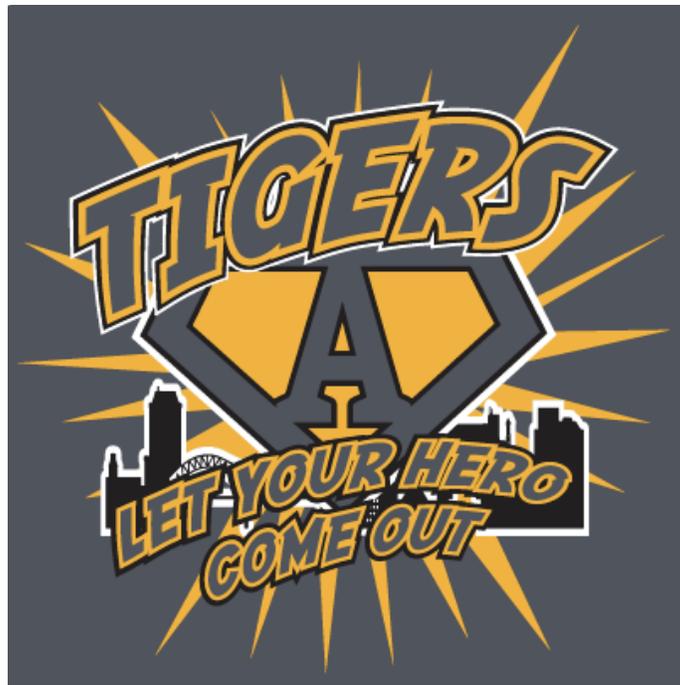


Arlington Elementary School

2020-2021

Student Handbook



*Anna Jones
Principal*

*Carl Booker and Janna Turner
Assistant Principals*

*Arlington Community Schools offer educational and employment opportunities
without regard to race, color, national origin, religion, sex, or disability.*

Welcome to Arlington Elementary

Dear Arlington Parents, Guardians, and Students:

Welcome to the 2020-2021 school year! The faculty, staff and administration are excited to welcome you to our school. We work very hard to embrace new bonds and ideas while still remembering the importance of preserving certain traditions. The PTA is an integral part of our school program. We encourage you to become a member and helper in this organization. They support and sponsor many activities for our students. Arlington truly believes that each child can achieve his/her academic goals and expectations if afforded the appropriate opportunities.

With the demands set by a high-tech information age, our students must learn and be able to demonstrate effective problem-solving skills that will help them function as productive members of our global society. Students must learn how to examine new information and consider all of the options for deriving at the correct answer.

Arlington Elementary School supports the Arlington Community Schools' policies and procedures along with Tennessee state code. We realize their importance in supporting a just, fair, and safe educational environment for our students. This handbook contains vital content regarding our school's procedures. We are asking that parents and students review and discuss the information together.

Everyone truly appreciates your support and participation throughout the year. There is truly no place like Arlington, and we look forward to working with you during the 2020-2021 school year.

Mrs. Anna Jones
Principal

Parent Involvement

Arlington Elementary will encourage a partnership between home and school in order to share goals, expectations and responsibilities. This will be done in a caring, cooperative, challenging, safe and positive attitude environment so that students will be able to expand their knowledge and enable them to develop mentally, morally, physically, emotionally and socially.

To achieve these goals, Arlington staff will provide these opportunities for school improvement:

1. Arlington staff and parents will work together to set goals to improve academic achievement, improve discipline and increase parent involvement.
2. A virtual parent meeting will be held at the beginning of the school year to discuss the school wide program. Parent involvement will also be discussed.
3. Communication between school and home will consist of a variety of ways:
 - A newsletter that gives up-to-date general information, announcements of upcoming events, and parental suggestions.
 - Progress reports to show individual student progress. This will also indicate from the teacher or parent if a parent conference is needed.
 - Information that shows results of test scores.
 - Individual parent conferences as needed.
 - Phone calls to parents regarding positive and negative academic progress and behavior.
 - Power school online communication.
 - Teacher webpages
 - ACS Rapid Notification Communication System
4. Arlington staff will show a commitment to excellence by attending professional staff development workshops and implementing new teaching strategies. This will enable them to offer all students a challenging academic curriculum.
5. Parents and concerned adults will become educational partners by providing extra services and resources.

Academics

Homebound Services

Homebound services are available to provide instruction while a student is physically, medically, or mentally incapable of participation in the school setting. Placement in the Homebound Program should be viewed as a temporary intervention. The student's medical or psychological disability must be verified by his/her attending physician or psychiatrist. These services may be requested through Student Intervention and Alternative Services at the school board.

Homework

Regularly assigned homework is desirable in assisting pupils to achieve satisfactory school progress and develop good study habits. Assignments are an extension of classroom work to provide drill and to help students to become more proficient with skills. If specific assignments are not made by the teachers, standing assignments may include the following academically constructive activities: reading library books, newspapers, magazines, reviewing spelling words, handwriting, or math facts with flash cards.

Homework/ Make-Up

Students who receive an excused absence will be provided the opportunity to make-up missed work. Students with an unexcused absence will be provided the opportunity to make up missed work for up to five (5) unexcused absences.

Make-up work must be requested no later than two (2) days after the student returns to school.

Students will be allowed one day for each day they are absent.

AES will be strictly following Policy 6.200 which states: "Students with an unexcused absence will be provided the opportunity to make up missed work for up to five (5) unexcused absences." Therefore, any unexcused absence over five days will result in zeroes on all graded work. Please keep in mind that any vacations taken during the school year will be counted as an unexcused absence. Also, absences for which no written verification is submitted within 2 days will be considered unexcused.

