

# ARTHUR ASHE JR ELEMENTARY SCHOOL PARENT HANDBOOK

Principal: Dr. Kecia Lipscomb [kolipscomb@henrico.k12.va.us](mailto:kolipscomb@henrico.k12.va.us)

Associate Principal: Mrs. Deborah Jackson [ddjackso@henrico.k12.va.us](mailto:ddjackso@henrico.k12.va.us)

804-343-6550



Parents please use the following handbook as a guide to understand AAES expectations and to partner with us throughout the school year as we work together to support your child. Please contact us with any questions by calling the school or emailing the principal, associate principal or your child's teacher. Thank you in advance for working with us this 2019 – 2020 school year.



**LIVE.LEARN.LEAD.**

*We inspire lifelong learners to succeed in a nurturing community of leaders.*

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## AAES MISSION STATEMENT

We inspire lifelong learners to succeed in a nurturing community of learners.

## AAES VISION STATEMENT

LIVE.LEARN.LEAD.

## ASSESSMENTS & STUDENT PROGRESS

Assessment is a continuous process to measure student growth. Formal and informal evaluations will assist us in determining individual and group status for placement, program planning, and instruction. Assessment techniques may include but are not limited to projects, written tests, online tests, teacher observations, work samples (portfolios), and oral presentations. **Report cards** are sent home every nine weeks. Parents of 2<sup>nd</sup> – 5<sup>th</sup> grade students can login and view student progress updates in the Parent Portal every four weeks. Parents are urged to routinely check the portal and schedule conferences to discuss their child's progress throughout the school year with the teacher and/or administrator.

Henrico County's testing program includes the administration of achievement, ability, and standards-based tests for students at all grade levels. Students regularly receive information regarding upcoming test and parents should routinely check take home folders and ask students for this information. Reading levels are determined by Fountas & Pinnell (F&P) assessments three times a year for grades 1<sup>st</sup> – 5<sup>th</sup> and twice a year for Kindergarteners. Grade level progress is determined by common assessments and county benchmarks for grades 2<sup>nd</sup> – 5<sup>th</sup>.

Pre-K&K	Pre-K PALS Assessment PALS Assessment VKRP Assessment	Grade 3	MAP/NWEA Assessments Standards of Learning Tests (SOL) Portfolio Assessments
Grade 1 & 2	PALS Assessment Math Screener	Grade 4	MAPS/NWEA Assessments HAT Tests
Grade 2	COGAT (Ability Test) Henrico County Assessment Test (HAT)	Grade 5	Standards of Learning Tests (SOL) MAPS/NWEA Assessments Standards of Learning Tests (SOL) Portfolio Assessments

## ATTENDANCE& ARRIVAL TO SCHOOL

School hours are from 7:20 a.m. until 2:10 p.m. School doors open when the bell rings @ 7:20 a.m.

**Please use the Hug Zone (if needed), the school lobby, to give your child a hug/pep talk for a great school day. Students should be to school at the appropriate time to allow for breakfast and participation in their classroom morning routine to set the tone for the day.**

**THE TARDY BELL RINGS @ 7:40 A.M.** Each child is expected to be in class by 7:40 a.m. to prepare participate in instruction. Students arriving after 7:40 a.m. are counted as tardy and must obtain a "tardy pass" in the office before going to the classroom. (This rule does not apply when buses are late). Students who are not in class when the tardy bell rings, are considered late. When a child is late, it is disruptive to the class and makes it difficult for the child to settle into the daily routine. If a child demonstrates a pattern of tardiness, the teacher shall contact the parent. If the pattern persists, the Attendance Office and/or Social Worker may get involved. \*State law requires that parents be notified when their child is absent. Parents must provide the school with a telephone number where they may be contacted when an absence occurs. To assist school personnel, parents are encouraged to call the

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school at **343-6550** before 8:00 a.m. to indicate their child's absence. A note explaining an absence must be presented to the teacher and attendance secretary on the day after the absence. The principal may request a doctor's excuse. These notes are kept on file. Please inform the school of any change in telephone numbers as soon as possible – this also helps us in times of emergencies.

**CHANGES IN TRANSPORTATION SHOULD** it be necessary for a child to ride a different bus/daycare van than s/he normally rides or to be picked up by the parent, **the parent must send a note to the teacher indicating that this change is necessary.** The student must show the note to the teacher and then take it to the office to be signed by the principal or designee. PLEASE MAKE CERTAIN THAT A NOTE IS SENT TO THE SCHOOL EACH TIME IT IS NECESSARY FOR YOUR CHILD TO MAKE A CHANGE IN TRANSPORTATION. If a note is not received the child will be placed on his/her regular bus/daycare van. **PLEASE WORK TO KEEP A CONSISTENT TRANSPORTATION ROUTINE FOR YOUR CHILD TO MINIMIZE ANY CONFUSION ON A DAY TO DAY BASIS.**

**AUTHORIZED PICK UP LIST-** Please update this list in the office as often as possible with any changes regarding who can pick up your child from school. This person must have valid identification.

