

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Arlington Elementary. The faculty and staff join me in saying we are happy to have you as part of the Arlington family. We hope this will be a successful and satisfying year for you.

The pages of this handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office at (731) 265-9784. We feel that open and clear communication between school and home is important to the success of our students.

We welcome your participation and support during the school year. By working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

Dr. Shemon Reaves, Principal

Our Mission

Arlington aims to offer a safe, loving environment where everyone is welcomed, valued, mutually respected, and loved. It is a place where differing needs are acknowledged, accepted, and met.

Core Beliefs

- We believe all students can learn at high levels of achievement regardless of race, economic status, home life or any external factor with effective teaching.
- We believe in building relationships with our colleagues, students, parents and community members in order to be a cohesive support system.
- We believe professional learning and feedback is essential to our growth as educators.
- We believe our passion for teaching and our love for our students drive us to excellence.

Motto

*“Who Are We? The Best In Tennessee”
“We Believe, Therefore We Lead”*



Absences

When a student is unable to attend school, a note explaining the reason for the absence must be presented to the classroom teacher or attendance secretary upon the student's return to school in order for the absence to be excused. **Any time that a student enters school after 8:30 a.m. or is picked up prior to 3:15 p.m., it will affect the student's attendance record and the student will not be eligible to receive a "Perfect Attendance" award (this includes doctor's appointments).** If a student enters late or leaves early for a doctor's appointment, the student must present a doctor's statement upon return in order for the absence to be excused. The excuse must be returned within 3 school days.

Admissions

New Kindergarten students must be 5 years old on or before August 15th of the school year in which they are enrolling. A physical examination is required when a student enters school for the first time. Ages must be verified with a birth certificate and immunization records must be complete. The student's social security number must also be presented. Any student must provide 3 current proofs for address. The school will request academic records from the student's previous school.

Agendas

Arlington Elementary provides every child with an agenda. This serves as an essential tool for communication between home and school. Students record homework assignments and teachers record behavior for each day. This is to be signed each night by the parent/guardian. Students are responsible for keeping up with their agenda. If your child transfers from our school the agenda must be turned in to the child's teacher.

Allergies

Many of our students have severe food allergies, in particular, peanut and gluten. The results of coming in contact with these products, whether ingested or breathed, can be life threatening. In order to ensure their safety, please contact your child's teacher before sending items to school. For your child's protection include all health information (i.e. epi pens, allergies) on the health history form.

Arrival and Dismissal

(Arrival) Because no one is available to supervise your child before 7:50 a.m., students are not allowed to enter before this time. No student should be left at school or on school property prior to 7:50 a.m. Car riders who arrive before 8:15 must enter through the cafeteria entrance and sit at their grade level's table.

Car Riders

Parents who pick up children after school will be assigned a “car rider number”. This number must be visible at all times before the student will be allowed to enter the car. If parents do not have their official Arlington Car Rider tag with them, they will be required to report to the office to obtain a tag and then directed to return back to the car line.

If your student does not ride a JMCSS bus, it is your responsibility to arrange for transportation. School personnel will assist students to and from their car. Parents should wait in the car loading line for their child to be dismissed.

Anyone designated to pick a child up in our car rider line must have a car rider tag. If you do not have a car rider tag you must go to the office to acquire a tag, and then return to the car rider line to pick up your child.

(Bus riders) Students riding buses are supervised from the time they board the bus until the time they leave the bus at their designated stop. **If, for any reason, your child is not to ride his/her designated bus or needs to change any aspect of their dismissal procedure, the office must be notified in writing by the parent/guardian(s) authorizing the desired change. Verbal requests by students will not be honored. If we do not receive written instructions from the parent, the child will follow his/her normal daily routine. Dismissal changes are not allowed to be taken over the phone including text messages.**

(Walkers) A walker is identified as a student who walks to and from school to home. Students will walk the duration of the distance. Students may not be picked up by car at any point during their trip. Walkers will enter and dismiss from the rotunda.

Awards/Rewards

Students receive special recognition at the school through a variety of awards/rewards. These are intended to promote and recognize academic skills, positive behavior and various aspects of good leadership. Teachers and parents are expected to promote these through encouragement and incentives. Arlington Elementary has an annual awards day celebration the last week of school. A complete list of these celebrations are included under PBIS.