Honor Roll Criteria- For each nine weeks

Principal's Honor Roll (Grades 2-5)

All A's and E's (including LAMPS grades and conduct)

Handwriting Not Included

Teacher's Honor Roll (Grades 2-5)

A's & B's (At least 2A's and 2B's)

E's or G's in LAMPS grades and conduct

Handwriting Not Included

Citizenship (Grades 2-5)

All E's

Perfect Attendance

No days absent

No late check-ins or early check-outs

*** Yearly honor roll criteria will be calculated using all four quarters.**

RTI²

Response to Instruction and Intervention is a framework for teaching and learning, designed to give every student the opportunity to meet high expectations and the support to reach them. RTI² is a multi-tiered delivery system that uses a data-driven problem-solving model to identify specific student need and match appropriate instructional strategies.

Arlington Community Schools, along with the Tennessee Department of Education, believes that the Response to Instruction and Intervention model will have a significant impact on all student learners. The RTI² model will provide students the opportunity to experience prevention of instructional gaps and early intensive intervention as a best practice.

Retention and Promotion

Students shall progress in sequential order from grade to grade. The professional staff shall place students at the grade level best suited for them academically. Parents who disagree with the decision of the teacher and principal regarding promotion or retention of a student may appeal the decision to the Director of Academics. The decision of the Director of Academics shall be final.

Special Education

Arlington Community Schools offers a wide range of services to meet the needs of students with disabilities. Eligible students from ages three through twenty-one are served in ACS schools. A full continuum of services, including related services of Speech/Language Therapy, Occupational Therapy, and Physical Therapy are available in every school. Specialists are available to work with visually impaired, hearing impaired, and students with behavior problems. Detailed information regarding special education programs may be obtained by calling (901) 389-2497.

Student Referral

If parents are concerned about their child's learning or behavior in school they may call or write their child's teacher or school administrator expressing these concerns. The school administrator may explain the student intervention and referral process if parents are requesting an evaluation for special education services. Parents may also contact the Supervisor of Special Education regarding the referral process. The district does not discriminate in evaluation or programming on the basis of race, color, creed, national origin, religion, sex, age, or disability.

Parents, teachers, or administrators may refer students for screening to its gifted services program (APEX). As with all students with disabilities, a continuum of services are offered for gifted students. They may range from consultation to subject or grade acceleration. Parents interested in a gifted screening should contact the school principal for a review of student data or other program information. Further requests regarding student referrals may also be forwarded to the school administration or the Supervisor of Special Education. Per Tennessee Public Chapter 585 (T.C.A. §49-2-203 (b)), the following information is provided for parent and student use. Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1.888.212.3162 or visiting <https://www.tn.gov/education/student-support/special-education.html>

TCAP Tennessee Comprehensive Assessment Program

At this time, the 2020-2021 TN Ready Assessment for grades 3-5 will be given during the window of April 12 – May 6, 2021. The 2nd grade assessment will be given during the window of April 12-May 6, 2021. The state assessment will be administered via paper and pencil.

Tennessee's State Standards

Tennessee's Standards are a set of clear standards for math and English language arts that were developed to ensure every student graduate high school prepared for college or the workforce. To view Tennessee's please visit the TN English lang. arts and math standards, visit the Department of Education's Academic Standards webpages: <https://www.tn.gov/education/>

Attendance

Attendance

The Tennessee State Compulsory Attendance Law (T.C.A. §49-6-3001) requires that pupils of legal age attend school (ages of six and seventeen years, both inclusive) unless special circumstances arise which temporarily or permanently excuse the student from attendance. This also applies to (5) year olds who have attended for (6) weeks.

According to ACS Policy 6.200 only the following reasons will be considered for excused absences:

1. Personal illness-physician verification will be required after the accumulation of 10 days of absence
2. Serious illness within the student's immediate family;
3. Death in the family;
4. Observance of a day set aside as sacred by a religious denomination of which the student is a member or adherent, where such religion calls for special observances of such day;
5. Court summons pertaining to matters that are not the result of the student's misconduct; and;
6. Circumstances which in the judgment of the Principal create emergencies over which the student has no control.
7. Homebound students;
8. Up to (2) college visits on school days (for high school students)
9. School-sponsored activities;
10. School endorsed activities;
11. Pregnant students.

All absences must be verified by the parent within (2) days of the student's return to school.

Absences for which no written verification is submitted will be considered unexcused.

Students with more than five (5) unexcused absences may appeal to the Student Services Supervisor at ACS district office.

We will be strictly following Policy 6.200 which states: "Students with an unexcused absence will be provided the opportunity to make up missed work for up to five (5) unexcused absences." Therefore, any unexcused absence over five days will result in zeroes on all graded work. Please keep in mind that any vacations taken during the school year will be counted as an unexcused absence. Also, absences for which no written verification is submitted within 2 days will be considered unexcused.

Perfect Attendance

The criteria for perfect attendance for AES is present every day and no late check-ins and/or early check-outs are allowed for perfect attendance.

Tardiness

Students are expected to attend school on time. Tardiness interrupts instruction. It disrupts the learning process and interferes with the tardy student's opportunity to learn. In addition, tardiness fosters habits that will interfere with a student's success in working outside of school. The school doors open at 7:45 each morning. It is recommended that students arrive before 8:00 to get settled in and ready to start the new day. A student who does not have a valid excuse and is not in the classroom when the bell rings at 8:00 a.m. to begin class shall be considered tardy. Students who check-in late or check-out early due to doctor or dentist's appointments should bring in a note/appointment card from the doctor within 2 days so that the partial absence can be excused. Otherwise, it will be marked unexcused. Partial absences will accumulate, which will negatively impact your child's attendance. See ACS Policy 6.200 for additional information regarding attendance.