Students must not leave school without permission. All students leaving the school must be signed out in the office by an authorized adult. **Identification will be required. PLEASE DO NOT GO TO THE CLASSROOMS TO PICK UP STUDENTS.**

\*\*\*A change of residence that takes a child out of the school zone during the school year will result in a change of school for the following nine-week marking period. It is the parent's responsibility to notify the school of the change. When the school becomes aware of the change, a letter will be sent to the parent providing information on next steps after a change of residence.

## **ATTIRE**

Students at Arthur Ashe, Jr. Elementary School are expected to look and behave in a manner that ensures that all receive the full benefits of a quality education. **Participation in the school uniform program is strongly encouraged Monday – Thursday, Friday is school spirit day in which a child may wear AAES school gear or the school's colors: teal and/or purple.** In support of the HCPS *Code of Student Conduct*, a student's appearance that is considered disruptive, distracting, or hazardous is prohibited. Parents will be notified by the administration or designee of inappropriate dress. The following standards of dress have been established by HCPS for children while at school.

## **STUDENTS MAY NOT WEAR THE FOLLOWING ITEMS UNLESS OTHERWISE STATED:**

- Hoods, hats, face masks, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
- The following items on school grounds during regular school hours: bandanas, do-rags, head scarves (except for head garments for religious reasons), hair picks, wave caps, large combs, brushes, and rollers.
- Sunglasses, unless prescribed by a physician.
- Dresses, skirts, shorts, athletic shorts, and other similar clothing must reach the tip of the thumb when hands placed at the sides (arms straight with palms flat). When wearing leggings, tights, or similar apparel as an outer garment, tops must also reach the tip of the thumb.
- Messages on clothing, chains, jewelry, and personal belongings that pertain to drugs, alcohol,

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tobacco, sex, gangs, vulgarity, or that could cause a substantial disruption to the learning environment.

- Spiked jewelry, chains, and items which could cause student injury.
  - Beachwear (which includes bathing suits and trunks) and sleepwear.
  - Clothing that reveals undergarments.
  - Cut-off jeans, cut-off sweat pants, or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.
  - Bedroom slippers or shoes with wheels, also known as “Heelys.”
  - Clothing that reveals the midriff while sitting or standing.
  - Clothing that is tight, skimpy, or with plunging necklines.
  - Clothing that is see-through, revealing, or resembles undergarments.
  - Tube tops, halter-tops, halter-top dresses, strapless dresses or tops or dresses with spaghetti straps (tops must be at least two inches wide at the shoulder).
  - High heels or flip flops at the elementary level (Elementary students are encouraged to wear athletic shoes or closed toe shoes with a rubber sole and should wear such shoes for Physical Education and recess).
  - Coats inside the school building during the school day as determined by the administrative staff depending on the school design and administrative ability to provide storage for coats.
- Drape towels, shirts, or shorts around the neck.
- Roll down waistbands on shorts, pants, and skirts.
  - Wear clothing in any manner that reveals undergarments at any time.
  - Wear athletic basketball jerseys without wearing a t-shirt beneath the jersey.

## **BEHAVIOR**

All students have the right to learn in a safe and orderly environment. Therefore, appropriate behavior is always expected of all students. Please read and discuss the *HCPS Code of Student Conduct* from Henrico County Public Schools with your child. In order to provide for a positive learning environment, students must follow the rules. *Behavior Expectation* assemblies are held in September and January. New students who come in during the year will review the *HCPS Code of Conduct* with the counselor. Students are accountable to the school from the time they leave home in the morning until they return home in the afternoon. This includes time spent during school transitions, hallways, cafeteria, recess, the bus stop, the bus, and walking to and from school. Students are expected to work hard, do their best, be kind, and be a leader and to demonstrate the 7 Habits each day at AAES – 1. Be Proactive, 2. Begin with the End in Mind, 3. Put First Things First, 4. Think Win-Win, 5. Seek First to Understand - Then to Be Understood, 6. Synergize and 7. Sharpen the Saw. All students should remember to be respectful and kind to their teachers and peers.

## **BULLYING**

Everyone at AAES is committed to making our school a safe and nurturing environment for all students. We treat each other with respect, and we refuse to tolerate bullying in any form. Bullying is defined as unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or refusing to allow someone to participate in an activity on purpose.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing.
- Stealing or damaging another's personal property.
- Ganging up on someone.
- Teasing someone in a hurtful manner.

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- Using put-downs, such as insulting someone's race or making fun of someone for being like a boy or like a girl.
- Spreading hurtful rumors about someone.
- Leaving someone out on purpose or trying to get other kids not to play with someone.

