

Ashford Elementary School

Parent/Student Handbook

2020-2021

Kylene Vasquez, Principal

Tara Hawkins, Assistant Principal

Dr. Rasheedah Farooq, Teacher Specialist

Velma Smith, Reading Specialist

Zoila Latoni, Dual Language Coordinator

Aledwina Townsend, Special Education Department Chair

LaQuita Small, Counselor

If you have difficulty accessing the information in this document because of a disability, please contact the campus principal.



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September 3, 2020

Dear Students and Parents,

The School Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our school. For Ashford Elementary School to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information at <https://pol.tasb.org/Home/Index/592>. In the event of a conflict between this handbook and a Board policy or regulation, the Board policy or regulation takes precedence and controls. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and controls.

This handbook's content may be changed from time to time throughout the 2020-2021 school year. An up-to-date version will be maintained online at <https://www.houstonisd.org/ashfordes>. Ashford Elementary School will provide notice of changes through campus mail and/or call outs. We will also utilize our social media platforms to keep our families informed. It is the responsibility of students and parents to review such changes and to remain apprised of the current version of the handbook. If you have any questions regarding this handbook, please contact me at 713-368-2120.

Sincerely,

Kylene Vasquez
Principal

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Board of Education

- Sue Diegaard, District V, President
- Wanda Adams, District IX, First Vice President
- Judith Cruz, District VIII, Second Vice President
- Patricia Allen, District IV, Secretary
- Daniela Hernandez, District III, Assistant Secretary
- Elizabeth Santos, District I
- Katherine Blueford-Daniels, District II
- Holly Maria Flynn Vilaseca, District VI
- Anne Sung, District VII

The Board of Education is the official policy-making body of the Houston Independent School District. The nine trustees, elected from separate districts, serve staggered four-year terms. The board holds public meetings at 5:00 p.m. on the second Thursday of every month in the HISD Board Auditorium, 4400 West 18th Street. Agendas and meeting notices are available online at <http://www.houstonisd.org/domain/7947>.

Communication in the District

Child Protective Services.....	800-252-5400
Family and Community Empowerment (FACE).....	713-556-7290
HISD Information Center.....	713-556-6000
Parent and Community Assistance Office.....	713-556-7121
Achieve 180 Area Schools Office.....	713-556-4447
Transportation.....	713-613-3040

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Grade Level Administrator
3. Principal
4. School Support Officer
5. Superintendent Area
6. Superintendent
7. Board of Education

Most questions can be addressed at the building level. If further assistance is needed, contact the Parent Community Assistance Office at (713) 556-7121 or at ParentAssistance@houstonisd.org

Notice of Nondiscrimination and Prohibition of Harassment

It is the policy of the Houston Independent School District to comply fully with the nondiscrimination provisions of all Federal and State laws and regulations by assuring that no student shall be discriminated against, or harassed, on the basis of by age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression, or any other basis prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action.

The policy of Houston ISD is that all students and employees shall be free from bullying and sexual harassment, including violence in students' relationships. All charges of bullying, sexual harassment, and dating violence are to be taken very seriously by students, faculty, staff, administration, and parents. The District will make every reasonable effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all victims and all alleged offenders.

Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

Certain information about students is considered directory information and will be released in accordance with federal laws, Board policies and guidelines. A parent must notify the District in writing within a designated time period if he or she objects to the release of directory information about his or her child. Understand that once information on your child is included in student publications, district publications, yearbooks or on the district's webpage or social media, it may be subject to public release.

Directory information for Houston ISD students has been classified into three separate categories:

1. Items for use only for school-sponsored purposes;
2. Items for use for non-school-sponsored purposes; and
3. Items for all other purposes.

School Use

For the following school-sponsored purposes—all District publications and announcements—directory information shall include student name, address, telephone listing, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous school attended by a student.

Non-School Use

For the following non-school-sponsored purposes—

1. Directory information of current and former students may be released upon request to publicly elected officials in Texas. Directory information released to publicly elected officials may include student name, address, telephone listing, major field of study, participation in officially recognized activities and sports, dates of attendance, and the most recent previous school attended by a student.
2. Directory information of former students may be released upon request to alumni groups and student reunion committees. Directory information released to alumni groups and student reunion committees may include student name, address, telephone listing, dates of attendance, and the most recent previous school attended by a student.

All Other Purposes

For all other purposes, directory information shall not be released.

Ashford Elementary School

Ashford Elementary School opened in 1971 in West Houston's Shadowbriar community. Originally, Ashford was a primary campus serving students in pre-kindergarten through second grade until the 2014-2015 school year. At the start of the subsequent year, Ashford yearly added a grade level and now serves students from pre-kindergarten through fifth grade. Additionally, Ashford school's architecture served as an *open-space school* where there were no physical walls separating classrooms, a very popular theme emergent in the 1970s public school system. However, today the classes are self-contained by classroom spaces. With the opening of our two new wings, all grade-level school rooms have become housed in permanent buildings specifically designed to meet the young learner's needs.

Mission Statement

Our mission at Ashford Elementary School is to provide the foundation to empower each scholar to become a life-long learner with the skills needed to thrive in today's global society.

Vision Statement

We believe in the importance of working together side-by-side with families and community members to ensure we provide the best quality holistic educational experience for all Ashford Eagles. *It is our vision that Ashford Elementary becomes a premier elementary campus in the Shadowbriar community that is recognized locally and nationally for producing an exceptional foundation for future global graduates thriving in college, career, and society.*

Core Values

- Ambition
- Benevolence
- Demeanor
- Diligence

Pride and Spirit

Ashford's school colors are navy blue and white. These are used in all letters given by the school and in the uniforms worn by the various clubs/organizations. The school mascot is the Ashford Eagle, which is exemplary of the courageous and determined spirit of Ashford students.

Contact Us

Address	1815 Shannon Valley Houston, Texas 77077
Main Office Phone	281-368-2120
Main Office Fax	281-368-2123
School Website	https://www.houstonisd.org/ashfordes
School Facebook	https://www.facebook.com/AshfordES/
School Twitter	https://twitter.com/Ashford_Hisd
School Instagram	https://www.instagram.com/ashfordeagles/

Hours of Operation

Office Hours	7:15 a.m. to 4:00 p.m.
School Hours for Students	7:30 a.m. to 3:00 p.m.
School Hours for Teachers	7:25 a.m. to 3:15 p.m.

Bell Schedule

7:00 a.m.	Building Open to Faculty – Please do not allow students to arrive on campus before this time, as there will be no adult supervision.
7:15 a.m.	Building Open to Students – Students report to their assigned waiting area.
7:30 a.m.	Class Begins – All students must be on campus at this time. Breakfast is served in the classroom.
7:35 a.m.	Tardy Bell Rings - Students are marked tardy after this time.
9:25 a.m.	Attendance Bell – Students not in class are marked absent for the day.
2:00 p.m.	Building Closes to Visitors – Students are not signed out after this time.
2:50 p.m.	Dismissal – All students must be picked up by 3:10 p.m.

