. Contact your child's teacher in writing or by telephone.

The following are suggested guidelines that teachers will follow as it relates to the Family Access Portal:

- Grades will be posted within one week of a graded assignment/test being given
- Teachers will respond to a parent inquiry regarding a grade(s) within two school days
- Midterms will NOT be required as grades are accessible to parents via the Family Access Portal

** Please note that factors, such as teacher illness, and other factors may delay the above parameters. Our goal is to have ongoing communication with you regarding your child's academic progress.

REPORT CARD GRADING SCALE

2ND – 5TH GRADES

The grading scale that has been adopted by the Sarasota County School District is as follows:

A – Outstanding.....90-100%	E – Excellent
B – Above Average80-89%	G – Good
C – Average.....70-79%	S – Satisfactory
D – Below Average60-69%	N – Needs Improvement
F – Failing0-59%	U – Unsatisfactory

KINDERGARTEN & 1ST GRADES

Standards are what students should know and be able to do at the end of each grade. A standards-based report card helps students and parents better understand grade level expectations. On traditional report cards, students receive one "letter grade" for each subject area. On a standards-based report card, each subject area is divided into a list of skills and knowledge that students are responsible for learning. Students receive a separate mark for each skill that reflects grade level content. It is important to note that it would be impossible to list every standard on the report card. The skills on the Sarasota County Schools Kindergarten and First Grade report cards are a "snapshot" of the standards for your child at this grade level. The report card is a communication tool between schools and families of the continuous progress a child makes throughout the school year.

Understanding Performance Levels

The following performance levels are used on the report card:

4	The student has an advanced understanding and exceeds <i>end of year</i> , grade level standard mastery. A student receiving a 4 demonstrates this advanced knowledge at school.
3*	The student demonstrates mastery on <i>end of year</i> , grade level standard. A student receiving a 3 shows solid knowledge and has proficient understanding of concepts and skills.
2	The student is approaching <i>end of year</i> , grade level standard mastery. A student receiving a 2 understands basic skills and concepts but is not yet fully independent. The student is applying concepts and skills with increasing success.
1	The student is beginning progress towards <i>end of year</i> , grade level standard mastery, but is not yet independent. A student receiving a 1 may benefit from additional support*.
L	The student has limited progress towards <i>end of year</i> , grade level standard mastery. A student receiving a "L" may benefit from additional support*.

****Level 3 is the grade level expectation and is what all students should meet by the end of the year.***

S.A.C. (SCHOOL ADVISORY COUNCIL)

The purpose of the School Advisory Council is to enhance school site decision making, to serve in an advisory capacity to the principal regarding school improvement, to assist in the preparation and evaluation of the School Improvement Plan, and to provide input on the budget and use of School Improvement funds. All meetings are open to the public and are publicized well in advance. Nominations are held annually and minutes are posted on the school and district websites.

SCHOOL DAY HOURS

- School office hours are 7:30 AM to 3:30 PM – Student day is 8:00 AM to 2:45 PM
- Students are not permitted in the building/classroom until the first bell at 7:50 AM.
- Students are **TARDY** if they are not **IN THEIR CLASSROOM** by the 8:00 AM bell.
- No student will be allowed back into the school building after the dismissal bell.



SPECIALS CLASSES INFORMATION

Art, Drama, Music, PE, Science, Technology

The following teachers are on the Special's Rotation working with your child.

Art – Mrs. Miller, **Drama**- Ms. Drew, **Music**-Mr. Tilford, **Science (STEM)**-Mrs. Ward,

Tech-Mrs. DeWitt, **Physical Education (PE)** – Coach Majors & Coach Stover

Students in grades kindergarten through fifth grade are on a nine-day rotation. Students' grades are based on a limited amount of days they are in a Specials class. Each quarter, students' grades are based on being in that class for a maximum of 5 days. They will attend 20 days of PE in one quarter. Students' behavior and effort play an important role in class, so with limited amount of time, a grade of **satisfactory** is considered an **average score**.

BEHAVIORAL EXPECTATION (We feel these are also good life skills to exhibit.)

1. **Respect** everyone and everything – Treat others as you want to be treated, clean up after yourself, treat all equipment with care.
2. Be **kind** – Help others, include others, speak nicely to each other.
3. Use **self-control** – Keep hands and feet to yourself, no running inside, use inside voices or whisper while involved in inside activities.
4. Try **your best** – Take your time on a task and give it all your effort, dress correctly for each special.

Kindergarteners and first graders are graded on skills in Art, Music and PE every-other quarter. (2nd and 4th quarter). Tech grades are based on state tech skills. The students' performance for Science and Drama are integrated in with class grades. An effort grade only is given during the 1st and 3rd quarter, while an academic/skill grade is given during the 2nd and 4th quarter along with an effort grade.