Staff at our school will do the following things to prevent bullying and to help children feel safe at school:

- Closely supervise students in all areas of the school.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Take parent concerns seriously about bullying/Look into all reported bullying incidents.
- Assign consequences for bullying based on the *Code of Student Conduct*.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others; refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

## CAFE

Nutritious breakfasts and lunches are served daily in the cafe. The following items may be purchased. Prices are subject to change annually.

Breakfast	\$1.50	Reduced Breakfast	\$ .30	Low-Fat or Non-Fat Milk	\$.65
Lunch	\$2.90	Reduced Lunch	\$ .40		
Adult Breakfast	\$1.80	Adult Lunch	\$3.60		

Prices for a la carte items and the a la carte breakfast program are available from the Café Manager. Application forms for free or reduced lunch will be sent home. If qualifications are met, the form should be completed and returned as indicated on the application.

If your child is allergic to milk or chocolate, please stress to him/her not to select chocolate or milk. Also, if your child is allergic to milk or chocolate, please put that in writing to the teacher so that the information can be forwarded to the cafeteria staff.

All students have cafeteria accounts on which to place money weekly or monthly to purchase breakfast or lunch. Accounts are set up for convenience to students and parents. When students are given money for the week, no change is given back to the student. All monies are applied to the account balance. Please make checks payable to **Arthur Ashe, Jr. Elementary School Cafe**.

School Nutrition Services will continue to provide its popular pre-payment service of MyLunchMoney.com. Using this program allows parents to pay and replenish their child's account using a personal credit or debit card from home via a secure Internet site. **School Link Technologies, Inc. does charge** parents a handling fee for each prepayment. Please contact 1-800-479-3531 or [www.MySchoolBucks.com](http://www.MySchoolBucks.com) for details.

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**NO REFUNDS ON PRE-PAYMENT OF MEALS.** Parents who prepay for student meals should monitor these funds since School Food Services **DOES NOT GIVE REFUNDS** at the end of the year or when students leave Henrico County. However, there are other options. For students in elementary or middle school who return to the same school, their fund balance remains in their account to start the school year. If a student transfers schools within Henrico County, the Cafeteria Manager in the former school must be notified in order to transfer the account balance to the new school. If students leave Henrico County, the balance in their account may be transferred to another student in the County's elementary or middle schools. For assistance, please call the school's Cafeteria manager.

## **CAFE RULES**

Most children are very cooperative in trying to use "dinner table" manners. We are committed to using a positive reinforcement system while stressing the importance of appropriate lunchroom behavior. Please continue to review these rules with your child:

- Enter the cafe quietly. No talking until you have gone through the serving line and are seated. Then, please talk quietly - use a "restaurant" voice.
- Walk in the cafe; never run for any reason.
- Pick up your napkin, spoon, fork, straw and condiments before being seated. Once seated, do not get back up. Raise your hand to obtain forgotten utensils/items.
- Assist in keeping the cafe clean. Clean up your area. Pick up food and trash under, *on*, and *around your table*.
- Never loan money.
- Eat only your food. Do not share food.
- Listen to and obey all instructions.
- Only leave the cafe when your class has been dismissed.

## **CLINIC**

The Clinic is designed to provide only minimal emergency care. A licensed Nurse is on duty during school hours to give medical aid for injuries received at school. Parents/guardians will be contacted to pick up a sick child.

For the safety of your child, it is important that we have your **CURRENT** and **CORRECT** home and work phone numbers. If there are any changes during the school year, **please notify the school office and/or Clinic IMMEDIATELY. In case you cannot be reached, we must have the name and telephone number of a relative or neighbor who can pick up your child.** Sick children are to be picked up within **ONE HOUR** upon receiving the call from the Nurse. **Please do not send your child to school sick or in need of medical aid.**

**All medications to be taken during the school day, by law, MUST be brought in by a parent and stored in the clinic, along with the appropriate documentation from a medical doctor.** This includes cough drops, throat lozenges, and any other over-the-counter medicine. Medication is to be administered only by the School Nurse or a staff member trained to distribute medications. Medications must be stored in the original containers. Parents must pick up medication at the end of the school year or it will be discarded per HCPS policy.

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A "**Request for Medication to Be Given at School**" form must accompany medication that must be administered for a period longer than two weeks. This form may be obtained from the Clinician and must be signed by the parent and the physician whose name appears on the prescription. These forms must also be signed for non-prescription medications which parents wish to keep at school for their children on an "as needed" basis. **These procedures are necessary for the protection of the students and school staff. We ask your assistance in carrying them out.**

## **CURRICULUM**

The curriculum in Henrico County Public Schools shall conform to the requirements of the *Code of Virginia*, the *Regulations of the Board of Education of the Commonwealth of Virginia*, and the *Standards of Quality and Objectives for Public Schools in Virginia*.