School staff members are not responsible for the supervision of students who arrive at school before 7:15 a.m. or for students who remain after 3:10 p.m. and are not involved in a supervised activity

Ashford ES Faculty and Staff Directory

ASHFORD ELEMENTARY			
2020 - 2021 Staff Roster			
LEADERSHIP			PRE-KINDERGARTEN
Principal	Kylene Vasquez		Andrea Brown
Assistant Principal	Tara Hawkins		Maribel Acosta
Teacher Specialist	Rasheedah Farooq		Monica Garza
A180 Reading Specialist	Velma Smith		
Counselor	LaQuita Small		KINDERGARTEN
			Mark Corazzato
OFFICE			Stephanie Gibson
Administrative Assistant	Cynthia Martinez		Esperanza Fernandez
Nurse	Bethany Najer		Ingrid Lathers
Registrar	Esmeralda Villarreal		
Front Office Clerk	Glenda Ortiz		FIRST GRADE
Front Office Clerk	Evelyn Perea		Brittany Taylor
Student Health Isolation Pod	Bethany Najer		Jackie Hampton
			Elizabeth Hinojosa
INTERVENTION TEAM			Viktoriya Tymoshchuck
Reading Interventionist	Zoila Latoni		
A180 Dedicated Associate	Jessica Nguyen		SECOND GRADE
			Stefani Culver
			Israell Robinson
SPED			Pericia Cage
PALS	Daisy Cukingnan		Sia Petrou
PALS	Lauren Roberson		Hortensia Valladares
PALS	Kate Cavender		
BSC	DeAndrae Hinton		THIRD GRADE
Resource/SPED Chair	Aledwina Townsend		Zecina Haulcy
			Misty Alexander
ANCILLARY			Rommanie Smith
	Bradley Scott-Rose		Giomary Castro
	Mario Lira		Catalina Caicedo
	Brittany Ashford		
	Julio Petersen		FOURTH GRADE
	Zoila Latoni		Jesus Torres
			Tameshia James
TEACHER ASSISTANTS			Daphne Neal
	Miguel Aguliar		Erika Delk
	Corazon Natividad		
	Fouzia Rashid		FIFTH GRADE
	Terepaima Silva		Amy Doyle
	Afroj Shahana		Brandy Brothers
			Hilda Hernandez-Gomez
FACILITIES/MAINTENANCE			
Plant Operator	Antonia Gomez		
Closing Custodian	Maribel Rodriguez		

General Information

After-School and Evening Events

Students and siblings must be accompanied by a parent or guardian at after-school/evening events (e.g., music programs, academic nights, etc.). A student may not attend an after-school/evening event unless the student was in attendance for the full school day on the day of the event. Exceptions may be made to this practice on a case-by-case basis with the approval of the building administrator.

Arrival and Dismissal of Students

Students may arrive at school at 7:15 a.m. Students are to report to the designated areas upon arrival.

PALS / PK / KINDER

CAFETERIA

FIRST / SECOND

MAIN LEFT HALLWAY – BUILDING 1

THIRD / FOURTH / FIFTH

MAIN RIGHT HALLWAY – BUILDING 1

All students are to be in class by 7:30 a.m. We welcome parents to walk their children to class on the first day of school; following the first day, please allow your child to walk to class on his or her own. Staff are on duty to help children that may need additional assistance.

Due to COVID-19, parents/guardians will not be permitted to enter the building to walk their children to class on the first on-campus return date to school.

School is dismissed at 3:00 p.m. Your child should be picked up no later than 3:10 p.m. We understand that events will occur which may require a parent to be late. Please call the office to inform us of your arrangements. If you are unable to pick up your child/children on time, please make after-school childcare arrangements. The proper authorities will be contacted on behalf those students who are not picked up by 3:10 p.m. If you are late picking up your child, you will be required to come into the building and sign the sign-out log.

PLEASE NOTE: IN THE INTEREST OF STUDENT AND STAFF MEMBER SAFETY AND BUILDING SECURITY, PARENTS WILL NO LONGER BE ALLOWED TO WALK STUDENTS INTO THE BUILDING FOR DROPOFF DURING MORNING ARRIVAL TIMES.

Families are invited to congregate in the SPARK Park prior to 7:30 a.m. with the understanding that there is no student supervision by Ashford staff anywhere outside the building. Students utilizing the playground must enter the building through the exterior rear doors on the back porch entering the cafeteria. At 7:25 a.m., students in the cafeteria and building one hallways are led by staff to classrooms. Teachers are at the door to greet and connect with students.

PLEASE NOTE: Prior to 7:30 a.m., only office visitors or parents/guests with a scheduled appointment will be admitted into the building. After 7:30 a.m., parents or guests must check in at the front desk and have a visitor badge to proceed into the classroom areas – no exceptions.

Car riders are picked up at the front of the school on Shannon (in a separate area from the bus pick-up/drop-off zone, which is located on Whittington Dr.). Cars are required to enter the line from the Shannon Valley Dr. Lining up on Waldemar, Brandywyne, or Rincon Street and turning onto Shannon Valley is prohibited by law during morning arrival and afternoon dismissal times.

Walkers are dismissed at 2:50 p.m. A student is a “walker” only if he/she is walking home on his/her own. **Parents must sign a release form that authorizes the student to walk home and acknowledges that students (regardless of grade level or age) dismissed as walkers are not supervised by Ashford staff anywhere on campus after regular school hours, including the Ashford SPARK Park.**

DRIVING, PARKING, AND PEDESTRIAN SAFETY: Please obey posted signs and driving laws and exercise good safety practices when dropping off and picking up students in the mornings and afternoons. Please follow these rules:

- Do not use a cell phone while driving in the school area. Distracted driving presents a danger to car riders and pedestrians alike.
- Adhere to the school speed zone limit of 20 mph.
- Do not pull out of the Shannon Valley car rider line early or go around the line as this presents a safety hazard. Students should remain in the car until reaching the cafeteria entrance.
- Cars parking or standing within 30 feet of crosswalks is prohibited by law.
- Cars should not block intersections at any time.
- Do not make U-turns on streets around the school during heavily congested times.
- Do stop while school buses are stopped to load and unload students.
- When dropping off or picking up students, stop your car on the right-hand side of the street and have your children get in and out of the car on the curbside.
- When crossing the street, students should cross with the crossing guard at the crosswalk.
- Do not park your car in areas marked “No Parking”. It poses a safety risk to students and police give tickets in these areas.

PARENTAL CHANGE OF STUDENT DISMISSAL PLAN: As an extra safety precaution, any changes requested to a student’s afternoon dismissal plan must be communicated directly to the Ashford Elementary office. An email to your child’s teacher is encourage but will not suffice as the only means of communicating a dismissal change. The office will require that a parent communicating a dismissal change over the phone must provide the driver’s license number that is written on the student’s enrollment form on file with the school. To inform your child of a change in his/her dismissal plans, please notify the office by 1:30 p.m., and the message will be relayed to your child’s teacher.

Appointments / Early Departures

We encourage you to schedule your child’s doctor and dental appointments around school hours and advise you to keep early departure requests to a minimum. The last minutes of a class day are as important as the first minutes of the day. Teachers use this time to summarize and recap what was learned during the day. They also use the time to organize information for homework. It is very important that children complete the day with their classes.

If scheduling an appointment before or after school is no possible, you must: Come to the main office to sign out your child for your child to be released. Your name must appear on the enrollment card. Present a picture I.D. If your child is cleared by the doctor/dentist to return the same day to school, present the doctor/dental note upon return. Early releases will be monitored by the attendance office. A pattern of regularly leaving the school early is also grounds for automatic retention, non-renewal of transfer and/or court action for you and your child. We request a 24-hour notice of doctor appointments so we may prepare any work the student may miss and send home with them to complete.

In order to help us ensure the safety and security of our children, students will not be dismissed after 2:00 p.m. Students will only be checked out to adults who are listed on the enrollment form. Students who leave campus before dismissal will not be called to wait in the front office before parent/guardian arrives. If an emergency requires that your child be released to someone else, you must provide written notice. Students will not be released to anyone under the age of 18.

Attendance and Tardies

Ashford Elementary is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school. Since attendance represents a critical part in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents/guardians. The letter states the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent/guardian is aware of the student's poor attendance.

The official attendance for the day is taken at 9:25 a.m. A student who is not physically on campus at 9:25 a.m. is absent unless they present official documentation of a visit made that same day to a doctor, dentist, or other medical/clinical professional.

While the school is in virtual, remote instruction, per Houston ISD, the official attendance for the day is taken at 10:00 a.m.

Attendance Guidelines:

1. Daily Absence Reporting:

- a. Parents/guardians should notify the school by telephone each day a student is absent. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian.
- b. All absences, including those approved in advance by parents or guardians or school officials, except those for school-sponsored activities, will count against a student's attendance.
- c. The school encourages parents to schedule doctor and dental appointments after school hours.
- d. Excessive absences can result in an automatic retention, non-renewal of transfer and/or court action for you and your child.
- e. Notes received after 3 days will automatically be considered unexcused.
- f. Parents/guardians may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive. For example, for the absence to be excused, parents/guardians may be asked to

submit written notification from a licensed physician stating the reasons why a student is unable to attend school.