Honor Roll/Principal’s List: The Honor Roll and Principal’s list are recognitions for academic achievement and are determined by each student’s official nine-week grades. In order to earn Honor Roll recognition, students must have all A’s and B’s on their report card during the nine week grading period. In order

to earn Principal's List recognition, students must have all A's on their report card during the nine week grading period. **Grading Scale: 93-100/A; 85-92/B; 75-84/C; 70-74/D; and 0-69/F**

Balloons and Flowers

Balloons and flowers delivered to students at school will be held in the office until dismissal time. **Bus regulations prohibit helium balloons or glass containers on school buses, they will not be allowed on the bus.**

Birthdays

Student birthdays are recognized over the intercom during morning announcements and students receive a birthday surprise from the office. Please notify your child's teacher if you plan to send a snack for your child's birthday (please adhere to allergy regulations). School coordinated health guidelines require only 100 calorie snacks. Therefore, only mini cupcakes would meet the requirement. These snacks must be store bought. These celebrations will take place at the end of the day. Snacks sent to school will not be returned home after the party. These treats will be saved for snacks for future use. We realize that birthday parties are a special time in a child's life. We also know that a child's feelings may be hurt when they are not invited to a classmate's party. In order to protect everyone's feelings, please do not distribute birthday invitations at school. Thank you for your understanding and cooperation regarding this issue.

Bus Conduct

The following rules have been established in order to ensure the safety of all students who ride buses:

1. Use only the bus and bus stop to which you are assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.
9. No aggressive behavior or inappropriate language is allowed.
10. No eating or drinking on the bus.
11. Students may be assigned seats. If a student is assigned a seat, it is the student's responsibility to sit in the assigned seat.

Infractions of the above rules will be brought to the attention of parents.

Continual abuse of bus privileges will result in the denial of transportation. Non-compliance with any bus procedure or rule may result in a bus suspension. If your child is suspended from the bus, they will not be allowed to ride any JMCSS bus during their suspended dates. It is your

responsibility to provide transportation during these dates, and notify their classroom teacher in writing of the alternate method of transportation. Riding the bus is a privilege to JMCSS students not a right. Therefore this privilege may be removed based on bus conduct. The district bus Policy 6.308 can be viewed at www.jmcss.org.

Bus Discipline Policy

All bus infractions are considered a safety violation. Since a school bus driver's first and primary duty is the safe operation of the school bus, a safe and orderly environment is a necessity to accomplish this goal. Therefore, any action that distracts the driver from this very important goal is considered a safety violation. In order to keep our buses safe for everyone, students must exhibit self-responsibility to enjoy the privilege of riding a JMCSS bus. As a result, safety violations will result in a student losing the privilege of riding a JMCSS bus. See the following chart of infractions and consequences. Please note, Special Education students are held to the same safety standards as regular education students. However, for any disciplinary action that involves a long-term suspension, 10 or more days, consultation with the special education department will be necessary to ensure IEP's and all appropriate laws are followed. All bus infractions should be documented on the appropriate forms and recorded immediately at the school level.

Tier I infractions: (I.E. not sitting, standing in the seat., the use of profanity, and all other infractions that interfere with the safe operation of a school bus that are non-violent)

K-12

All first-time non-violent safety violations will result in a verbal warning from the school administrator and immediate

K-2

Second non-violent safety violation; 1-day bus suspension

Third non-violent violation; 3-day bus suspension

Fourth non-violent safety violation, 20-day bus suspension

Fifth non-violent safety violation, bus suspension for the remainder of the school year

3-5

Second non-violent safety violation; 3-day bus suspension

Third non-violent violation; 20-day bus suspension

Fourth non-violent violation; 40-day bus suspension

Fifth non-violent safety violation, bus suspension for the remainder of the school year

6-12

Second non-violent safety violation; 5-day bus suspension

Third non-violent violation; 20-day bus suspension

Fourth non-violent safety violation, bus suspension for the remainder of the school year