**Essentials of the Curriculum** have been written based on the State of Virginia Standards of Learning. The Essentials are the curriculum to be taught in Henrico County Public Schools. State assessments will be administered based on the Standards of Learning which are interwoven in the Essentials. The Essentials serve as the basis for determining the K-5 Scope and Sequence. The staff of Arthur Ashe, Jr. Elementary School will provide instruction, based on the Standards of Learning and Henrico County's Essential, in each of the core areas of Math, Reading/Language Arts & Writing, Science, Social Studies.

5 Resources – Art, Music, Library, Physical Education & STEAM.



All areas of the curriculum will be further expanded by incorporating the 6 C's of the Henrico Learner Profile: Creative Thinking, Critical Thinking, Communication, Collaboration, Global Citizen, and Quality Character. The quality character component is further supported by our focus with the 7 Habits of Leader in Me and the Social/Emotional program of Sanford Harmony.

Extended learning activities (field trips) may be taken during the year. These activities are part of the instructional program and are designed to extend learning beyond the classroom environment.

## **DISCIPLINE PROCEDURES**

The purpose of the HCPS Code of Student Conduct is to provide students, parents, school personnel, and the public with a concise and comprehensive description of the minimum standards of behavior for all students enrolled in the public schools of Henrico County. Parents are expected to review the contents of the HCPS Code of Student Conduct with children and return the "sign-off" page on the back cover to the principal.

The administration and teaching staff believe strongly in the idea of helping children to learn self-discipline and self-respect. Moreover, we are deeply committed to promoting good citizenship and student awareness of the rights of others. The staff is encouraged to provide positive reinforcements of students' good behavior through incentive charts, individual contracts, and continual use of appropriate praise for children's actions and manners. When disciplinary action becomes necessary, the following sequence is implemented *in most cases*:

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- The teacher handles the problem at the classroom level and gives the student the opportunity to resolve the matter.
- If the problem persists, the teacher notifies the parent to report the behavior and to ask for support.
- If the problem is still evident, the principal, assistant principal and/or counselor talks with the student and decides on appropriate consequences.
- If necessary, the teacher will arrange for a conference with the parent. The principal and student should be included, if appropriate.

As the school year progresses, additional consequences may need to be added for behavior problems including loss of Field Day, or other privileges or asking parents to accompany their children on field trips.

## **EMERGENCY FORMS.**

Please update these forms often with the nurse/office as changes are made to your child's medical history.

## **FIELD TRIPS**

Field trips are related to specific SOL objectives and enhance instruction. They are planned at a time that coincides with related study. Field trips are a part of the instructional program and designed to extend learning beyond the classroom environment. Behavior expectations are determined for field trips. Parents and students will be notified of the requirements for having the opportunity to participate in field experiences. Students who have demonstrated a lack of self-control, based on classroom behavior, must be accompanied by a parent/guardian.

### **Please note the following guidelines for participation in field trips:**

- The student must have a completed permission form and money by the requested due date.
- After the due date, no money can be accepted due to advanced planning/payment for numbers and chaperones.
- Bag lunches are available but must be requested one week before the trip.
- Students who have demonstrated a lack of self-control based on classroom behavior, should be accompanied by a parent or guardian. Parents will be notified in advance to make arrangements.

***CHAPERONE GUIDELINES.*** We need parents to assist us on field trips. If you consent to serve as a chaperone, please adhere to the following guidelines:

- Because of carrier insurance, only the students in the classroom are allowed on the field trip. Please do not bring other siblings/children.
- Chaperones are expected to supervise small groups of students assigned by the classroom teacher.
- Smoking and the use of tobacco products are prohibited on field trips.
- Cell phone use on the bus and during field activities is prohibited. It is a distraction to the children and to the speaker.
- Because field trips are educational, please avoid overspending for your child or another child.
- Follow the directions given by the teachers. They are the representatives of Henrico County Public Schools and are charged with the responsibility of the field trip.



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- Complete a volunteer form and receive approval prior to attending the field trip.
- At the discretion of the teacher, only a select number of chaperones will be selected, space is limited, and chaperones are typically chosen on a first come first serve basis.

## **FUNDS**

**AAES NO LONGER ACCEPTS PERSONAL CHECKS. ALL PAYMENTS MUST BE MADE BY CASH OR MONEY ORDER.**

### **FOOD ALLERGIES & TREATS**

Many students have sensitivities to various foods including, but not limited to, eggs, wheat, soy, peanuts, tree nuts, and milk. Following exposure to one or all these foods, our food-sensitive students can experience reactions that range from mild to life-threatening.

At home, parents of students with food sensitivities can manage the foods to which their children are exposed. However, managing such exposure at school is more of a challenge. The staff at Arthur Ashe will take all reasonable steps to meet that challenge.