GRADES

O = Outstanding Does above and beyond the basic requirements (enrichment) and follows class expectations at all times.

G = Good Does the required assignments and follows class expectations.

S = Satisfactory Does the required assignments with little or no assistance and follows class expectations majority of the time. This is considered an average grade.

U = Unsatisfactory Incomplete assignments and/or note sent home for behavior.

EFFORT

E =Excellent - Apply previous skills learned and follow class expectations at all times.

G = Good - Willingly works on assigned task and follows class expectations.

S = Satisfactory - Completes assignments with little or no assistance and/or needs very little reminders of class expectations.

N = Needs Improvement - Doesn't complete assignments and/or has a difficulty following class expectations.

SOARING SUPERSTARS / Honor Roll

Students in 3rd–5th grade who earn all A's and/or B's on their report card with satisfactory or above for effort, will earn Soaring Superstars (aka Honor Roll). Please check with your student's teacher for more information and requirements.

STUDENT DISCIPLINE

At the beginning of the school year each teacher will clarify rules and procedures for their classroom. Rules guiding behavior are written in general terms to require interpretation and discussion by teachers and students. Once the rules are discussed and understood, they will set the standards of conduct.

◆Listen ◆Walk ◆Use Inside Voices ◆Respect Others' Property & Personal Space

Everyone shares in the responsibility of behaving in a manner that makes Ashton Elementary a school where there are high expectations and people are valued. At the opening of school, all students will receive information about school rules from their teachers and through a "Student and Family Handbook" distributed by the Sarasota County School District on-line as well as this Ashton Student/Parent Handbook. Parents are expected to review this information with their children. Open lines of communication are a must. Children who repeatedly violate the rules are referred to the administration. An appropriate action will be taken which could involve restricting freedom or loss of privileges. Some violations of school rules are so severe they may require out of school suspension for a period not to exceed ten school days. If the behavior is not only a breach of school rules, but a violation of the law, students will be referred to the appropriate community authority. This does not preclude disciplinary action by the school as well.

STUDENT INSURANCE

STUDENT ACCIDENT INSURANCE

At the beginning of the school year, the Sarasota County School District provides the opportunity for all students to purchase a Student Accident Insurance Plan. The plan is also available to any new student enrolling during the school year. Students have the option of purchasing accidental insurance coverage for the school day only, or they may purchase coverage for 24 hours a day, seven days a week. The cost and coverage descriptions are explained in the insurance company literature. The purchase of these insurance programs is optional. Please see the link provided on the Sarasota County Schools Risk Management webpage <https://www.sarasotacountyschools.net/Page/3479>.

STUDENT MEDICAL COVERAGE (other than Student Accident Insurance)

The Sarasota County School District has no provision, either insured or otherwise, to make routine payments of medical expenses for students injured as the result of accidents. It is assumed that all parents/guardians of students have made provisions to meet the financial responsibility of paying medical costs incurred by their child.

TELEPHONE USE

Children are not permitted to use the telephones except in EMERGENCIES. Students are NOT to use any telephone to call for homework or lunches that have been left at home.

TEXTBOOKS

Students are expected to be responsible for their textbooks. Classroom teachers keep a record of books assigned to students. Each child is also required to write his/her name in the front. Students will be charged, if they do not return the books assigned to them. If a book is lost during the school year, the student will be charged for the book prior to another being issued. Any student paying for a book which is found within the school year is eligible for a refund.

TOYS, TRADING CARDS, ELECTRONIC DEVICES, ETC.

Trading cards, electronic games, electronic music devices, fidget spinners, and other toys that may be a distraction to the learning environment, **are not permitted at school**. Should one of these items be brought to school, it may be confiscated and stored in the front office where a parent may pick it up.

VISITORS

Please pre-arrange visits with your child's teacher. All visitors wishing to visit the school must first report to the front office and present a valid driver's license (any state), or official state photo identification card (any state), to be scanned by the Raptor System (sexual offender/predator database). Other forms of photo identification accepted are U.S. Military Identification card, Foreign Consulate card, Employee Photo identification card., Resident Alien card, or Temporary Protected Status card.

VOLUNTEERS

Ashton Elementary School is well known for the large number of volunteers working with staff and students. District policy requires that all volunteers & chaperones complete an online application, which is screened by the Florida Department of Law Enforcement (FDLE). All persons must have level one clearance to volunteer on campus, and level two (fee based) clearance to accompany students on a field trip as a chaperone out of county or in county, if not under a teacher's direct supervision at all times.

WITHDRAWAL

If you are planning to move out of the Ashton School district, please notify the office IMMEDIATELY. All textbooks, library books and lunch charges must be paid before your child's records can be released to the new school.