Truancy

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. The ACS Student Services Supervisor shall serve upon the parent or guardian written notice that the child's attendance at school is required by law. A new notice shall be sent after each successive accumulation of five (5) unexcused absences. The principal/designee shall document all communication attempts and refine the attendance plan as needed.

Any parent or guardian who violates the State's truancy law, commits educational neglect, which is a Class C misdemeanor. Each day's unlawful absence constitutes a separate offense. See ACS Student-Parent Handbook for State Board of Education Rule.

Behavior

Appropriate Classroom Behavior

To support an appropriate environment, conducive to learning, the following minimum standards of appropriate classroom behavior are established:

1. Respectful behavior will be exhibited toward Arlington Community Schools' employees and fellow students at all times.
2. Students will not engage in harassment, intimidation, or disorder at any time.
3. Language (spoken and written) will be appropriate for school.
4. Daily preparation for class, including appropriate supplies and homework is expected.
5. Timely daily attendance at school and class is expected.

Bus Rules

Bus rules will be given to bus riders the first week of school. Parents are to review the bus rules with his/her child. Parents should sign and return the bottom portion of the rules form indicating they received a copy and reviewed the rules with their child. Bus drivers are required to assign students to a specific bus seat to help eliminate problems. All Arlington Community School buses are equipped with video cameras. Video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities and to evaluate the safe operation of the bus in compliance with applicable state laws and Arlington Community Schools procedures. Bus Rules, Conduct, Safety, and Complaints are outlined in the ACS Student-Parent Handbook. Bus riders will also take a copy of the bus expectations and rules home at the start of the school year to be signed and returned to school.

Students cannot change buses and ride with another student. Students can only ride the bus to which they have been assigned.

Discipline

Arlington Elementary embraces the philosophy of assertive discipline. This approach includes both positive rewards and negative consequences. Each grade level will establish, post and reinforce expected behaviors (rules), which enhance the learning process. Every student is expected to comply with these rules, which basically fall into three categories: respect for self, respect for others and respect for property. When compliance of rules does not occur, a progressive discipline approach is used for bus and school conduct. To maintain an effective learning environment requires the commitment of parents, teachers and students. A copy of the classroom rules and bus rules will be sent home on the first day of school. For these reasons, your cooperation is essential. **We Believe That No Student Has the Right to Deny Others the Privilege of Learning.**

Hallway Expectations

1. Always walk in the school building.
2. Face the direction that you are walking. Walk to the right of the hallway.
3. Keep hands, feet, and all other objects to yourself.
4. No talking-voice level "0"

Harassment, Intimidation, Bullying, or Cyberbullying

Students are expected to treat one another with respect, which means that harassment, intimidation, bullying and cyber-bullying are prohibited. Acts of defaming students in a sexual manner or acting in a manner that impugns the character of a student based on allegations of sexual impropriety are deemed to be disrespectful and are therefore prohibited.

Definitions:

Bullying/Intimidation/Harassment – An act that substantially interferes with a student's educational benefits, opportunities, or performance; and:

- If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

Physically harming a student or damaging a student's property;

Knowingly placing a student or students in a reasonable fear of physical harm to the student or damage to the student's property;

Causing emotional distress to a student or students; or Creating a hostile educational environment.

• If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Cyber-bullying – A form of bullying undertaken through the use of electronic devices.

Electronic devices – include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants, computers, electronic mail, instant messaging, text messaging, and websites

Consequences:

Any student that commits an act of harassment, intimidation, bullying and/or cyber-bullying shall be disciplined in accordance with the ACS Discipline Procedures in the ACS Policy Manual.

Any student found to have falsely accused someone of having committed an act of harassment or intimidation, bullying or cyber-bullying, as a means of harassment, intimidation, bullying or cyber-bullying, shall be disciplined in accordance with the ACS Discipline Procedures established in the ACS Policy Manual.

For information about complaints and investigation, response and prevention, and reports, see ACS Student Handbook. (Policy 6.304)

Recess Rules

1. Be respectful and aware of others.

- No wrestling, tackling, or contact activities.
- No pushing or pulling other students at any time.
- Take turns.

2. Follow all school rules.

3. Leave foreign objects alone and report immediately to an adult.

4. Stay in assigned area within teacher view.

5. Dodge ball and football games are prohibited.

6. Go to the restroom before recess.

7. Notify the teacher, if you need help.

8. Exercise playground safety.

9. Pick-up and take everything you brought outside back into the school.

Restroom Behavior Expectations

1. A monitor should check before a class enters.
2. Refrain from playing.
3. The same number of students should enter as stalls available.
4. Notify the teacher/ office if the restroom needs attention.
5. A monitor should check the restroom area before the class leaves.

***VOICE LEVEL: 0

School Wide Agreement Policy

1. Respect yourself.
2. Respect others.
3. Respect property. (Student will not be allowed to sell or trade personal property.)

4. Observe quiet zones.
5. Bring supplies needed for school and leave all other items at home.

Students may not bring items from home to play with during school, on the bus, or on the playground (ex: radios, electronics, toys, balls, bats, collectible cards, fidget spinners/cubes etc.) unless specifically requested in writing by the teacher to be used for a short period for a specific instructional purpose.) Pocket Knives/Weapons Are Never Permitted. Toy weapons are not allowed to be brought to school.