2. **Tardiness:** A student is tardy if she or he is not present at the start of class. A student arriving to class after 7:35 a.m. without proper authorization is considered truant. A student arriving late to school must report to the office for a tardy pass **with their parent**. Students who are frequently tardy may be subject to disciplinary measures. A pattern of regularly tardiness is also grounds for automatic retention, non-renewal of transfer and/or court action for you and your child.
3. **Excused Absences:** The only acceptable excuses for an absence to be excused are:
 - Personal illness (fever, vomiting or diarrhea)
 - Dental or doctor appointments (note required from physician)
 - Death in the family
 - Quarantine
 - Weather or road conditions making travel dangerous
 - Emergencies or any unusual circumstances recognized by the principal
 - Observance of religious holidays
 - Health services provided to Medicare-eligible students
 - School sponsored or school sanctioned activities away from the campus (no parent note required)
 - Court appearance of the students-documentation required

When we receive notes from parents with acceptable reasons for absence or notes from a doctor on their stationery, these absences are considered excused absences. Excused absences will cause a student not to have perfect attendance but will not be considered truancy unless there is an extreme number. **Written excuses from parents will only be accepted for 3 absences to be counted as an excused absence. Written excuses from your child's doctor will only be accepted for 5 absences to be counted as an excused absence.** If you need any additional absences to be counted as excused absences, the parent will need to meet with the Principal or School Nurse to have them excused; otherwise they will count as unexcused absences.

4. **Unexcused Absences:** Family vacations and midyear trips are unexcused. Please plan your family vacations/trips around the 2020-2021 school calendar. Research shows that loss of more than five days of school could greatly impact social and academic achievement. All other reasons will be considered an unexcused absence if not approved by the Principal.

Every moment is a learning moment when your child is at school. We work to make the most of your child's educational experience when they are here.

Compulsory School Attendance Laws

TO PARENTS OR TO PERSONS STANDING IN PARENTAL RELATION TO CHILDREN

This section is to inform you of Senate Bill 1432 as passed by the Texas Legislature effective September 1, 2001. The law states that if a student is absent from school three (3) days or parts of days in a four week-period without parental consent or is absent without an excuse for ten (10) or more days or parts of a day in a six-month period:

- The student's parent or legal guardian is subject to prosecution under Texas Education Code 25.093
- The student is subject to prosecution under Texas Code 25.094

It is your duty to monitor your child's attendance, require your child to attend school and request a conference with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.

Once enrolled in a Texas public school, all children beginning at age 4 (PK) are subject to the Compulsory School Attendance laws.

Perfect Attendance

Perfect Attendance will be awarded at the end of the school year to students without any absences and tardies.

Birthday Treats

Per Texas Department of Agriculture policy regarding birthday treats at school, if a parent wishes to celebrate a child's birthday, they may bring store bought cupcakes or cookies (one per student) to school. No other items are permitted such as candy, sheet cakes, juice, sodas or fast food items. In order to address any known allergy concerns, label listing ingredients should be affixed to the package. Homemade treats will not be distributed to students. Items that do not meet these guidelines will not be served and will be sent back home at the end of the day. Healthy snacks are encouraged.

To maintain our instructional focus, teachers will allow your child to share store bought cupcakes or cookies with classmates at the end of the day. Parents should send the food items to school in the morning in a sturdy container. **Parents are not allowed to interrupt instructional time to drop off items or supervise this activity.** No party type activities will take place including group photographs, balloons, gifts or party favors. Please do not hand out party invitations at school unless all children in the class are to receive one. We ask that parents notify their child's teacher if they prefer that their child not participate in birthday celebrations, or if a child has a food allergy.

Food regulation amendments due to COVID-19 are outlined in Houston ISD's Communicable Disease Plan.

Breakfast, Lunch and Snacks

Ashford offers a state- and federally approved breakfast and lunch program. Menus can be found on the district website.

Food service maintains an account for each student. An account balance, a listing of student purchases on the student's account as well as other account options are available for parents at www.schoolcafe.com. Students are encouraged to purchase meals in advance in lieu of carrying cash daily. We recommend all breakfast and lunch payments be made online at www.schoolcafe.com. If there are any outstanding balances for lunch, your child will not receive a regular lunch but will receive a sandwich and milk until the outstanding balance is taken care of. New students will incur the daily charge until the application has been approved.

Students may also bring lunch. Please label lunch boxes with your child's name. Soda and fast food lunches are discouraged.

Free and Reduced Lunch:

Breakfast is currently free for all Ashford students and is provided in the classroom.

Students may be eligible for free or reduced-price lunch based on federal income guidelines. Forms are available in the school office and on the district website. Surveys must be submitted for each household annually, and they may be submitted at any time during the school year should the need arise. Disclosure of free and reduced-price meal application and eligibility information will be limited in accordance with applicable law.

Breakfast: Monday through Friday 7:30 a.m. to 7:45 a.m.
(*Students who arrive after 7:50 may not be served breakfast*)*

Lunch: Teacher will provide daily lunch schedule to parents.

FEDERAL CAFETERIA GUIDELINES

- Food cannot be shared (siblings, parents and classmates may not eat off each other's plates).
- Outside food can only be brought for your child.
- Food may not be taken out of the cafeteria.
- Under no circumstances is a parent or guardian to eat off a child's plate

Calendar

Please refer to the 2020-2021 Academic Calendar for important dates such as holidays and report card dates. A school monthly calendar will be sent at the beginning of each month. All school-wide communications will be sent home on Wednesdays in the students' "Communication Folder".

Cancellations and Emergency Closings

Make a plan for rainy or "bad" days. Be sure that your child is familiar with your plan and can follow it. **Please do not call the school office with instructions and messages. This should be handled in advance.**

If it is necessary to close school for the day because of weather conditions, this information will be carried by all local radio and television stations. **Please do not telephone the school**, the Police Department or local stations. This will tie up needed communication lines. Whenever possible, the decision will be made before 6:30 a.m.

Occasionally it is necessary to dismiss school during the school day. Please have a plan for your child to follow in such a case. HISD buses will run in these instances and information is carried on all local radio and television stations. Please do not plan to call the school with last minute instructions; this will be impossible with the number of students we have enrolled. If school is closed during the day, parents should come as quickly as possible to pick up their students.

If Houston has severe weather conditions, watch the TV or listen to the radio; HISD will inform the media when schools are closed.

The principal does not have the authority to cancel or close school. HISD's superintendent has the authority to cancel or close schools. **Please listen to the news for any decisions made by the superintendent.**

District Announcements via School Messenger:

Take control of how you are notified about meetings, events, and other district news at HoustonISD.org/SchoolMessenger. Select how you want to be communicated with – calls, texts, or emails. Keep your contact information updated. Make changes to your settings at any time. Mobile users: Download the free SchoolMessenger app to have notifications at your fingertips.

Carpool Car Tags

All students will receive a carpool tag. Parents MUST place this tag on the rearview mirror to expedite the carpool process. If you need additional tags, please come to the front office with your ID and we will provide you with another tag.

Cellphone/Electronics

Students are allowed to have a cell phone in their backpack to use only to communicate with parents after school starting at 2:50 p.m. Cell phones and other electronics are not allowed to be on or used during the school day. Cell phones and electronic devices that are visible (seen or heard) during the school day will be confiscated and turned in to the office. The parent will be contacted by either the teacher or an administrator. The student's parent will have to come to the office to retrieve the phone by paying a \$15.00 fee as stated in the Code of Student Conduct to pick up phone. The school will not be held responsible for lost cell phones and other electronic devices.

Note: Ashford Elementary is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result.

Cell Phone During Testing

Teachers will collect all student cell phones, label them, and secure in a large ziplock bag until the end of testing. Any student who violates the Cell Phone Policy during testing will be subject to having his/her test invalidated and will be removed from the testing environment. Parents will be notified of this decision. Student will not be allowed to make up any portion of his/her assessment missed due to this infraction.

Change of Address/Telephone Number

For the school to handle emergencies, maintain communication, and keep records current, please notify the school office immediately of address or telephone number changes.

Civility Policy

Ashford Elementary has adopted a civility policy (Board Policy GKA). The policy relates to the use of respect and courtesy in relationships and communication among school officials, students, parents and members of the public. A copy of Board Policy GKA is available for review in every school building and on the district's website. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

Uncivil behavior is defined as any behavior that is

- 1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is coercive, intimidating, violent or harassing, and
- 2) directed toward employees, students, parents, patrons, visitors or anyone having business with the district.