**To assist us in meeting this challenge, the staff requests that parents of all students refer to these guidelines. We ask that:**

- 1. You talk with your child about the potential problems associated with sharing food at school and discourage them from doing so.**
- 2. If you bring food to your child at school, that you do not share that food with any other child.**
- 3. If you wish to send items for other students, for a birthday or any other celebration, please send non-food treats, such as pencils, bookmarks, etc.**

### **HOMEWORK**

We believe that homework is an important part of the total learning process. It is the glue that holds one day's lesson to the next. Homework serves several purposes:

- To reinforce class work
- To increase learning time
- To develop work and study habits
- To inform parents of instructional objectives being learned
- To strengthen skills
- To provide enrichment opportunities
- To provide individual student feedback to teachers

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In addition, there are some long-lasting benefits as homework contributes to the development of organizational and study skills, self-discipline, and a sense of responsibility and independence. In order to profit from the above purposes, responsibility for homework must be taken by the school, parents, and students. First, the school staff will construct homework that contributes to our instructional program and is appropriate in quality and length to the various needs, abilities, and ages of our students. The parent's role is primarily supportive - parents should encourage their children to display a conscientious and positive attitude toward homework. Finally, students need to undertake homework as a learning experience, as an extension of classroom instruction, and as an important part of their education.

Consider the following as a general guide for the length of time your child should spend on homework. Students should also read a book at least 20 minutes each night, this does not include reviewing notes. Students should spend time reviewing notes at least 15 – 30 minutes each night to prepare for any upcoming tests or quizzes.

- |                         |   |
|-------------------------|---|
| <b>Kindergarten</b>     | <b>30 minutes - 1 hour each evening to review sight words, read and write</b>       |
| <b>Grades 1 &amp; 2</b> | <b>1 hour each evening to review site words, review math facts/notes &amp; read</b> |
| <b>Grades 3</b>         | <b>1.5 hours each evening to read, review math facts and study notes</b>            |
| <b>Grades 4 &amp; 5</b> | <b>1 – 2.5 hours each evening to read, practice math and study notes</b>            |

## **MEDIA CENTER**

Students are expected and encouraged to use the Library. Reading and information literacy are the focus of the Library Program. Students in grades one through five visit the Library daily with a pass from the teacher to return and check out books. Kindergarten students will select a book during their weekly library period for the first part of the year and then come to check out books whenever they choose.

There are no fees for overdue books, but damaged and lost books and magazines must be paid for. The standard price for book replacement in Henrico County Schools is \$16 for a hardback book, \$5 for a paperback book, and \$2 for a magazine. Damage fees are assessed depending on the extent of harm to the material. If a student notices that a book needs repair, he or she should bring the book to the Library and inform the Library staff; please do not try to repair a book at home. \*Students who continuously damage library books will have an alternate plan to reading library books.

Further information about the Library as well as home access to the catalog and on-line resources are available on the Library section of the school website. Please call if you have any questions about the Library Program, or if you would like to volunteer!

## **LOST&FOUND**

If the child's name is written on personal articles, there is usually no problem returning them to the rightful owner. If you notice any items of clothing missing, please check in the Lost & Found. **Unclaimed articles are removed from the school at the end of the school year and given to charitable organizations.**

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## **PARENTAL INVOLVEMENT**

In order to ensure that all students attending Arthur Ashe Jr. Elementary School receive the maximum benefits of their education, *cooperation between the home and school is imperative*. We request your support in every phase of school life. Parents are a vital part of the school program, and we are happy to have parents and other family members participating in school activities. If you are interested in assisting with field trips, in the cafe, library, or in the classroom please contact your child's teacher or call the school office.

To keep you informed, an information folder will be sent home every **TUESDAY**. If Tuesday is a holiday, the folder will come home on the next school day. Please check your child's folder, read the material, sign anything needing a signature, and send the folder back to school the next day. You will receive messages on Classroom DOJO from the teacher and through School Messenger from the administration.

We also look forward to your continuous involvement at school related events, with fundraising, the Parent Teacher Association, conferences, school committees and school visits. Let us know how you would like to get involved.

**Visitors are to come to the office to sign in with a valid identification card.** Visitors are given a badge to wear while in the building. **Classroom visits are scheduled and limited to one hour.** Conferences with teachers should be arranged in advance so that classes will not be left unattended. Teachers are not available to take calls during instructional times, we encourage email or DOJO and leaving a message and s/he will return the call as soon as they are able.

## **VISITORS TO OUR BUILDING**

Everyone wants safe schools, but safe schools do not just happen. Rules, policies, and regulations are only effective **if** everyone is willing to cooperate and support a safe school effort. Please have your identification available to sign in when visiting the school.