Self Control

It is the desire of parents and school personnel that each student grows in the direction of appropriate/acceptable behavior for both school and home. We know that problems, conflicts and misunderstandings do arise from time to time. Our responsibilities as adults must always be to teach children acceptable ways to deal with conflict, anger and hurt feelings. We can best do this by our own examples and by insisting that students respect themselves, their peers, their parents and all school personnel. We Cannot and Will Not Tolerate Disrespect. Please do not hit others or hit back when you encounter a conflict. Tell the nearest adult. Students will be expected to show respect for themselves and others at all times. We will not allow inappropriate behavior.

Cafeteria

Breakfast

Breakfast is served from 7:30 - 8:00 a.m. Student breakfast is \$1.50. A student will not be served breakfast after 7:55 a.m. unless the student arrives on a late bus.

Free and/or Reduced Meals Application

Free and reduced meals applications are available from the school. You may contact the school at 867-6000 or upload an application from the ACS website at:
https://acsk12.org/UserFiles/Servers/Server_95684/File/Our%20District/Departments/School%20Nutrition/Meal%20Application2019-20.pdf

If at any time during the year, your employment changes and you would like an application, you may complete a form and return it to the cafeteria.

Lunch Guests

At this time, there will not be any lunch guests.

Lunch Money

Arlington Community Schools uses a computerized lunch system and a barcode will be utilized in the lunch line to access the account. Students who wish to put money on their account may do so at any time. Students will give lunch money to their classroom teacher. We ask that parents make an effort to send lunch money on Mondays or the first day of the week, if we are not in school on Monday. Money can be sent to school when the account gets low. Be sure to include child's name and phone number on all checks.

In the event that students do not have lunch money, they are allowed to charge lunch or breakfast. No snacks are available for purchase, at this time.

Charge Limits: The dollar limit for charges for students is \$8.50 for full paying students and \$4.00 for reduced paying students. Once the student reaches the allowable dollar limit, an alternate meal is provided. The student is charged the regular breakfast/lunch fee for the alternate meal.

Online prepayments- Parents/guardians can make online payments to their children's meal accounts. If interested in online payments, information will be provided for MySchoolBucks.com. This service allows parents to deposit money, view lunch balances, and receive low balance alerts. Parents may also send a note to the cafeteria if they want limits put on their child's purchases of snacks.

Student meals: Breakfast \$1.50 Lunch \$2.75

Cafeteria Rules

1. Go to the restroom before lunch and wash your hands.
2. Arrive to lunch on time.
3. Talking in the serving area is limited to food request.
4. Pick up all items (napkins, forks, ketchup, mustard, milk, straw, etc.) needed when going through the lunch line.
5. Eat your own food. Students may not share food.
6. All food in open containers should be eaten in the cafeteria.
7. Be sure to put your mask back on, when you finish eating.
8. Face the table where you are seated.
9. Use good manners and speak softly.
10. Pick up all disposable items at table and put in trash.
11. Line up quietly and wait for your teacher.
12. NO sodas will be allowed for lunch.

"Classroom" Lunchtime Rules

1. Go to the restroom before lunch and wash your hands.
2. Students that are purchasing lunch from the cafeteria will still eat their lunches in the classroom, if their class is eating in the classroom.
3. Be sure to put your mask back on, when you finish eating.
4. Eat your own food. Students may not share food.
5. Use good manners and speak softly.
6. Pick up all disposable items at your desk and put in trash.
7. NO sodas will be allowed for lunch.

Dress Code

Dress Code

The responsibility for appearance of the students begins with parents and the students themselves. Student's clothing, make-up and hairstyles should reflect neatness, cleanliness and self-respect so that the school is a desirable place in which to promote learning and character development. A student who

is not attired appropriately or exhibits grooming which is detrimental and/or distracting to the school environment shall be asked to refrain from wearing the inappropriate attire in the future or shall be required to make arrangements for more suitable or appropriate dress. **The principal or principal's designee shall make the final determination.**

Dress Code (Policy 6.310)

Arlington Community Schools is committed to ensuring a safe and secure learning environment for each student. There is a clear relationship between neat, appropriate attire and a productive learning environment. Apparel or appearance that tends to draw attention to an individual rather than the learning environment should be avoided.

Elementary School Dress Code

In an effort to foster the most productive learning environment for students, the following dress code standards will be implemented in elementary schools:

Head apparel (such as hoods, hat, etc.), except for religious or medical reasons, must not be worn inside the school building. Footwear is required and must be safe and appropriate for physical activity.

AES students must have heel straps on sandals. Flip-flops are not allowed.

Shorts, skirts and dresses must extend below the fingertips. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders with no midriff visible. Clothing items bearing writings or images of: (1) substances such as drugs, alcohol, tobacco, etc.; (2) offensive, vulgar, lewd, or indecent speech; (3) gang-related indicia; or (4) racially or ethnically divisive symbols or messages shall not be worn. School officials may also prohibit the wearing of clothing bearing any image which would substantially or materially interfere with school activities, the learning environment or school activities. Since most cheerleading uniforms/skirts do not meet the policy's length requirement, they may be worn with leggings or warm up pants in grades 3-5.

The principal may allow exceptions for school-wide programs or special classroom activities.

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. School administrators will administer appropriate consequences for policy violations.

Dress Code Enforcement

All certified and classified personnel shall be responsible for consistently reporting violations of the dress code to the site administrator/designee.