Tier II infractions: (Any safety infraction that exhibits aggression toward an employee; or another student; or may bring harm to bystanders; or directly interferes with the operation of a school bus; or any type of vandalism of the bus. (I.E. fighting, threatening an employee(s) or other students, throwing objects from or on the bus; direct interference with the driver as in hitting them with an object or Interfering the steering wheel, gearshift or other critical instruments on the bus; cutting seats, writing on seats or any other type of damage to the school bus

K-2

First violation for aggression; 5-day bus suspension

Second violation for aggression/vandalism; 20-day bus suspension

Third violation for aggression/vandalism; 90-day bus suspension

Fourth violation for aggression/vandalism; bus suspension for the remainder of the school year

3-5

First violation for aggression/vandalism; 10-day bus suspension

Second violation for aggression/vandalism; 20-day bus suspension

Third violation for aggression/vandalism; 90 -day bus suspension

Fourth violation for aggression/vandalism; bus suspension for the remainder of the school year

6-12

First violation for aggression/vandalism; 20-day bus suspension

Second violation for aggression/vandalism; 90-day bus suspension

Third violation for aggression/vandalism; bus suspension for the remainder of the school year

Tier III violations (I.E. weapons, drugs, sexual misconduct, or other serious actions that may involve law enforcement and or possible criminal charges.)

K-12

Consultation with the building principal, District level student safety admin, Transportation admin, and other relevant district office or school level staff for appropriate discipline; long-term loss of riding privileges that may span multiple school years.

Once a student is suspended from a bus, they may not ride any JMCSS bus for any reason from that point forward until the suspension is served. Furthermore, students will not be able to ride on the PM route once suspended.

Cafeteria Rules

The same general rules for behavior in the classroom apply in the cafeteria as well. Students are to remain quiet and keep their hands and feet to themselves. Students are not allowed to save places in line or at the tables. Classes will sit together, filling the next available seat. Students may leave their table only when excused. In order to ensure that students are using their

time wisely the first 10 minutes are designated as a time to eat and not talk. Cones are placed on the tables during the 1st ten minutes to alert students that this is the time to not talk. State guidelines prohibit parents bringing food/soft drinks from fast food restaurants. Carbonated drinks are not allowed (e.g. coke) for your child to drink at lunch. If children bring lunch they must have a consumable amount of food not a full size bag.

Menus: The cafeteria manager, working in cooperation with a registered dietician, determines the daily menu for our school lunch program. A copy of the menu will be available on the district website.

Cancellation of School

If for any reason school is cancelled or dismissed early, the local TV, radio and WBBJ TV website will serve as notification. Also, if school is to be dismissed early or canceled, you will receive a phone message and/or text message. Therefore, keep your phone number current with your child's teacher and the school office.

Cell Phones

Our staff realizes that many parents provide cell phones for their children in case of emergency situations. Students who bring cell phones to school must keep them turned off and in their backpack. Infractions of this rule will result in the phone being taken up and only released to the parent. We are not responsible for lost, stolen, or damaged cell phones.

Change of Address/Telephone

It is very important that every student maintain an up-to-date address and telephone number in the school office. **Notify the school immediately if you have a change of address or telephone number during the school year.**

Classroom Parties

Some teachers choose to celebrate events/holidays with their class. This is not a requirement, but at the digression of the teacher. Snacks brought for parties must meet the School Coordinated Health guidelines. Be sure to check with your child's teacher in regards to food allergies before sending treats to school. Thank you for your understanding and cooperation regarding this issue.

Clubs

BETA – Club for 4th and 5th grade students based on academics and leadership characteristics. Students will meet monthly. Should their grades or behavior fall below the expectations students will be removed from the club.

4-H -- Monthly meetings are held with fourth and fifth graders. There are many learning and leadership opportunities in the club. Students are encouraged to do 4-H projects. Classes can receive incentives for participation.

Computers

A computer lab is available to all students. These computers are in addition to the existing computers in each classroom. We also have mobile laptops and/or chromebooks. Great emphasis is placed on technology throughout our academic programs. Academic computer programs are available to assist students in researching and building upon the basic skills that are taught in the classroom. Students are only allowed to be on approved teacher websites. They are not to use cameras. This privilege can be taken away.