As you arrive to the school, please ring the buzzer, come into the office – sign in and observe the following:

- Enter and exit only at the school's main entrance.
- Come to the Main Office immediately upon entering the building for:
  - Conferences - sign in and ask to be announced (morning or afternoon).
  - Room Parents and Volunteers - sign in and take your volunteer badge.
  - Lunch with child - sign in and get a visitor badge. You may go directly to the cafe.
  - Student projects - leave at Main Office counter. We will deliver.
- Everyone who visits the building, including former parents and students, relatives, and guest speakers are to report to the Main Office to sign in. When in the building to see a certain teacher, please wear your visitor's badge and limit your visit to that person.

When a visitor arrives in the Main Office, a badge is provided signifying that the visitor has signed in and that the Main Office is aware of their presence in the building. Upon leaving, please stop by the Office and sign out. School personnel have been instructed to ask visitors to report to the Office if they don't have a badge. Should this occur, simply smile, thank the person, and report to the office.

## **INCLEMENT WEATHER**

School closings, early dismissals and delays are aired on the local news channels and radio stations and may be considered official. Announcements may also come from the Henrico County School Board office in a phone message or email. Parents must have a plan worked out in advance with their children, babysitters, daycare providers and family members as to where they are to go during these situations.

# ARTHUR ASHE JR ELEMENTARY SCHOOL PARENT HANDBOOK

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Associate Principal: Mrs. Deborah Jackson [ddjackso@henrico.k12.va.us](mailto:ddjackso@henrico.k12.va.us)

804-343-6550



**Please be advised that students will be dismissed as usual unless we receive advanced notice in writing prior to 1:30 pm each day.**

**PARENT- PICK UP DURING REGULAR DISMISSAL:** Parents who desire to pick their child up from school should be advised that students are dismissed at 2:00 PM to the activity center where they can be signed out. Parents or authorized persons should have their identification card available. Please remember to send a note if this a change to the normal way the child goes home.

## **PARENT VOLUNTEERS**

Parents are encouraged to volunteer their time at the school or at home. Parent volunteers may read aloud to their child's class, duplicate items, assist in the library or resource classes. Parents must be aware that any information gleaned while working with individual students is confidential. Volunteer services may be ended if confidentiality is not maintained. **Each volunteer must complete a Volunteer Form. Background checks of volunteers will be conducted by Henrico County Public Schools.**

## **POLICIES & REGULATIONS MANUAL**

A copy of the Policies and Regulations Manual of Henrico County Public Schools is maintained in each school library as well as in any public library of the County and is available to students and employees as well as the public. It is also available on the HCPS website.

## **LEADERSHIP EXPECTATIONS**

The school wide positive behavior intervention support focuses on the 7 habits. Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand - Then to Be Understood, Synergize and Sharpen the Saw. All students should remember to be respectful and kind to their teachers and peers.



**All students are expected to understand and follow school wide expectations. All students are encouraged to demonstrate their LEADERSHIP in the following ways.**

- Walk on the right-hand side of the hallway.
- Maintain level 0 (quiet) in the halls and restrooms.
- Keep hands, feet and other objects to yourself to stay safe.
- Respect others - treat them like you want to be treated, speak to others as you wish to be spoken to. Listen to the directions of the adults in the building the first time given.
- Don't talk when others are talking. Let others learn.
- Remember to ask questions when you don't understand something.

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- Always put forth your best efforts in your work, double check your work, and use your strategies.
- Help keep our building clean by keeping your area neat.

**LEADERSHIP MANTRA: I WILL WORK HARD, BE KIND, AND DO MY BEST. I AM A LEADER AND I WILL PROVE IT!**

**CLASSROOM DOJO is a tool that is used to communicate students' academic and behavioral process. Your child's teacher will inform you on how to sign up. It is expected that every parent will sign up to stay connected with us.**

## **LEADERSHIP EXPECTATIONS**

- Complete and turn in All homework and classwork on time.
- No classroom disruptions/No time outs in other classrooms. Maintain good grades in grades 2-5 (no D's, F's or N's)
- No silent lunch, bus referrals or office referrals.
- Demonstrate all 7 Leadership Habits.
- Maintain at least 80 DOJO points during the 9-week period.

## **RECOGNITION AND AWARDS**

To provide incentives for achievement and good citizenship - Leadership awards will be given to eligible students monthly. Students will also be recognized twice a year for their work in the following areas.

- **SCHOLAR ROLL** - Certificates are presented to students in grades three through five who earn all A's.
- **HONOR ROLL-Honor** Roll certificates are presented to students in grades three through five with A's and B's in each subject area and satisfactory marks in handwriting, art, music and physical education.
- **GOOD CITIZENSHIP/HABIT HERO**- Students who exemplify outstanding citizenship and have no 2's or X's in conduct or work habits for the grading period are recognized. Students who display the 7 Habits daily.
- **100% HOMEWORK**- Certificates are presented to any student who completes all homework for the entire grading period.