When the site administrator/designee determines that a student's attire is in violation of this policy, the student will be required to modify his/her appearance, clothing, and/or apparel to comply with the dress code.

Appropriate action will be taken at the time the violation occurs, and when necessary, a home contact will be made seeking parental cooperation and assistance. The student may be taken home by the parent to modify unacceptable appearance or dress and return to school.

When arrangements for correction in appearance or dress may not be accomplished, the student will

be placed in a supervised area to complete his/her school assignments apart from the regular school setting for the remainder of the school day. This placement will be in-school suspension in middle and high school and an alternative, supervised area in the elementary school.

In the case of questionable dress or grooming that is not specifically covered in the Dress Code Policy 6.310, the school administration will make the final decision. Appropriate action will be taken at that time and the parent will be contacted.

If the administration determines student clothing, accessories, and/or appearance to be inappropriate, the following consequences will apply at AES:

First Offense: Parent or guardian will be called. Student may be sent home to change into acceptable clothing or placed in supervised area for the remainder of the school day.

Second Offense: Parent or guardian contact or conference will be held. Student will be sent home to change into acceptable clothing or placed in supervised area for the remainder of the school day.

Third Offense: Parent or guardian conference held. Additional interventions shall be considered which involve the parent, student, and school.

General

Arrival/ Dismissal Procedures for Students

Students may enter the building for breakfast at 7:30 a.m. All other students may enter at 7:45 a.m. Students may not wait outside the building unsupervised before 7:45. Students must arrive in the cafeteria by 7:55 a.m. to eat breakfast. Students arriving after the 8:00 bell must be signed-in by parent or caregiver at the front office.

Preschool and FS car riders will unload in the front driveway at 8:00 am.

A note is required for early dismissal. Children must be picked up in the office and signed out of school by the parent, guardian or other designee on the registration form. Photo identification is required of all persons signing a student out of school.

Parents should avoid checking out students before regular dismissal. Please do not change the way your child goes home unless you write a note to your child's teacher and the office.

Students are dismissed at 3:00 pm. No student may be checked out after 2:30 p.m.

The only animals allowed on campus are service animals. No pets allowed on campus during arrival or dismissal.

** Kindergarten parents may walk their student to class on staggered enrollment day, if desired. For the safety and development of each kindergarten child and to help each one adjust to their new adventure, we will allow students to walk to class by themselves after their staggered day. In all other grade levels, students will walk to class by themselves. Employees are available in the hallway and around the building, if students need assistance.

Assignment of Students to Classes (Policy 6.205)

The principal shall be responsible for assigning all students to classes. (Policy 6.205)
Student requests for teachers will not be accepted.

Backpacks

Students will NOT be allowed to use rolling backpacks. These can be dangerous and a tripping hazard. Elementary students should not have books that are too heavy to prevent them from carrying their backpack. If your child has a medical reason that he/she must use a rolling backpack, please submit a doctor's note to the office.

Birthday Recognition

AES will acknowledge all student birthdays with a birthday BragTag®, pencil and sticker. The child will also be recognized on the morning announcements. Summer birthdays will also be acknowledged.

Bookstore

The bookstore sells the basic supplies needed by the students, as well as items not easily found in stores, such as privacy walls and writing tablets. Price lists and order forms will be available to parents. Items requested and paid for will be delivered to the child's teacher.

Calls and Messages

School telephones are not available for student's use during regular or after school hours unless it has been approved by a school administrator. Please make sure your child has lunch money, homework, etc. each day. We know everyone forgets something occasionally, however, there are approximately 850 students at Arlington, and it is impossible to let all students call home if they forget something. Please make sure your child knows how he/she will get home daily. This minimizes classroom interruptions. The school will not accept daily phone calls from parents leaving messages as to how students are to get home.

Care of Books/School Property

Textbooks, technology, and library books are the property of the Arlington Board of Education. They are provided to educate children. Each student is responsible for the proper care of all items issued to him or her. We urge students to take proper care of books. Damaged books must be paid for by the parent of the child. The school is given authority by School Board policy and state law to refuse to issue report cards to students who owe money. Examples: lost or damaged textbooks, library books, or library fines. Neither additional books nor report cards will be issued until payment is received for lost books or damaged property. Students who vandalize books or other school property will be required to pay for the damage which is done. Students are encouraged to cover each textbook with easily removable materials to help minimize or eliminate damage. Do not use contact paper type book covers.

Cell Phones/Communication Devices

Students may not use or have on their possession any cell phones or communication devices during the school day. If parents want their child to have a cell phone for before/ after school, the cell phone must be kept in backpacks or turned in to the homeroom teacher each morning and picked up in the afternoon before going home. Please see ACS cell phone policy in the ACS Student Handbook for consequences related to having cell phones on your possession during the school day.

Child Abuse and Child Sexual Abuse (Policy 6.409)

It is the law of the State of Tennessee that teachers or other persons employed in the public schools are required to report suspected child abuse and neglect.

An “abused” or “neglected” child shall mean any child less than eighteen(18) years of age whose parent(s) or other person responsible for the child’s care:

- Creates or inflicts, threatens to create or inflict, or allows to be created, or inflicted upon such a child, a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, impairment, of bodily or mental functions;
- Neglects or refuses to provide care necessary for the child’s health; or
- Abandons such child.

See Policy 6.409 in its entirety in the ACS Student-Parent Handbook.