Examples of uncivil behavior include, but are not limited to:

- 1) use of profanity;
- 2) personally, insulting remarks;
- 3) attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal characteristic, or
- 4) behavior that is out of control.

Students who violate this policy may be disciplined. **Parents who violate the civility policy may be restricted from being present on school district property or have restrictions placed on their communications with district personnel.**

Classroom Parties

Class parties are limited to two (2) per year by HISD policy. Ashford will hold parties before Winter Holiday and at the end of the school year. Students may distribute Valentine's Day cards, but students will not have a party on this day.

Classroom Placement

Ashford Elementary assigns students to their next year class through collaborative efforts of their current classroom teacher, administrator and principal. When applicable, special education teachers and/or intervention specialists also provide input. Many factors are considered in the process of creating balanced classroom groups, including learning styles, gender equity, academic achievement level, behavior, study work habits and peer relations. Parent requests for specific classroom teachers are not accepted. However, some parents may like to offer input as to their children's learning needs. Once class placements have been made, requests for changes will not be considered.

Communication Folder

Teachers will communicate with parents via telephone, e-mail, school agenda/notes, or personal contact. You are always invited to schedule a conference with your child's teacher during their conference period. Remember not to interrupt your child's teacher during their instructional time as they are responsible for all children's learning.

Parent should expect a Communication Folder to be sent home with each student every Wednesday. This folder will be a regular form of communication between school and home.

Each student should return the folder to school every Thursday, so it can be used each week. For additional information, please contact your child's teacher.

Parent Signatures:

In order to keep track of your child's progress in school and maintain awareness of school activities, it is important for parents to monitor what students bring home. The school monitors parent awareness through parent signatures. Please help us keep an open line of communication by signing student folders and reading log sheets, field-trip permission forms, discipline notes, etc.

Counseling Services

TBD

Criminal Code Notifications

Pursuant to Chapter 62, Article 62.03 and 62.04 of the Code of Criminal Procedure, effective September 1, 1997, notification is hereby made of our procedures for school notification of registered sex offenders.

The official notification is received by the Superintendent of Schools who then forwards copies to each school. A file is maintained in the main hall way for public inspection of all offender notices received.

The notice may include any information deemed necessary to protect the public including, name, gender, race, date of birth, street name and zip code of offender's residence, offense, age of the victim, and date of registration. Information is available during regular business hours.

Curriculum and Online Resources

TBD

Custody

If you and your spouse are separated/divorced and you have legal/primary residential custody of your child(ren), we need to have a copy of your custody papers on file. If at any time you feel that a problem may occur, we need to have knowledge of this in the school office. This is the only way we can be of any help in preventing additional problems from happening at school.

Deliveries to School / Forgotten Items

Occasionally, as students exit their cars in the morning, they realize that they have forgotten a lunch, backpack, instrument, etc. You may leave those items with the front office and we will ensure your child receives it.

Items (homework, lunch kits, etc.) forgotten in the classroom after dismissal may not be retrieved until the following day due to safety concerns and encouraging student responsibility of items.

Personal items needed during the school day must be dropped off by a parent/guardian, adult household member or person authorized by the parent/guardian. **Please don't make a habit of dropping off lunch every day for your child.**

Deliveries and forgotten item amendments, due to COVID-19, are outlined in Houston ISD's Communicable Disease Plan.

Dress Code

The faculty and staff of Ashford Elementary School expect students to come to school each day dressed appropriately to insure focus on learning, health and safety for everyone on campus. Each student's appearance should always reflect a positive image of the school on campus and while representing Ashford Elementary School at school related activities. Our campus values and needs the support of parents in upholding our dress code. The following guidelines outline appropriate dress for all students.

Bottoms:

Standard uniform pants, shorts, skirts, skorts, or jumpers in in **khaki, navy blue or black.**

- Cargo, jogging, sweat, athletic and leggings are not permitted.
- Trousers must be worn at waist level.
- Underwear may not be visible above the waistband of the trousers.
- Belts must be worn if needed.
- Denim bottoms may be worn on Fridays with spirit shirts, club shirts or college shirts.

Tops:

All tops must be short or long sleeve uniform polo or collar type shirts in **any solid color or Ashford school or spirit-shirts.**

- Solid colored turtlenecks and/or undershirts (in any solid color are preferred) may be worn in cold weather with the appropriate uniform shirt.
- Ashford spirit shirts are available through the Main Office or the PTO.
- Spirit shirts, Ashford student club shirts, or college shirts may be worn on Fridays with denim bottoms.
- Shirts must cover tops of pants and/or skirts.
- Shirts must be tucked in at all times.

Shoes:

Safe shoes must be worn at all times and must be appropriate for all school activities

- For safety reasons, sandals, opened toed, or backless shoes are not allowed
- Additionally, tennis shoes with wheels are not permitted

Other:

- Hair color and style may not be disruptive to the educational process.
- Students should not wear jewelry that is distracting or valuable.

New students:

Students who come to Ashford after the school year has started will have two weeks to be in compliance with dress code requirements.

Dress codes are implemented to promote school safety and minimize distractions. Please see the Student Code of Conduct for actions that may be taken for disregarding the school dress code. Students who fail to comply with the standards may be warned, sent home to change, provided an alternate article of clothing if available, or disciplined as determined appropriate by the principal.

For this school year, Houston ISD has relaxed all campus dress code policies due to the current COVID-19 pandemic. However, it is expected that, whether in-person or online, all students must wear appropriate attire (for example: no vulgar language or pictures).

Electronic Devices

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. All other electronic devices, such as, but not limited to, cell phones, tablets, e-readers, headphones, and iPods/MP3 players may be in the student's possession as long as the device remains off and is not visible during the school day. The school district will not be responsible for lost or stolen items.

Any cell phone usage, picture-taking or text messaging is prohibited during school hours.

After 30 days, the principal or other administrator will notify the parent of intent to dispose the device. Any electronic device not claimed will be sent to HISD Property Management for disposal.

Emergency Drills

Our school has developed an emergency plan for any crisis which might occur. This emergency plan is devoted to the welfare and safety of your child during school hours. We have a crisis management team that reviews, updates, and trains the staff to care for your child at school. The school is one of the safest places' students may be located during most crisis or natural disasters.

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather and other emergencies shall be conducted each school year in accordance with the requirements of the district and Fire Marshall. Evacuation routes are posted in each room.

You will be notified of crisis situations. For this reason, do not telephone the school during such an emergency. Telephone lines may be needed for emergency communication. Therefore, it is critical that you provide the school with correct home telephone numbers, work numbers, cell phone numbers, etc. By providing as many telephone numbers as possible the chances of our being able to contact you in the event of an emergency increases.

While all of us certainly hope the need for an emergency evacuation never arises, it is important that parents be aware that staff and children will be prepared in case of an emergency.

Enrollment Information Sheet

An enrollment information sheet for each student must be on file in the office. If there is a need to contact you during the day, school personnel will use the telephone numbers listed. **If there is a change of address or telephone number during the school year, please notify the**

school office. It is very important for the safety of our students that the parent's home, business and emergency numbers are kept current during the school year.

Enrollment Requirements

Students entering kindergarten must be 5 years old before midnight September 1. Students entering first grade must be 6 years old before midnight September 1. All students entering Ashford Elementary for the first time must have a valid birth certificate.

Excused Participation from Physical Education Classes

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation and complete an alternative assignment or to complete missed activities when physically able to participate.

Field Lessons

Field lessons will be arranged by the teacher as an extension of the school curriculum. All students are expected to participate in the field lesson as it is a learning activity. Parent approval forms will be sent home to be signed and returned. No student will be permitted to attend a trip without written permission on the appropriate form. The signed permission form must be returned to the teacher no later than two days prior to the scheduled fieldtrip. A parent may be required to accompany their child on the field lesson if the teacher has concerns regarding the student's ability to stay with the group or follow directions. Our group represents the school while on field lessons; therefore, the appearance and conduct of everyone should be exemplary. School uniforms are required for field lessons.