Any other recognition deemed appropriate by the teacher or administrator may be included or added.

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## GENERAL INFORMATION

BIRTHDAYS - Individual birthday parties are not allowed.

CELLULAR PHONES – **If a student has a phone, it must be turned off and kept in the backpack.** School staff will hold cellular phones that are brought to school and used inappropriately until the end of the school day or depending upon the situation a parent may be required to come to school to pick it up.

DANGEROUS OBJECTS - Items that could be used for dangerous and disruptive purposes are not allowed (i.e. matches, alcohol, drugs, cigarettes, knives, double rings, bullets, or anything considered dangerous).

**EARLY DISMISSAL** – Please try to schedule appointments for your child after school. Early dismissals disrupt the learning environment. If your child’s appointment is unable to be scheduled after school, please be sure to pick them up before 1:45 pm. Afternoon dismissal is an extremely busy time and we want to be sure that all students are safely where they need to be.

EXPECTATIONS - Each student is expected to obey every adult in the school and follow the HCPS Code of Student Conduct.

FIRE/BUS/WEATHER DRILLS - Students must remain calm and orderly during fire, weather, and bus drills. Students are to walk quietly, without talking, to and from the designated areas during all drills.

HOUSEKEEPING - Students are expected to clean up their work area as well as their area in the café, to include all books and papers before leaving school each day.

PERSONAL ITEMS - Personal items such as electronic handheld devices, toys - personal footballs, basketballs, etc., expensive jewelry, and large sums of money should not be brought to school. The school cannot be responsible for loss or damage.

PLAYGROUND - Dodge ball, tackle football, throwing rocks, and baseballs are prohibited. Please don’t send these items to school with your child.

RESTROOM - The restrooms are to be used for the one purpose for which they were designed. Playing and all other inappropriate behavior are not allowed. No writing instruments (pencils, pens, crayons, markers) are permitted in the restrooms.

SCHOOL PROPERTY – Books, desks, computers, and other school property should be cared for and used properly by all students. Please impress upon your child the importance of all school property. Parents may be legally responsible for any damages to school property intentionally caused by a student.

SUPPLIES - Students are asked to furnish supplies requested by their teachers. It is important to have the proper supplies to be prepared for school each day.

TELEPHONE - Students are not permitted to make or receive phone calls on the school's office

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phone.

## **UNIFORMS**

Uniforms are strongly encouraged Monday through Thursday. Please help to demonstrate school unity and pride by dressing in the standard uniform dress, especially on these days.

## **PARENTS CAN MAKE THE DIFFERENCE!!**

Parents can help their children reach their full potential in school. The home environment and the quality and quantity of time spent with your child(ren) can make the difference.

Here are some ideas:

- Provide a good learning environment in the home. One way you can do this is by providing a suitable space for study and work, free from disruptions.
- Help your child(ren) to be responsible for coming to school prepared.
- Set reasonable standards of behavior and help your child(ren) to meet them.
- Limit and monitor the television programs watched by your child(ren) as well as time with video games.
- Encourage reading! Get a public library card and help your child find worthwhile reading materials.
- Participate in school sponsored activities with your child(ren).
- Do not do the homework assignment. The work is intended for the student's practice. The benefit of practice is lost when the parent produces the work.
- Do encourage and support students in accomplishing homework. Some ways for the parents of elementary school students to help include:
  - Reading aloud vocabulary/word study words.
  - Checking work for neatness and completeness.
  - Asking the child to summarize a chapter from the science or social studies book or another reading assignment.
  - Reviewing notes for a test.
  - Encouraging students to meet due dates.
  - Reading with or to your child each day.
  - Communicate problems or concerns to the teacher and/or principal/counselor.

Be aware of signs that indicate study problems, like slow or unclear reading or writing, frustration with tasks, procrastination, unfamiliarity with math facts and weak organizational skills. *Help can be given in these areas.*

Together, we can make a difference!

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## Bell Schedule

### Morning

7:20 a.m. Doors open for students  
Students depart busses

7:40 a.m. School begins

7:45 a.m. Students marked tardy

### Afternoon

**2:01 2<sup>nd</sup> & 5<sup>th</sup> & Day Cares**

**2:03 1<sup>st</sup> & 3<sup>rd</sup> & Day Cares**

**2:05 4<sup>th</sup> & Day Cares**

**2:07 K/PK & Day Cares**

**2:10 Last Bell**

2:13 Buses Depart

**2:10 – 2:30 Day Cares**

### Attendance

Please call the office to report your child's absence. If your child arrives at school after 7:40 a.m., you must come to the office to sign in your child and your child will be marked tardy for school.