Conferences

Parent-teacher conferences are scheduled in the **fall** and **spring** from 1:00 p.m. to 7:00 p.m. Parents are asked to make an appointment with their child's teacher regardless of the progress of the child. These conference times are very valuable to the overall education program. Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their experiences with the student directly to the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged during the school year. You must contact the teacher prior to coming to school to meet with them.

Counselor

There is a full time Guidance Counselor, a behavioral specialist and a Pathways Counselor on staff at our school. They are available to assist students regarding social problems, crisis situations, and classroom issues. Our school Guidance Counselor provides small group and individual counseling sessions, as well as, teaches character education and bullying prevention through bi-weekly guidance instruction. Our counselor works closely with school staff to develop behavior plans and truancy action plans for students who are struggling in these areas. Our counselor can make referrals to outside agencies to assist with individual student needs.

Directory Information Notice to Parents (Policy 6.601)

The Jackson-Madison County School System may disclose certain information, known as directory information, at its discretion without consent. Parents or eligible students may refuse to let the school system release any or all of this information. If you do not want this information released, you must send written notice annually to the school principal within two weeks of this

notification. *The following information regarding students is considered directory information: 1) Name 2) Address 3) Telephone 4) Electronic mail address 5) Date and place of birth 6) Major field of study 7) Participation in sports 8) Weight and height of members of athletic teams 9) Dates of attendance 10) Grade level 11) Degrees, honors and awards received 12) Most recent previous educational agency or institution attended 13) Photographs, interviews and videography of student at school events.*

Discipline

Arlington Elementary School will follow the disciplinary policy established by the Jackson-Madison County School System. Copies of all Jackson-Madison County School board policies are on file in the school library, the principal's office, and the JMCSS website (<http://www.jmcss.org>) for public viewing. In order to have a safe, happy, and productive school year, we must have a school environment that will allow each child to work and learn to his or her potential. Teachers have the authority and responsibility to maintain discipline in the classroom. When a student is having a problem, the teacher may conference with the student, the parent, or refer the situation to an administrator in order to maintain a positive learning environment. If discipline action is needed, the parent will be contacted by telephone or in writing. Teachers will communicate with parents on a regular basis regarding student's' conduct. If a student has a major infraction, the student may receive time in: In School Suspension (ISS). When this occurs, a parent will be contacted, and a discipline infraction form will be sent home for a parent's signature.

Arlington Elementary School has adopted a uniform Positive Behavior Intervention and Support Plan to better communicate to parents/guardians their child's behavior in the classroom and to allow students to know what is expected of them. To be successful, our behavior program needs to be a partnership between the home and school. Our goal is to help each child develop self-discipline. The PBIS program is based upon our philosophy of recognizing positive contributions of students. Implementation of this program will ensure that students know exactly what is expected of them. Those who take responsibility to behave positively will be recognized and rewarded in a variety of ways. Each classroom has a detailed behavior plan. Parents will be provided with a copy of this plan as it outlines how students will receive consequences and rewards. Parents will be notified of consequences and infractions. Students will also know exactly what consequences will result when they choose not to meet the expectation.

Below is an overview of the PBIS plan:

THE PRIMARY GOALS OF PBIS ARE:

- To increase positive and appropriate behavior
- To reduce ongoing patterns of problem behavior
- To increase the likelihood of improved academic performance of all students

ARLINGTON ELEMENTARY SCHOOL RULES:

- Treat others like you would like to be treated
- Always be honest, even if it gets me in trouble
- Be a positive leader at all times
- Focus on my dreams daily
- Be the best me that I can be

CLASSROOM REWARDS

- Students will earn tickets in the classroom and common areas for meeting expected behavior
- Weekly cash- in opportunities for prizes

SCHOOL REWARDS

- Golden Tickets handed out to students who exceed expectations
- Golden Ticket holders visit the treasure box in office daily
- Random Golden Tickets are drawn daily and the student's name on the mystery motivator board for an additional celebration
- Ice cream party for classes that receives ten green stars in the cafeteria for good behavior (recurring)

BEST IN THE NEST CELEBRATIONS

- Four times a year (FALL, WINTER, SPRING, END OF THE YEAR)
- Criteria for participation
 - Zero out of school suspensions
 - Zero bus suspensions
 - No more than two times in ISS

Doctor and Dentist Appointments

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. However, the absence will be counted against their perfect attendance record. Be sure to provide the office with a written excuse from the doctor/dentist within 3 school days.