Chaperones for Field Lessons:

Assisting teachers with field lessons is an important part of our volunteer program. Adequate adult supervision makes for a pleasant learning experience for all students. All chaperones must complete HISD Volunteers in Public Schools (VIPS) registration and background check prior to any field lesson according to district policies. You must go online and register. Additionally, you must present a copy of your ID to the front office where a copy will be made and placed on file. Allow 4 – 6 weeks for the approval process. It is recommended you complete the VIPS registration at the beginning of the school year. Parents are responsible for updating their status yearly. There is no rollover from year to year. **You must go through the volunteer enrollment process each school year.**

Adults must ride school buses and pay applicable bus and admission fees as required. Parents may drive personal vehicles to field lessons, but those parents may not act as chaperones for other children on a field lesson. Appropriate attire must be worn that is conducive to a school setting. Parents may not bring siblings or other family members or friends on field lessons. Parents on field lessons are there as chaperones to support the classroom teachers. Parents are not to take their child or any children away from the group or outside of the teacher supervision. **Parents are not allowed to take their child home after a fieldtrip, students are to complete the full instructional day and be dismissed at 3:00 p.m.** The principal reserves the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

Grading System

PowerTeacher Pro: HISD uses a web-based grading system called PowerTeacher Pro. Parents can use this tool to monitor their child's academic progress throughout the school year. To register for these services, go to www.houstonisd.org and click on the Parents tab. There is a banner at the top of the page titled Parent Student Connect. From here you can register as a first-time user, log-in, or seek help. To register, you will need to have the following information: parent first and last name, student ID number, student address, student date of birth, and the last five digits of the student social security number. If the child does not have a social security number, or if this information has not been provided to HISD, use the last five digits of the "S-Number" provided to your child. Please call the school if you do not know this number.

Progress Reports:

Elementary progress reports are sent to parents four times during the year; the fourth week of the six-week cycle. Ashford is participating in HISD's Primary Progress Report system for students in Pre-Kinder and Kindergarten. This is a different type of progress report that charts a child's growth along a continuum, instead of comparing child to other children. Please see your child's teacher if you have any questions about the progress reports or your child's achievements. Students in first-fifth grade receive a letter and number report card. The grading is as follows:

Academic subjects

90-100 A = excellent
80-89 B = good; above average
75-79 C = satisfactory; average
70-74 D = below average
below 70 F = unsatisfactory; failing

Citizenship Traits

E = Excellent
S = Satisfactory
P = Poor
U = Unsatisfactory

If a student is not progressing satisfactorily in any grade level, parents are sent preliminary progress report at the midpoint of the grading period and at other times as necessary. Parents must sign and return the reports. Conferencing with the teacher is strongly recommended anytime a student's progress is affected.

Reports Cards:

A report card will be issued at the end of each six weeks for students in Pre-K through 5 grades. Grading cycle is listed on the Houston ISD website and board policy manual.

Principal's List Recognition

Ashford recognizes Principal's List as defined below.

- Students must be graded in all ACADEMIC SUBJECTS.
- Students must have all "As" with an "E"
- in conduct on the 6-Week Cycle Report Card.

Honor Roll Recognition

Ashford recognizes Honor Roll as defined below.

- Students must be graded in all ACADEMIC SUBJECTS.
- Students must have all “As” and “Bs” with no more than two “Bs” and with an “E” or “S” in conduct on the 9-Week Cycle Report Card.

Promotion Standards:

Each student is required to meet state and district-required academic promotion standards before being promoted to the next grade. These include grades, passing Standardized tests, and meeting standards on a norm-referenced test. Your child's teacher can explain these requirements to you. In addition, the standards can be viewed online at www.houstonisd.org information will also be sent home with students. Students may also be retained due to excessive absences to be sure your child is at school every day.

Hall Passes

To ensure a safe and secure learning environment, students who need to leave the classroom should have permission from the teacher as well as the appropriate hall pass and required identification. Failure to comply with building expectations may result in disciplinary action.

Homework

Homework is an essential part of the learning process in that it provides students with an opportunity to practice and reinforce those skills that have been taught in class. It will also give parents an opportunity to become actively involved in their child's learning and to be aware of the skills being taught. Usually one hour is the maximum time a child should spend on homework each day. Those in grades K and 1 may require less time completing written work at home while those in upper grades may have a few assignments which require a little more time. Also, in the lower grades, an adult's signature might be required to validate the night's reading assignment. Homework will generally be assigned Monday through Thursday. Generally, no homework is assigned on the weekends or holidays; however, exceptions may include special projects and/ or extensive make-up work. Students are encouraged to read for pleasure daily and may be asked to log such reading on the weekend.

Average Homework Times:

- K-1st Grade 10 – 30 minutes daily
- 2nd Grade 25 – 45 minutes daily
- 3rd Grade 20 – 60 minutes daily
- 4th Grade 30 – 60 minutes daily
- 5th Grade 40 – 60 minutes daily

Homework policy amendments, due to COVID-19, are outlined in Houston ISD's Instructional Continuity Plan.

Lost and Found

Many items are carelessly left in the building or on the playground. All unclaimed articles are placed in the lost/found area in the building. These things may be reclaimed upon proper

identification. Please properly label any of your child's possessions that might be misplaced at school. These items may include lunch boxes, coats and sweaters. All unclaimed items are given to charity in December and in May.

Medical Information

For the safety and protection of all students, medication (prescription or over the counter) may not be brought and kept by students to be taken during the school day.

School nurses may administer medication during the school day if a medication has been prescribed for a chronic or ongoing condition.

A school nurse cannot give medication without express orders from a physician. In order for such medication to be dispensed, the physician must complete a form stating the need for the medication and at least one parent must request in writing that the medication be administered during school hours.

Medication must be in the original pharmacy container that shows the child's name and the type of medication.

Students who become ill at school will:

- be sent home if fever is 100 or above
- be sent home if vomiting occurs

For attendance purposes, students who are sent home due to illness will be counted absent for the day if they come to the clinic **before** 9:25 a.m.

Students must be free of fever without fever reducing medication (Tylenol, etc.) and/or vomiting for 24 hours before they may return to school.

If necessary, the HISD medication permission form may be requested from the nurse.

Certain communicable diseases require special handling and/or restrictions in conjunction with the school setting. The HISD policy regarding communicable disease control measures is included herein for your information.

Communicable disease control measures for all pupils and personnel in the Houston Public Schools

Acquired Immune Deficiency Syndrome (AIDS)	May remain in school unless medical advisor determines that open sores or skin eruptions, behavior, or toilet training poses a risk to others.
Chicken Pox	May return to school on seventh day after appearance of eruptions if temperature normal and no complications, no moist lesions.
Diphtheria	Exclude case and/or close contacts until released by City of Houston Health Department

Hepatitis (Infectious A)	Exclude until no fever and no jaundice, or statement of physician that person is non-infectious.
Impetigo	Exclude until treatment begun. Keep covered while in school.
Lice	Exclude until the hair is free of live organisms and nits.
German Measles (Rubella)	May return to school seven days after appearance of rash.
Measles (Rubeola)	Return to school 4 or 5 days after rash appears, if other symptoms are gone. Family contacts, no restrictions. Optional notification
Meningitis Meningococcal (epidemic-type)	Exclude until statement from physician that person is non-infectious. No restrictions on contacts.
Mononucleosis (Infectious)	Exclude until recovered or released by physician. Contacts no restrictions.
Mumps	Exclude for 9 days or until all swelling is gone and temperature normal. Contacts, no restrictions.
Conjunctivitis (Pink eye)	Exclude until recovered, or physician's statement that person is non-infectious.
Poliomyelitis	Exclude until release by physician. Contacts, no restrictions.
Ringworm of scalp	May attend school provided under treatment by a physician. Contacts, no restrictions.
Ringworm of skin	May attend school provided the areas are covered. Contacts, not restrictions (Treatment recommended)
Scabies	Exclude until released by physician. All in household should be treated at same time. School contacts, not restrictions.
Streptococcal Infections: Scarlet fever Scarlatina "Strep" sore throat	Exclude until released by the physician. Contacts no restrictions. (Usually 24 hours from date antibiotic treatment begun).
Tuberculosis	Exclude until released by a physician. Household contacts must have release from physician.