## Transportation

Any changes in the way your child goes home require written permission. For safety reasons, changes cannot be made over the phone. We will take email if it is received before 1:00 p.m. In the case of an emergency, you can fax a signed letter to 804-343-6514. Riding the bus is a privilege and students are expected to obey the rules of the bus drivers as well as those in the Code of Student Conduct.

## Early Dismissals

Our core instructional day ends at 2:00 p.m. Please try to schedule appointments for your child after school. Early dismissals disrupt the learning environment. If your child's appointment is unable to be scheduled after school, please be sure to pick them up before 1:45 pm. Afternoon dismissal is an extremely busy time and we want to be sure that all students are safely where they need to be. Students will only be released to individuals on the Approved Pickup List.

## Clinic

There are specific guidelines for medication, which must be administered by the clinic attendant. **Students may not transport medicine to or from school.** Please bring in your child's medication to the clinic. If your child is seen in the clinic, he/she may receive a clinic incident report in the home folder/agenda and a phone call notifying you of their condition. You may contact Nurse Revis at 804-343-6550 if you have any questions.

## CAFE RULES

Most children are very cooperative in trying to use "dinner table" manners. We are committed to using a positive reinforcement system while stressing the importance of appropriate lunchroom behavior. Please review these rules with your child:

- Walk in the cafe quietly. No talking until you have gone through the serving line and are seated. Then, please talk quietly - use a "restaurant" voice.
- Pick up your utensils & condiments before being seated. Stay seated, raise your hand if you need something.
- Keep individual up area clean.
- Never loan money.
- Eat only your food. Do not share food.
- Listen to and obey all instructions.
- Only leave the cafe when your class has been dismissed.



LIVE.LEARN.LEAD.

*We inspire lifelong learners to succeed in a nurturing community of leaders.*



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## **FOOD ALLERGIES & TREATS**

Many students have sensitivities to various foods including, but not limited to, eggs, wheat, soy, peanuts, tree nuts, and milk. Following exposure to one or all these foods, our food-sensitive students can experience reactions that range from mild to life-threatening.

At home, parents of students with food sensitivities can manage the foods to which their children are exposed. However, managing such exposure at school is more of a challenge. The staff at Arthur Ashe will take all reasonable steps to meet that challenge.

To assist us in meeting this challenge, the staff requests that parents of all students refer to these guidelines. We ask that:

4. You talk with your child about the potential problems associated with sharing food at school and discourage them from doing so.
5. If you bring food to your child at school, that you do not share that food with any other child.
6. If you wish to send items for other students, for a birthday or any other celebration, please send non-food treats, such as pencils, bookmarks, etc.

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## **HOMEWORK**

We believe that homework is an important part of the total learning process. It is the glue that holds one day's lesson to the next. Homework serves several purposes:

- To reinforce class work
- To increase learning time
- To develop work, study habits & strengthen skills
- To inform parents of instructional objectives being learned
- To provide enrichment opportunities
- To provide individual student feedback to teachers

Consider the following as a general guide for the length of time your child should spend on homework. Students should also read a book at least 20 minutes each night, this does not include reviewing notes. Students should spend time reviewing notes at least 15 – 30 minutes each night to prepare for any upcoming tests or quizzes.

<b>Kindergarten</b>	<b>30 minutes - 1 hour each evening to review sight words, read and write</b>
<b>Grades 1 &amp; 2</b>	<b>1 hour each evening to review site words, review math facts read and review notes</b>
<b>Grades 3</b>	<b>1.5 hours each evening to read, review math facts and study notes</b>
<b>Grades 4 &amp; 5</b>	<b>1 – 2.5 hours each evening to read, practice math and study notes</b>

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Monday – Thursday are uniform days. Every Friday is spirit day in which students should wear school gear or colors. We expect students to practice 7 effective habits each day: Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand - Then to Be Understood, Synergize and Sharpen the Saw. All students should remember to be respectful and kind to their teachers and peers.

\*\*Recognition Criteria/Leadership Expectations for Earning DOJO points and potentially attending Leadership Celebrations.

**\*100% Homework and Class work for the 9 weeks – turned in on time**

**\*No classroom disruptions/ No time outs in another classroom!!!!**

**\*Good academic grades ("BUG" - Brought up a grades)**

**\*(A's, B's, C's, E's or S) No F's or N's**

**\*No SILENT LUNCH \* BUS REFERRALS \*No OFFICE REFERRALS**

**\*DEMONSTRATE ALL 7 LEADERSHIP HABITS**

**\*80 or more DOJO POINTS during the 9-week period**

## HCPS POLICY MANUAL

A copy of the Policies & Regulations Manual of Henrico County Public Schools is available to students, employees, and the public on the HCPS website

<http://henricoschools.us/>. You may also visit the Ashe website for school updates at

<http://ashe.henricoschools.us/>.

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