Dress Code

All students Pre K-5th are required to adhere to the JMCSS dress code policy. Students are required to wear red, black or white polo style shirts with collars and khaki, navy blue or black bottoms. A black or brown belt is required for all garments with belt loops for students in grades 1st-5th. For more specifics,

please visit jmcss.net to view Policy 6.310 in its entirety.

Students generally conduct themselves in a manner similar to the way in which they dress and groom. Students are required to be fully dressed according to the district dress code. Midriff, halter tops, or tops with spaghetti straps are not allowed. Shorts/jumpers/skirts/skort must be knee length when standing. Also, all students are required to wear tennis shoes for all physical education activities. Sagging, ripped, frayed pants or pants with holes in them are not allowed. If a child is inappropriately dressed, they will be sent to (ISS) In School Suspension. The parent will be notified and given the opportunity to bring appropriate clothing. If corrected the students will be allowed to return to class. If not corrected the child will remain in ISS. This is not a punishment and does not count against their excellent behavior efforts. **Coats/Jackets/sweaters** worn inside the building must be black, blue, red, or white. There are no guidelines for coats worn outside the building. Be sure to write your child's name in permanent marker inside the coat.

The last Friday of each month will be school spirit day. There will also be perfect attendance days where students receive a jeans pass. Students may wear jeans and an Arlington shirt or a uniform shirt on these days. Clothing should be appropriately fitted.

Pre-K, Kindergarten, and 1st grade students need to have an extra pair of clothes including undergarments in their book bags to be left at school in case of an emergency.

Emergency Closings

The Board authorizes the director of schools to close schools in the event of hazardous weather or any other emergency that presents a threat to the safety of students, staff members, or school property. As soon as the decision to close schools is made, the director of schools will notify the media and request that an announcement is made. If school is not in session or is dismissed early due to snow or other inclement weather, all scheduled activities in which students are involved will be postponed or cancelled.

Emergency Drills

Fire Drills occur monthly and tornado drills are conducted twice each semester. Intruder (lockdown) and evacuation procedures are practiced at least once a year. Emergency plans are posted inside the door of each classroom. A detailed emergency preparedness plan is available in the school office.

Emergency Information

In case of emergency, each student is required to have on file in the school office the following information:

1. Parent/guardian(s) name(s).
2. Complete and current address.
3. Current parent/guardian(s) home phone, work phone, and cell

phone.

4. Emergency phone number of friend or relative.

Should a school emergency occur, notification will be sent out through an all call message and/or text.

In School Suspension (ISS)

In School Suspension (ISS) is a neutral, independent learning environment for students who exhibit unacceptable behavior in the classroom. The program is designed to provide the disruptive student with an academic alternative to out-of-school suspension. The goal of ISS is to provide relief for the uncooperative student, for the classroom teacher, and for the other children in the class. Our staff is available to assess the needs of the students and to find the appropriate personnel, counseling situation, local or state agency, or behavior plan to suit the child. In addition, the student's daily assignments are sent to the ISS classroom so he/she may receive small group instruction from an ISS tutor.

There is a system in place for students with major infractions. Please contact the school office with questions about this system.

Field Trips

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs. **This money is non-refundable because money is deposited the day it is collected.** This applies to a student who is absent from school the day of the event. Also, parents must give written permission for their child to attend. **Verbal permission will not be accepted.** Parents are encouraged and invited to attend field trips with their children. If you attend a field trip, you will be assisting with supervising all students. Please do not bring other siblings.

Fighting/Physical Aggression

Fighting is strictly forbidden at our school. Non-compliance of this rule will result in an immediate out-of-school suspension and a mandatory conference with the student's parents. This includes all physical aggression whether initiating or retaliating. Students are taught to react by reporting rather than retaliating.

General Mills Box Tops for Education

Arlington participates in the General Mills Box Tops for Education Program. By collecting these box tops, we can earn money for our school. The labels

on any General Mills products may be used. If you have questions, please contact the school.