Pertussis
(Whooping Cough)

Exclude until free of cough or until released by physician.
Contacts, no restrictions.

Parent and Adult Dress Code

Parents and other adults coming onto campus need to be appropriately dressed. Remember that we are children's role models and what may be appropriate at home may not be appropriate in the school setting. If an individual is dressed inappropriately, they will be asked to leave the campus and change before returning.

Parent-Teacher Conferences

Teachers are responsible for instruction and the supervision of students during school hours. To ensure there is maximum instructional time, Ashford maintains a no interruptions policy within each classroom. Generally, teachers are not available to meet with parents/guardians outside of scheduled plan times. We encourage consistent communication with parents and staff. Parents who would like to meet with a teacher are welcome to leave a message with the office staff to request the teacher contact the parent to set up a time to meet. Whenever possible, please use email to communicate with your child's teacher. Teachers are expected to return your call/e-mail with a 48-hour turn around.

Parent Meetings:

There are many parent meetings that take place over the course of the school year. Being a participant in these meetings will further enhance the parent/teacher/school relationship. You will be advised on the monthly calendar of these meetings so please plan to attend. See school calendar for bimonthly parent meeting dates.

Parking

Parking is permitted across the street from the school at any time during the day. Parking is not permitted on the carpool lane from 7:00 a.m. – 8:00 a.m. and from 1:40 p.m. to 3:10 p.m. Please heed NO PARKING signs posted and respect areas designated as "Handicap Parking".

The parking lot on the back side of the campus is reserved for Ashford staff only. Please show courtesy to our neighbors when parking around the school by not blocking driveways or alleys. Persons blocking driveways may have their cars towed by residents or have local authorities called on them.

Payment of Fees

When paying for pictures, school sponsored fundraisers, or other school activities, please submit payment in exact cash. Change may not be readily available; any checks that are returned due to insufficient funds will result in a \$35 charge. Payments must be sent to school with the students. Payments for school pictures and/or field lessons will not be accepted at the Main Office, unless notified otherwise.

Pedestrian Regulations

HISD places a crossing guard at the corner of Waldemar and Shannon Valley, and at Brandywyne and Whittington and from 6:45 a.m. - 7:45 a.m. and 2:45 p.m. - 3:45 p.m. to supervise our students. Children must cross at one of the supervised areas. No child will be allowed to cross the street in the middle of the block.

Parents who illegally cross the street are subject to citation by local authorities or HISD police. Further, they are solely liable for any risk involved in illegally disregarding the cross regulations.

Personal Property

Ashford Elementary is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended and, when present, should be secured in the backpack. Examples of personal property include but are not limited to; purses, wallets, watches, jewelry, band instruments, electronic devices, credit cards, cash, checks, books, notebooks and book bags.

PTO

Ashford's Parent Teacher Organization (PTO) invites every parent or family member of a Ashford student to be a member of the PTO. The PTO is involved in a variety of events designed to support the school and its endeavors. PTO meetings dates can be found on the school website and will be sent home on the monthly calendar. This is a great opportunity for students to see their parents support their learning community and become involved in their education. Please contact the PTO president for more information or check the school website.

Recess

Students are expected to go out for recess each day. Appropriate clothing and shoes should be worn for outside activities. On days when the temperature and/or wind chill is above 20 degrees Fahrenheit and the playground is cleared of snow and ice, there will be outdoor recess. If your child is to be excused from recess, a note of explanation is required. To be excused for more than three days, a written doctor's recommendation is required. Equipment allowed on the playground will be determined by the building principal.

Recess regulation amendments, due to COVID-19, are outlined in Houston ISD's Communicable Disease Plan.

Request for Records

Parents may request records from the school. Requests should be made in the office and the parent should allow 48 hours for the school to respond.

Reporting Concerns Regarding School Safety

Students, parents and staff members are highly encouraged to report all dangerous and potentially dangerous situations and/or events directly to the Main Office or to an administrator, such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity or the possession of weapons on school property.

School Supplies

Each student will be expected to have the supplies necessary for him or her to successfully function in the learning environment. Copies of supply lists will be provided by your child's teacher or are listed on Ashford's Web Site. If you need assistance, please contact the Main Office.

Shared Decision-Making Committee (SDMC)

The Shared Decision-Making Committee is an advisory group composed of four classroom teachers; two other professional staff members; one non-professional staff member; two parents; two community members; one business leader chosen by the principal; and the principal. The purpose of this committee is to set goals and objectives related to student achievement.

Meetings are held throughout the year and minutes are available to all parents and interested community members on Ashford's website. We are always looking for parents who want to serve on this committee. If you are interested, please see the Principal.

Special Education

504 Services

Section 504 protects qualified individuals with disabilities who do not qualify for services under Special Education. Under this law, individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities which adversely affects the student's instructional opportunities. A qualified 504 student receives his/her appropriate AIP (Academic Individual Plan) and all teachers who teach the student receive and implement the student's AIP.

RTI/IAT

Process for delivering scientifically based instruction and interventions to facilitate student learning of academics and behavior.

- All children are taught using high-quality instruction in the general education setting.
- Intervention occurs early when learning and behavior problems are small using universal strategies.
- To meet student academic and behavioral needs we apply graduated levels of interventions (tiers).
- Progress is monitored, and all decisions are data-based.

Dyslexia

Individuals with dyslexia often need special programs to learn to read, write, and spell. For these students, Ashford provides multisensory instruction that is explicit, direct, cumulative, intensive, and focused on the structure of language. Multisensory learning involves the simultaneous use of visual, auditory, and kinesthetic- tactile pathways to enhance memory and learning of written language.

Student Media Consent and Release

Throughout the school year, the district or school might print, photograph, or video students for use in efforts to promote HISD's activities and achievements. Examples might include but are not limited to:

- Materials to train teachers and/or increase public awareness of HISD schools through digital and print media
- A special event or program at a school might be covered by a newspaper or radio/television station, resulting in student interviews and pictures.
- Award-winning students might have their names and photos published in a local newspaper, a school newsletter, or the districts newsletter
- The district or school might post pictures of school activities on webpages and social media.

If a parent or guardian does not want their child's image or information shared for this purpose, please contact your child's school to complete the Student Media Consent and Release Form.

Student Use of Technology Resources

Students will have access to web-based tools, digital resources and applications that support curricular objectives, and these online services may collect, use and disclose personal information (such as student names and email addresses). These online services are used only as an extension of the student's learning and classroom activities. In accordance with Board policies and regulations, students will be strongly discouraged from providing any other personal information. Parents and guardians should contact their child's teacher if additional information is needed about websites and online services being used for learning in their child's classes.

Students on Premises After School

All students must leave the premises at the end of the school day unless participating in an approved extracurricular activity, receiving after-school tutoring or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member. Students should have transportation available within 15 minutes after all student activities and are to wait in the designated area.

Telephone Usage

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not called to the phone. Since office telephones are constantly in use for school business, students may not use an office telephone to call home unless there is an emergency.

Textbooks and Library Books

All textbooks are owned by the State of Texas and library books by the school. Lost books must be paid for if lost or stolen. Another book cannot be issued until payment has been made for the lost book. Refunds are given if books are found after payment is made. Payments must be made to the front office and a receipt will be issued.

Tobacco-Free Policy

Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products, and smoking-related products (including, but not limited to, e-cigarettes) in accordance with Board policy. This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles and at all school activities.

Use of School Cameras

There are school cameras in use in several locations throughout the school. The cameras are intended to be used for supervision and safety purposes. Information obtained via a school camera may also be used in the course of disciplinary procedures.

Visitation during Lunch

Due to limited space in our cafeteria, you are welcome to eat lunch with your child once a month during their lunch period on the third week of the month. All visitors and parents/guardians must be V.I.P.S. approved to ensure the safety of our students and staff when visiting for lunch. **This lunch system will go into effect October 19, 2020 or when we return to on-campus learning per Houston ISD.**

- Parents/guardians will only be permitted to have a conversation with their child and not any other Ashford students.
- Parents/guardians will only be allowed to have lunch at the designated table and interact with only their child.
- Parents/guardians are not allowed to leave the cafeteria with their child for any reason nor visit the classrooms.
- Parents/guardians are not allowed to photograph or record any other students. Failure to do so will result in an administrative conference and rights revoked.