Inclement Weather

In case of bad weather conditions or when it becomes unsafe for students to come to school or remain at school, the superintendent will notify the news media of the closing as soon as possible. School closings are also posted on the ACS website and parents will be notified through the Rapid Notification System. It is imperative that phone numbers on file are current. Please make sure you have filled out the Inclement Weather Form that will be sent home with your child and keep the school notified about any updates in information. In the event of inclement weather, all school activities are cancelled. At this time, there are no after school activities planned.

Communication

Any Arlington teacher can be contacted by calling the school (867-6000). A message and a telephone number will be taken. Each teacher can also be contacted through school email. Teachers will respond to either form of communication within 24 hours. We appreciate everyone’s cooperation as we provide each child with adequate supervision and optimal instructional opportunities.

Custodial Parent

The custodial parent is the parent that the school personnel should consider the legal guardian and follow this parent’s direction as to what access the non-custodial parent shall have to the child(ren). In cases of joint custody, the parent with primary custody, or with whom the child lives, shall be considered the custodial parent. The non-custodial parent is entitled to all school records, if requested, including meeting with the teacher(s) for informational purposes only. The custodial parent has the right to make all educational decisions unless it is stated differently in a court order.

Deliveries to Students

Delivery of commercial products (balloons, flowers, etc.) to students *is prohibited*. These items will not be allowed on the school bus. If any of these items are delivered to the school, they will remain in the front office until the end of the day. Items such as lunch, textbook, supplies, assignment(s), clothing, projects and glasses are to be left in the school office for delivery by the office staff.

Medication

If it is necessary for a child to take medication at school, a medication form **must** be filled out and given to the medical records personnel or school nurse. The medication and form should be delivered by the parent to the school nurse or medical records personnel. Students must store their medication in the office at all times and come to the office to take it. For specific details regarding medications in the school, please see ACS (Policy 6.405) for Administering Medicine to Students at www.acsk-12.org under Our District- Board Policies.

Moment of Silence

A moment of silence is required at the beginning of each school day. (Tennessee Code Annotated (TCA 49-6-1004). During the opening, students have the opportunity for a moment of silence, recite the pledge and school mission statement, and listen to the morning announcements.

Money

If you send money or checks to school for any reason, please send it in an envelope labeled with the child's name, teacher's name and purpose. Students should not be allowed to bring money to school unless there is a definite need. Please include child's name and a valid phone number on all checks.

Parent Concerns

Any parent desiring to voice a concern may do so by sending written correspondence or by calling the school (867-6000) and/ or arranging a conference with the appropriate individuals. In an effort to maintain positive parent teacher relationships, parents are asked to consult with the teacher(s) directly first. However, the administration is available at any time to assist, when needed.

Parent Data - Information

It is very important that you keep your telephone information current. We need home, work, and cell numbers, so we can get in touch with you in case of an emergency or illness. If you change jobs and telephone numbers, please let the office know. If your emergency friend's information changes, please notify us of this change, as well.

Parents/Teachers/Association (PTA)

Arlington has a very active and supportive PTA. You are encouraged to join. The PTA is planning a virtual fundraiser for the 2020-2021 school year. Arlington administration wants to involve parents and school personnel in a cooperative and sustained system of activities, which will increase the educational opportunities of the children both in school and at home.

Parent-Teacher Conferences

We welcome your requests for conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences by sending a note to your child's teacher or by calling the office at 867-6000 and leave a message for the teacher. Conferences will be held virtually.

School Colors and Mascot

Navy Blue and Gold
Tiger

School Hours

Hours for students: 8:00 a.m. to 3:00 p.m.

Children should NOT arrive earlier than 7:45 a.m. except for breakfast (which starts at 7:30 a.m.)

Students must arrive at the cafeteria by 7:55 a.m. for breakfast. Supervision WILL NOT be provided for students who arrive before 7:30 a.m. Students are marked tardy after 8:00 a.m. and will need to be signed in by a parent/guardian. Preschool and FS car riders will load/unload in the front driveway at 8:00 am and 3:00 pm. Students should not remain on campus later than 3:00 pm.

Transportation

Bus Riders: You will be asked to sign a bus rules form during registration and/or the first week of school stating that your child will be a bus rider and that he/she knows and will follow the bus rules.

Car Riders: You will be assigned a number if your child is a car rider. Please display this number so it can be seen easily by the teachers in charge of dismissal.

Walkers: Students may not walk alone to meet a parent waiting in a car. Students may not walk to a local bank or any other business. Parents must meet student on school property.

If you have a change in transportation (other than the regularly planned transportation), please send a note to the teacher or contact the office at least one hour prior to dismissal.

Visitors on Campus

Parents, guardians, and other members of the community are always welcome at our school, but for reasons of safety we do insist that all visitors sign in at the office upon arrival (T.C.A. 49-2-303 (c)). All visitors to Arlington Elementary School will be required to enter the building through the main entrance door facing the lower parking lot during regular school hours. The front desk attendant is able to view the visitor(s) on a monitor in the office. Upon arriving, visitors will push the access control button located to the right of the door and proceed directly to the front office. Covid-19 protocol and procedures will be implemented. The front desk attendant will greet the visitor(s) and determine if entrance to the building is necessary. Visitors will still be required to check in at the front desk. No adult or visitor should enter any classroom without permission from the administration. The school is committed to a safe campus without interruption to instruction.

Grading Policies

Grading System

The grading system for Arlington Community Schools in accordance with the Tennessee Uniform Grading System establishes the grading system for grades kindergarten through fifth grade.