Grading

Students' academic progress will be reported every 4 ½ weeks in the form of a progress report and every 9 weeks in the student's report cards. Teachers will follow the grade scale below with the exception of kindergarten. Kindergarten does a 1, 2, 3, 4 scale based on mastery levels. First and second grade students receive S or N in science and social studies.

Grading Scale: A 93-100 B 85-92 C 75-84 D 70-74 F Below 70

Grievance Procedures (See Policy Manual 1.802 and Policy 6.305)

Homework

Homework is an important tool to assess your student's progress. It is an extension of the learning that takes places during the school day. Homework can provide practice that reinforces classroom learning and opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Failure to complete homework will adversely affect a student's academic progress.

Ice cream

Ice cream is sold every Friday at a cost of \$1.00. Ice cream money and orders must be turned in to the office by 9:00 a.m. Friday morning in order to receive ice cream. Due to auditing guidelines, there are no exceptions to this rule.

Illness or Injury

In case of illness or injury, a parent/guardian will be contacted. If on duty, the school nurse may care for students; otherwise, a member of the school staff will provide aid. School personnel will render basic first-aid treatment only. If emergency medical treatment is necessary, the parent/guardian(s) will be contacted and should transport their child to the nearest medical facility.

However, if a parent/guardian is not available, our staff will contact the Jackson-Madison County General Hospital and follow their medical instructions.

Remember, a current emergency contact number must be on file in the school office.

Immunizations

State law requires that every student who is enrolled in a Tennessee public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, polio, measles, and mumps. A Hepatitis B shot is also required for entrance into kindergarten.

Leaving Campus

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of their parent. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian.

Library

The library is open on a regularly scheduled basis and is supervised by the librarian. Library classes are held for all students. If a child loses or damages a library book they will be required to pay for the book. Report cards will not be released until the book has been paid for.

Lost and Found

All clothing found on campus is placed in the lost and found. Money, jewelry, and any other articles of value are stored in the office. Students may claim lost items after proper identification. The lost and found is located by the gym entrance.

Medications

For students bringing medication to school, certain requirements must be met. Medication must be hand delivered to the school office by a parent/guardian. Medical authorization will be required for a child to keep asthma medication on his/her person; otherwise, all asthma medications, including inhalers and nebulizers, will be kept in the office.

Prescription medications:

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions, if necessary.

Refrigeration is available. Medication will be given by school personnel.

Non-prescription medications:

1. Must be in original container (e.g. aspirin bottle.).
2. Must be clearly identified as to the name and type of medicine and dosage instructions.
3. A note signed and dated by the parent, giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication.

Nurse

The school nurse's office is located in the main office. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in health teaching and visual screening. Please be sure to contact the nurse if your child has any unusual health problems. Call the school nurse if your child is absent from school due to a communicable disease (i.e. pink eye) in order that precautions may be taken to protect other children. School health personnel are on call if any emergency should occur. **Students must be free of diarrhea, vomiting, and fever without the aid of medication for 24 hours before returning to school.** Make sure that you complete your child's health history form in detail and a current phone number.

Parent Volunteers

Arlington Elementary considers its parent volunteers a very special resource. Parents are encouraged to help classrooms, programs, and extra-curricular activities. Please call the school office if you have time or skills you can share to make our school a better place for students to learn and to grow.

Physical Education

The staff at Arlington Elementary believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe attitude and character development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. Your child must have appropriate attire to participate in P.E. (tennis shoes) All personal belongings must be kept in the classroom. The P.E. teacher is not responsible for lost, stolen, or broken items.

Pictures

The dates for school seasonal pictures will be announced throughout the year. Students will need to be in dress code for pictures unless otherwise notified.

Privacy

During the school year members of the media may photograph or write articles about your student's educational experiences at Arlington Elementary School. The school registration card has a section for you to grant or deny permission.

Psychologist/Behavioral Specialist

A staff psychologist visits the school on a regular basis. This person is available to students and also provides the teaching staff with different kinds of evaluation tools. They are available to parents who have special concerns.

Qualifications of Professionals

In accordance with federal law and Title I guidelines, the district shall release to parent(s) information regarding the professional qualifications and degrees of teachers and the paraprofessionals.