Speak to your child's teacher regarding the time they report to lunch. Any other times must be pre-approved by Ashford Administration.

PALS/Pre-Kindergarten -	Monday
Kinder and First -	Tuesday
Second and Third -	Wednesday
Fourth and Fifth -	Thursday

Failure to respect and adhere to the visitation expectations, will result in an administrative conference and rights may be revoked. We appreciate your compliance as we know that your priority is also SAFETY FIRST.

Visitation during lunch regulation amendments, due to COVID-19, are outlined in Houston ISD's Communicable Disease Plan.

Visitation to the Classroom

Parents wishing to observe their child in his/her classroom are invited daily from 8:00 a.m. - 2:00 p.m. Parents may only visit classrooms and programs in which their child is enrolled. To avoid a disruption of the educational process, visits shall be restricted to 30 minutes. Arrangements must be made 24 hours in advance prior to your visit with the classroom teacher or campus administrator and approved by the principal. Visitations shall not be permitted when substitute teachers or other long-term teachers are assigned. There shall be no photographs, video or sound

recordings permitted. The principal reserves the right to deny visitations that disrupt the educational process. In addition, the principal or designee may opt to accompany visitors to classrooms. The frequency of visitations may be limited by the principal.

Visitation to the classroom regulation amendments, due to COVID-19, are outlined in Houston ISD's Communicable Disease Plan.

Visitors to the Building

We encourage parents and the community to visit our school. When planning to visit, please contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). No visitors are allowed on campus during secure testing such as STAAR administrations.

Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action. Unruly or disruptive conduct by visitors that interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office. If a visitor needs to enter the building other than the school office or check out a student, **the visitor, including parents, must register by presenting a valid, state-issued ID to the school's office staff.** Visitors entering the school beyond the office must receive a printed ID sticker that must be worn and visible during the entire stay. Please return your pass when leaving the building so that you may be logged out of the system.

NOTE: Anyone other than Ashford students and staff entering the building is considered a visitor and must sign in at the office. This includes district visitors, vendors, contractors, and or parents employed through HISD.

Visitors to the building amendments, due to COVID-19, are outlined in Houston ISD's Communicable Disease Plan.

Volunteering at Ashford

Ashford's volunteers make valuable contributions to our school. Parents, guardians, grandparents, and community friends are encouraged to be volunteers at our school. All interested persons must complete HISD Volunteers in Public Schools (VIPS) registration and background check prior to serving as a volunteer according to district policies. You must go online and register. Additionally, you must present a copy of your ID to the front office where a copy will be made and placed on file. Allow 4 – 6 weeks for the approval process. It is recommended you complete the VIPS registration at the beginning of the school year. **Parents are responsible for updating their status yearly.** There is no rollover from year to year. You must go through the volunteer enrollment process each school year.

Volunteers are used in reading programs, in the offices or cafeteria, in the teacher's workroom to prepare materials for teachers, for fieldtrips, and with Ashford projects as well as other areas of

need. Once cleared through VIPS, sign in at the office upon your arrival and get a Volunteer badge to wear. Always record the amount of time you volunteer. Our goal is to have every parent and family involved in our school!

NOTE: Volunteers may not discuss any confidential information such as student progress or discipline issues of students who are not their own children. Volunteers must follow all district policies and regulations when on campus. Violations of policy can result in the loss of the ability to volunteer.

Visitation during lunch regulation amendments, due to COVID-19, are outlined in Houston ISD's Communicable Disease Plan.

Walking, Riding Bikes and Riding Skateboards

Ashford Elementary asks that parents discourage their children from riding bicycles, skateboards and/or walking to and from school. Due to safety concerns, skateboards, skates (including shoes with rolling wheels such as "wheelies") and scooters are not allowed on school property before, during or after school. However, should it become necessary for a student to ride a bike to school, the student must obey the same rules as a motorist, and it is recommended a safety helmet be worn. Students should dismount and walk their bicycles to the approved school site for bicycle parking. It is recommended students use bike locks during school hours. The district and the school are not responsible for the theft of or damage to a bicycle parked on school property.

Withdrawing a Student

Please call the office at least two business days in advance of withdrawing a student from school. Bring the forwarding address and phone number if available. You must provide the name and district of the school your child is going to attend next. Records will be sent to the new school.

Student Behavior / Discipline

Bus Conduct

TBD

Cafeteria Expectations

The same general rules for behavior apply in the cafeteria as in the classroom. Classes will sit together at their assigned table. Students can talk quietly and may leave their table only when excused.

- Always walk quietly when entering and leaving the cafeteria.
- Keep hands to themselves.
- Pass through the lunch line only once.
- Classes should leave tables, seats and floor clear of paper and trash.

School-Wide Expectations

All students are expected to obey the following rules as stated in the Ashford Discipline Management Plan which states that students will:

Demonstrate respect and courtesy toward all school personnel, community patrons, and fellow students

- by walking in the hallways and outside corridors.
- by adhering to Level O in the hallways and outside corridors
- by keeping their hands and feet to themselves
- by using appropriate language
- by wearing a school uniform
- by NOT bullying or threatening others with words or actions

Participate in instructional activities to the best of their ability

- by being present in class by 7:30 a.m.
- by completing all class work and homework assignments
- by working cooperatively on class and/or team assignments

Respect school property

- by keeping the building, furniture, and grounds clean and in good working order

Know the Zero Tolerance Policy and immediately report any infractions to the school personnel.

Students may not bring or use laser pointers, electronics or toys that cause disruption to the classroom.

Virtual Learning Overview

VIRTUAL LEARNING FORWARD

The Houston Independent School District and Ashford Elementary have developed a plan to deliver quality education during the upcoming 2020-2021 school year while ensuring the health and safety of our students, families and staff.

All students will begin the 2020-2021 school year virtually on September 8, 2020.

Virtual instruction for all students will continue for six weeks through Friday, October 16, 2020. On Monday, October 19, 2020, face-to-face instruction for all students will begin. However, this date is subject to change based on COVID-19 conditions across the City of Houston and recommendations from local, state, and federal health officials.

We ask that parents work closely with individual schools to ensure their child is properly prepared to engage in online learning virtually on September 8, 2020. Please call your child's school directly with questions.

You can find more information from the district here:

<https://www.houstonisd.org/reopening>

HISD VIRTUAL LEARNING PARENT COURSE

All parents are highly encouraged to take the Houston ISD Virtual Learning Parent Course.

Before you call the school or the teacher to ask for assistance, ensure you take this online Parent Course to familiarize yourself with Virtual Learning in Houston ISD.

<https://www.houstonisd.org/ParentCourse>

VIRTUAL LEARNING OVERVIEW

This school year, your child will begin school with virtual learning. This will allow HISD students to continue their education while HISD continues to monitor conditions across the district and adjust as necessary to ensure the health and safety of all students. During virtual learning, parents and students will be able to use HISD @ H.O.M.E. and district platforms to access instructional supports and resources.

Virtual learning in Houston ISD means that students will spend part of the day engaged in live online lessons with their teachers. The rest of the day will be spent working on virtual assignments independently at home.

Technology is used to:

- Deliver instruction to students
- Communicate with Teachers

- Does not require Real-Time Interactions (although it is highly recommended)

Students will need the following:

- A Technology Device (laptop, Chromebook, or iPad)
- Internet Access
- HISD Log-in Information

Students will be required to engage in daily learning activities:

- Live Interaction with Teachers
- Participating in the HUB coursework
- Assignments to the teacher

HOW PARENTS CAN HELP CHILDREN SET UP VIRTUAL LEARNING

<https://www.houstonisd.org/Page/182893>

Supporting your student's Virtual Learning Experience is an ESSENTIAL part of their success while learning from home.

- Set expectations and establish routines (schedule for child)
- Create a dedicated learning space
- Keep up with Ashford & HISD's communication and updates
- Check in with your child daily
- Encourage physical activity & exercise
- Become familiar with Virtual tools & resources

VIRTUAL INSTRUCTION: THE ASYNCHRONOUS MODEL

During the time that schools are closed, the District and Ashford ES will make every effort to ensure that student education continues uninterrupted. HISD will be implementing an asynchronous instructional model.