Two (2) report cards are used in grades K-5; (1) for kindergarten; (1) for grades 1-5. Teachers should refer to the appropriate card for an explanation of the grading system for each level.

Kindergarten:

The kindergarten report cards show progress toward the state standards. The grade level standard is set by the state and indicates what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by mastery (M) or non-mastery (X) for each skill. Additionally, the letter grades of E G S N and U will be used to express basic grading for art, music, and physical education. Report cards are sent home at the end of each nine-week term.

Grades 1-5:

1. In all schools, students' conduct is graded as "E", "G", "S", "N", or "U" and is to be reported at each grading period on the report card. Self-contained classes receive one homeroom conduct grade. Individual subject classes each give a conduct grade.
2. The basic grading system for knowledge / subject area is expressed by the letters "A", "B", "C", "D", and "F" with the following numerical values except for 1st grade science and social studies which will be expressed by the letter "S" or "N".

Academic grading scale is as follows:

A	=	93 - 100	Excellent
B	=	85 - 92	Good
C	=	75 - 84	Fair
D	=	70 - 74	Passing
F	=	Below 70	Failure

Plus and minus evaluations are not to be added to letter grades.

The numerical values listed are for teacher use only.

3. Report cards are issued to parents at the end of each nine-week term.
4. In grades 1-5 Integrated Language Arts and Math, a minimum of twelve (12) grades per subject per nine-week term should be recorded for every student. For all other subjects in grades 1-5, a minimum of nine (9) grades per nine-week term should be recorded. Fifty percent of the required grades must be earned and recorded by the interim of the nine-week term. (These grades could be determined by projects, oral and written assignments, etc.) Term grades given at the end of each nine-week period will be determined by the average of daily work, oral assignments, written assignments and tests. The teacher will assess all student assignments and weigh the value of grades given for various assignments within the nine-week term in computing the term grade. This procedure will enable the teacher to allow for individual student differences in the grading process. Grades for homework assignments should be given with care, since homework may not always be completed by the student himself. Homework assignments are of value in affording students needed practice, and such assignments should be made within practicable limits.
5. Semester grades for grades 1-5 are determined by an average of grades for each of the two nine-week terms. Standardized tests should not be used as the sole measure for passing or failing.
NOTE: Semester examinations are not given in grades 1-5.
6. Final Grade - This grade is determined by averaging the two semester grades.
7. A student's academic grade is solely intended to reflect the student's acquired knowledge, ability, and/or skills in the designated subject. Therefore, academic credit / points may not be awarded or deducted for any purpose that is not directly related to the student's academic performance. For example, academic credit / points may not be awarded as an incentive to participate or achieve a certain goal in a school fundraising event. Academic credit / points may not be deducted for failure to

purchase certain brands or types of school supplies. A reasonable number of academic points may be deducted from a student's academic grade for failure to submit homework or other assigned academic work on the date specified by the teacher.

8. Parents are to be notified within a report card period when a student is not doing acceptable work. Parent-teacher conferences should be held for gaining parental support in an effort to improve student performance.

TCAP Grade Inclusion- if scores are received in a timely manner.

For students in grades 3-5, scores on the state standardized assessments shall comprise a percentage of the student's final grade for the spring (second) semester. (TCA 49-1-617)

Parent Portal- PowerSchool

If you have Internet access, you may view your child's current grades and attendance at any time. You will need your confidential ID and Password (provided on or near Labor Day). To use, simply access the website, enter your ID and password and follow the links to grades and attendance information.

Programs

Apex: (Academic Program for the Exceptional)

APEX is a special education program for students meeting the criteria established by the state of Tennessee for identification of intellectually gifted students. This program provided for identified students in grades three through five is a Pullout program designed to emphasize critical and creative thinking; research and study skills; problem-solving; communication skills; leadership skills; and development of quality projects within a curriculum rich in academic content.

The State of Tennessee Criteria for Programs for the Intellectually Gifted is as follows:

(A) A child is assessed through a multi-modal identification process, wherein no singular mechanism criteria or cutoff score is used for determination of eligibility. Areas assessed and evaluated for eligibility determination include:

- | | |
|-------------------------|-----------------------------------|
| 1. Academic Performance | 3. Academic Achievement |
| 2. Creative Thinking | 4. Cognitive/Intellectual Ability |

(B) Eligibility for an individual child is based on analysis of this information. The screening and comprehensive assessment data results must meet specific eligibility standards based on multiple criteria and multiple assessment measures. Parents, teachers or administrators may refer students for APEX. Parents requesting screening should contact the school principal for a review of student data or other program information.

ESL/ELL

The ESL (English /Second Language) Program serves students identified as English Language Learners (ELL). Qualified students in K-5 are served as needed by an ESL teacher, using a pull-out strategy to support the efforts of the regular classroom teacher.

Flocabulary

Flocabulary is an online library of educational videos and interactive activities. AES includes Flocabulary in the school day to increase engagement and achievement across the curriculum and also to foster a love of learning in every child. Flocabulary's multisensory approach of using music, rhythm and rhyme is supported by a profound body of academic research. Music facilitates memorization and recall of academic content, while the use of hip-hop and other culturally-relevant media increases student engagement.

i-Ready

i-Ready is a comprehensive assessment and instruction program that will be utilized in grades K-5. The *i-Ready Assessment* suite illuminates student learning through research-backed measures of performance, including an adaptive Diagnostic, Growth Monitoring, and Standards Mastery. The reports will assist teachers in pinpointing students' strengths and what they need to work on to reach (or exceed) grade-level proficiency.