Records

School records are maintained for each student. By law, these records are accessible only to a child's legal guardian. Information included in these records may not be released without written parental consent. When a student transfers to another school, a copy of the student's record is sent.

Report Cards

Report cards are issued following the completion of each nine-week grading period. Parents are urged to carefully review their child's progress and contact the school if they have any questions. Report cards will not be released if students have a lost or damaged library/textbook.

Restroom

Classes have several scheduled restroom breaks throughout the day. Students should make every effort to use the restroom at this time. If students have a medical condition, please notify the school via the health history form. Students are not to be able go to the restroom unsupervised. If an emergency occurs an adult will escort them to the restroom.

Restrooms are used as a safe shelter during severe weather. It is important that students help maintain the cleanliness of the restroom.

School Breakfast and Lunch

Professional cooks working in cooperation with a registered dietician prepare school breakfast and lunch. Students are encouraged to take advantage of this service. Breakfast and lunch will be provided for all students at the following prices unless the student qualifies for a free or reduced lunch rate. State guidelines prohibit parents bringing food/soft drinks from fast food restaurants. Also, please do not send carbonated drinks (e.g. coke) for your child to drink at lunch.

Breakfast

Student Breakfast	Free
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Lunch

Student Lunch	Free
JMCSS staff	\$3.75
Visitor	\$4.00

School Colors and School Mascot

Arlington's school colors are red and white. The mascot is the Cardinal. We encourage our students to identify with these symbols as a representation of our school pride and spirit. School spirit day will be the last Friday of every month.

School Supplies

Each teacher will furnish a list of supplies needed for the school year to each student. Throughout the year students will be asked to replenish supplies throughout the school year. Students are expected to use all instruction supplies and resources responsibly. Teachers have a limited number of copies, therefore we are unable to make multiple copies for your child.

Security Provisions

Extensive measures are taken daily to provide our students with a safe and secure environment. At times, random searches will occur as part of our security procedures.

Spirit Day

School Spirit Day is the last Friday of each month. Students may wear an Arlington T-shirt or uniform shirt and jeans. The jeans must be appropriate (no cargo style, decorative printing on the legs, or holes).

Suspensions

Suspensions from school are issued only by the principal/assistant principal. Students may be suspended for severe infractions such as fighting, bullying, harassment, etc. However, students may also face suspensions for habitual lesser infractions.

Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 8:30 a.m. is considered tardy. **A parent/guardian must come to the office and sign in their student if they are tardy.**

Textbooks

Textbooks and workbooks are used daily by students in grades K-5. Parents are financially responsible for lost textbooks. The district's textbook Policy 4.401 can be viewed in its entirety at www.jmcass.org.

Unsafe School Choice Policy

Under the State Board of Education's Unsafe School Choice Policy, a public school student who is the victim of a violent crime or the victim of an attempted violent crime shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Valuables

The school administrators and staff cannot be responsible for valuables brought to school by students. Therefore, it is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring a substantial amount of cash or other important possessions to school, then the school administration recommends that the student register the item in the office for safekeeping.

Visitors

All parents and other visitors need to report to the office upon entering the building, and receive a visitor's badge. **(You must have a photo ID to enter the school building)** Never go directly to a classroom. Please sign in, and a nametag will be provided. Visitors must wear a school nametag while on campus. If you have a court document stating that a person cannot have contact with your child, provide proof to the school office. Reading and Math are core subjects and cannot be interrupted except for extreme circumstances. If you would like to meet with your child's teacher, please be sure to schedule a time during their planning.

Weapons

The possession of a weapon or dangerous instrument on school property or a school bus is strictly forbidden. This includes toy guns and knives. Violation of this rule will result in referral to the disciplinary board (DHB). When it is determined that a student has violated this policy, the principal will notify the parent/guardian and law enforcement as required by law. **The possession of toy weapons, although not a zero-tolerance offence, is totally unacceptable behavior at school and will result in out-of-school suspension.**

Website

If you have any questions about this handbook or the policies and procedures contained in it please call Arlington Elementary School.

See JMCSS Policy Handbook for District School Procedures and Policy. Also, all JMCSS Board Policies are available on-line at <http://www.jmcoss.org>