Asynchronous means:

- Teacher delivers regularly short increments of synchronous instruction using real-time, live instruction via Teams
- Student's learning experience is exceedingly self-guided with intermittent teacher interaction in which students engage in learning instructional material on their own time.
- Students complete self-paced and personalized activities via the HUB and other district-provided digital resources (Imagine Learning, digital textbooks, etc.)

Parents and students will be provided with a weekly instructional plan with the learning activities students will be tasked to complete. Including:

- Assignments: During remote learning students must complete and submit two assignments per week in each subject area.
- Teacher and Student Interactions: Opportunities for appropriate teacher-student and student-student interactions, that includes student feedback and reflection
- Resources: Instructions on how students can access resources that enrich the course content and assist in achieving mastery
- Assessments: Provide a variety of assessment opportunities that include student products. Assessments will ensure continued information on student progress remotely addresses accessibility concerns through all course materials

TECHNOLOGY PLATFORMS FOR VIRTUAL LEARNING

HISD and Ashford Elementary will be using 3 main platforms for various learning needs of students. For instructional videos on how to log-in to these platforms, visit <https://www.houstonisd.org/Page/183042>

The HUB (ItsLearning) 

Use: To access assignments and complete work.

The HUB, also known as itsLearning, is the district's learning management system (LMS). It allows students to access lesson materials and submit their assignments, collaborate, and communicate with their teachers. The HUB can be accessed from any device by visiting HoustonISD.org/HUB or downloading the itsLearning app on a mobile device.

Microsoft TEAMS 

Use: To meet with teacher for "classtime" and face-to-face virtual learning.

Teachers will use Microsoft Teams to provide live instruction and continued student support to enhance the learning experience through conversations, video and audio meetings, and live events. Students will be able to access Teams either through a shared teacher link or Office365.houstonisd.org.

Digital Resources 

Use: To provide other learning activities that are online.

HISD provides a variety of educational digital resources for students to access, that include textbooks, content specific applications, online reading libraries, and formative and summative assessment tools. Your student can log in directly to the Digital Resources page by visiting HoustonISD.org/DigitalResources. Please note that your student will need to log in using their HISD student email address and password

How to log-in

Students can log in to most digital resources by using their HISD network ID and password.

USERNAME:

Your student's username: Student\S##### or S#####@online.houstonisd.org

The #'s represent your student's ID Number. For example, Student\S123456

****Make sure to use the backslash key and not the regular slash (/)****

PASSWORD:

Your student's default password: XXXXXXXX

The X's represent your student's 8-digit birthday

For example: August 10, 2008 is 08102008

GRADES

Grades will count! Your student will follow the same grading system guidelines as in-person learning.

Teachers will be expected to measure student progress by grading at least 2 assignments each week for each subject. Teachers will post grades on a weekly basis.

Additional information on grades:

- All HISD schools are now on a 6-week grading cycle
- Grades will be taken during each grading cycle of the 2020-2021 school year.
- All cycle grades will be used in the calculation of the final average for any class.
- Teachers will be recording grades, which will be available for parents and students to access through the HISD Connect Parent Portal (log-in information will be provided by Ashford ES by email to families with emails on file on September 2, 2020).

ATTENDANCE

Attendance will be taken daily.

All students enrolled at Ashford ES are expected to participate in learning activities daily – either virtual or in-person.

State law TEC §25.092 and Houston ISD Policy still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

Present

Students who are engaged in daily learning as defined below will be considered “present” and will not be marked absent.

To be marked present, students must engage in at least one of these 3 requirements each school day:

- Interactions with teachers via Microsoft Teams as part of live or small group instruction.
- Participation in the HUB, the HISD Learning Management System (LMS) and completion of independent reading and work assignments.
- Submission of assignment(s) via the HUB. When unable to submit via the HUB, students can submit assignments via emails, photos, phone conferences, or other forms of documentation.

Absent

Ashford Elementary students who have not met at least one of the three requirements above by the following times will be marked absent by 2:30 p.m.

However, absences can be resolved (changed to “present”) if the student engages in daily learning assigned by their teachers by 11:59 p.m. that same day.

Parents and students will receive absence notifications via School Messenger after 6:00 p.m. each day and will be reminded of the opportunity to resolve that day’s absence if the student engages in learning before 11:59 p.m. of the same day. Any absences recorded but resolved by the student before 11:59 p.m. on the same day, will be reconciled based on login records of the HUB or with teacher verification.

Please note that students must do at least one assignment each day. Students may not complete work for other days and still be counted present for each day.

Ex. If a student is engaged in remote learning and completes learning activities for the entire week on Monday and does not log in for the remainder of the week, he/she will be marked “present” on Monday only and counted “absent” for Tuesday-Friday.

STUDENT CONDUCT

Maintaining excellent student conduct – both in-person and virtually - is an expectation at Ashford ES. Excellent conduct is necessary in achieving our goals of providing a safe school environment and ensuring the highest in student achievement.

Please look for detailed behavior and academic expectations from your child’s teacher. We ask that you regularly discuss talking about appropriate online behavior, avoiding negative behaviors, and celebrate positive behaviors with your child.

SOCIAL AND EMOTIONAL LEARNING

In addition to academics, our campus is committed to providing emotional support to all students. We have various programs on campus that support student-growth. This year, we have a part-time counselor who will be working to support students with social, emotional, or academic needs. We believe in equipping all students with concrete skills to respect self and respect others.

Counselor: Ms. LaQuita Small

Email: lsmall1@houstonisd.org

LITERACY

We know effective reading and writing skills are key components to academic success. At Ashford, we always look for opportunities for students to read and write across content areas. Research shows that families that promote literacy at home will grow up to be better readers and do better in school. The best way for students to get better at reading is to read more!

At home, you can do your best to ensure your child is reading at least 20 minutes a day independently. If your child is learning to read, they can listen to you read a book to them, a sibling read to them, or listen to an online book.

HOUSTON ISD DEPARTMENT CONTACTS

Need assistance with general support?

HISD @ H.O.M.E. Hotline

713-556-INFO (4636)

Monday - Friday

7:00am - 7:00pm

Need help with the network or username/password?

IT Service Desk

ServiceDesk@HoustonISD.org

713-892-7378 (SERV)

Monday - Friday

6:30am - 5:00pm

Need help with The HUB, TEAMS, or another digital platform?

Instructional Technology

InsTech@HoustonISD.org

Book an Online Appointment

Need help with accessing instructional resources?

Academics

Academics@HoustonISD.org

ADDITIONAL LEARNING ACTIVITIES

Houston Public Library	https://bit.ly/3apdM8u Log in: https://tinyurl.com/qhnd58a
The Houston Public Library offers free online books and audiobooks for anyone with a library card. You can access all services offered free! Let's Read!	Username: FIRST INITIAL OF LAST NAME + Student ID Password: MMDD (Birthdate)
GoNoodle	https://www.gonoodle.com
GoNoodle® engages 14 million kids every month with movement and mindfulness videos created by child development	Always Free
HISD @ H.O.M.E. TV	Daily: 9 am – 11 am U-Verse Channel 99 Comcast Channel 18
Live television where students can learn by watching HISD @ H.O.M.E It Lessons will cover all areas of learning including: math, Reading, science, social studies, art, and more!	Also available online: https://www.houstonisd.org/livetv
Parent Webinars	https://www.houstonisd.org/page/180262
HISD will be holding webinar sessions to share more information with parents. Click this link for updated sessions and dates/time.	

Parent and Student Acknowledgement

We are looking forward to a great 2020-2021 school year. This handbook was designed to help you be informed with our school policies, procedures, and expectations.

Your signature below indicates receipt of the Ashford ES Parent/Student Handbook 2020-2021. Please read and discuss this handbook with your child. Then, please sign and date this acknowledgement and return it to your child's classroom teacher.

The Ashford Elementary Student-Parent Handbook is on the school website and if a hard copy is requested, one can pick up a paper printed handbook at the schools' office.

Print Student Name

Teacher Name

Parent/Guardian Signature

Date

Student Signature

Date

#EaglesFly and #EagleExcellence