National Jr. Beta Club

The National Junior Beta Club is a non-profit, leadership-service club for grades 5-9 whose purpose is to encourage effort and reward merit, and to promote those qualities of character that make for good citizenship. Fifth grade students may qualify for membership based on character, academic achievement, and teacher recommendation. The club will sponsor one service project each school year.

Physical Education

We have planned a well-rounded instructional physical education program for your child throughout the school year. It will be necessary for your child to participate in order to fully benefit from the program. The activities used in class will increase endurance, flexibility, strength, coordination, as well as provide a better understanding and appreciation of various sports. All children will be required to participate unless a doctor's certificate is presented. Students should wear tennis shoes to PE.

Starfall

Starfall is an online program that includes language arts and mathematics for preschool, kindergarten, first grade, and second grade. Starfall's emphasis on phonemic awareness, systematic sequential phonics, and common sight words in conjunction with audiovisual interactivity has proven effective in teaching emergent readers. Starfall activities are research-based and align with State Standards in English language arts and mathematics. The program emphasizes exploration, play, and positive reinforcement—encouraging children to become confident and intrinsically motivated.

Student Council

The AES Student Council will have one representative from each homeroom grades 3-5. This group of students will meet virtually on a quarterly basis and serve as ambassadors for our school. There will be a school wide election to elect officers in the fall of each school year. The council will sponsor one service project each year.

Y-Care

The Millington Family YMCA will provide before and after school care at AES. Hours of operation are: Before School Program 6:30-8:00 am and After School Program 3:00-6:00 pm. Prices are income based on the total household income. Registration fee is required (waived for YMCA members). For more information, please call 873-1434.

Registration

Health Requirements

Immunizations: All students entering for the first time are required to have a completed Tennessee certificate of Immunization, signed by a physician. See ACS policy 6.402.

Kindergarten Registration

Students enrolling in kindergarten who have not previously enrolled in any school will furnish the following:

1. A certified birth certificate;
2. A Tennessee Certificate of Immunization signed by a physician;
3. Proof of a medical examination by a licensed Health Care Provider within the past 12 months.

For additional information regarding immunization and school admissions, please see Policy 6.203 “School Admissions” located in the ACS Policy Manual at www.acsk-12.org

Procedures for Student Enrollment

Basic requirements for student enrollment:

1. Copy of birth certificate
2. Copy of social security card (optional)
3. Original Tennessee Certificate of Immunization
4. Copy of records request for transfer students.
5. Copy of most recent report card.

Proof of Residence for Registration

Proof of residency will be required annually of all students, new and returning. Parents will be required to bring two of the following items that will be accepted for proof of residency.

These items must show the parent/guardian’s name and address to prove residence:

1. Most recent MLGW or municipal water bill of the owner, renter or lessee of the home in which the student will reside during the current school year;
2. Mortgage statement or deed of the owner of the home in which the student will reside during the current school year;
3. Lease of the lessee of the home in which the student will reside during the current school year;
4. Rental Agreement of the renter of the home in which the student will reside during

- the current school year;
5. Real Estate tax receipt;
 6. Public assistance/government benefits check, card or papers;
 7. In the event that two (2) of the items listed above cannot be provided, residency may be established by submitting other documentation deemed to be appropriate proof of residence by the ACS Student Services Department.

Only the residence of the parent with legal custody may be used for registration. (T.C.A.§49-6-3103)

In cases where parents have joint custody, only the address of the parent named as the primary residential parent may be used for registration. The parent whose residence qualifies the child to be registered is the parent the school personnel will consider as the *custodial parent*. The noncustodial parent may receive school records when a written request is given to the school principal in compliance with T.C.A.§49-6-902 or T.C.A.§36-6-104.

Safety

Accident and First Aid

School personnel are authorized to administer first aid only for minor injuries occurring at school. Please fill out the clinic card and emergency form on your child. In case of illness or serious injury (including head injuries), the parents will be notified immediately. It is the responsibility of the parent to help the school maintain accurate information on student emergency cards. The school needs information concerning street addresses, home telephone numbers, parent's work number(s) and emergency numbers, including doctor's number. If during the course of the school year, any information from the emergency card changes, the parent is responsible for informing the school regarding any changes.

Fire/Tornado /Earthquake/Intruder Emergency Drills

Every precaution is taken to insure the safety of your child during normal school hours. Scheduled announced and unannounced fire, tornado, and other emergency drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

Prohibition Against Carrying Weapons and/or Firearms onto School Property

It is an offense for any person to possess or carry, whether openly or concealed, any firearm, not used solely for instructional or school-sanctioned ceremonial purposes, in any Arlington Community Schools school building, on any bus used for the transportation of Arlington Community Schools students and/or staff, on any Arlington Community Schools campus, grounds, recreation area, athletic field or any other property owned, operated or while in use by Arlington Community Schools. Law enforcement officers who are not engaged in the discharge of official duties may not carry firearms onto school grounds or in school buildings unless the officer immediately informs the Principal that the officer will be present on school grounds or inside the school building and is in possession of a firearm. If the Principal is unavailable, the notice may be given to the Principal's designee. The Principal/Principal's designee may request that a "law enforcement" officer not engaged in the discharge of official duties remove his/her firearm prior to entering school property or in any school building based upon circumstances which, in the opinion of the Principal/Principal's

designee, could cause fear or concern by administration, staff or students and/or which could pose a risk to the safety of administration, staff or students. If the law enforcement officer refuses the request, the Principal may notify the Shelby County Sheriff's Office to request assistance. (Policy 1.810)