



Student Handbook 2022-2023

Donelson Elementary School
12140 Donelson Farms Parkway
Arlington, TN 38002

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Welcome to Donelson Elementary

Dear Donelson Families,

I would like to extend a warm welcome to all of our returning and new students and their families. I am very excited about the upcoming school year. The theme this year is "Your Adventure Awaits...at Donelson". We chose this theme because you never know what adventure will take place at school each day. Our teachers plan fun and engaging lessons each day. You never truly know what adventure awaits when you walk through the door. We know that your child will learn and grow this school year, but we need your support. You are your child's first teacher. We encourage our parents to support the education of their children by joining the PTA and volunteering their time and talents at DES. I am looking forward to meeting and working with all our parents, students, and community to help make this a successful and adventurous year at DES!

Best Regards,

Miranda Manley
Principal





PARENTAL INVOLVEMENT

Donelson Elementary encourages a connection between home and school in order to accomplish goals and share expectations and responsibilities throughout the year. Our vision is to work along with parents and community members to empower students to achieve their highest potential through meaningful and enriching educational opportunities so they can become productive citizens and lifelong learners in an ever-changing world.

To achieve our school goals, the Donelson staff will provide these opportunities for school improvement as follows:

1. Donelson staff and parents will work together to set goals to improve academic achievement, discipline, and increase parent involvement.
2. A parent meeting will be held at the beginning of the school year to discuss our School Wide Program. General information will also be shared.
3. Communication between school and home will consist of a variety of methods:
 - School emails/handouts will provide up-to-date general information, announcements of upcoming events, and parental suggestions.
 - Interim Reports/Progress Reports will show current progress in subject areas/goals.
 - Weekly folders will be provided and show student assignments on current standards.
 - Individual parent conferences, as needed.
 - Phone calls to parents regarding positive and negative academic progress and behavior.
 - PowerSchool online communication.
 - Emails/Newsletters
 - ACS Rapid Notification Communication System
4. The Donelson staff will show a commitment to excellence by attending professional development workshops and implementing new, research-based teaching strategies.

CURRICULUM/ACADEMICS

Curriculum

All applicable courses of study shall be based on State-approved curriculum standards.

Commitment to Physical Activity and Physical Education

The Board of Education recognizes that physical activity is extremely important to the overall health of a child. Physical Education classes shall be offered as part of a standards-based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards and State law.

Homework

Students will receive homework assignments to practice skills learned in class. Parental assistance is needed in providing the time, place, and encouragement to complete assignments. One of the most important things that you can do with your child for homework is to read nightly.

Make-Up Work

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.

DES 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."

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 5 days will be considered unexcused.

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 needs 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.

TCAP Tennessee Comprehensive Assessment Program

The 2022-2023 TCAP Assessment for grades 3-5 will be given during the window of April 17 – May 5, 2023. The 2nd grade assessment will be given during the same window. The state assessment will be administered via paper and pencil.

Tennessee's State Standards

The **Tennessee Academic Standards** provide a common set of expectations for what students will know and be able to do at the end of a grade for each subject area. Our state's **standards** are rooted in the knowledge and skills students need to succeed in their postsecondary studies and/or careers.

To view Tennessee's standards, visit the Department of Education's Academic Standards webpage: <https://www.tn.gov/education/instruction/academic-standards.html>

DES Honor Roll Criteria

Principal's Honor Roll for Grade 1

All A's in ELA & Math

All S's in Science & Social Studies

All E's in CLAMPS grades & conduct

Yearly Award-3 out of 4 times

Principal's Honor Roll for Grades 2-5

All A's and E's (including CLAMPS grades and conduct)
Yearly Award- 3 out of 4 times

Academic Honor Roll for Grade 1

A's and/or B's in ELA & Math
S's in Science & Social Studies
E's or G's in CLAMPS grades and conduct
Yearly Award-3 out of 4 times

Academic Honor Roll for Grades 2-5

A's & B's (At least 2A's and 2B's)
E's or G's in CLAMPS grades and conduct
Yearly Award- 3 out of 4 times

Citizenship Grades 1-5

All E's
Yearly Award-at least three E's and one G

Perfect Attendance Grades K-5

No days absent
No late check-ins or early check-outs
Yearly Award-4 out of 4 times

Triple Honor Roll Grades 1-5

Principal's OR Academic, Perfect Attendance AND Citizenship
Yearly Award-4 out of 4 times

NOTE: List of Awards subject to change.

ATTENDANCE

For a student to make maximum progress, he/she must be in attendance for all lessons. We do realize that children become ill, and we do want them to stay home when their illness prevents them from being at school. However, we want the students to be at school every minute possible.

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;

***A written statement, within five (5) school days of the student's return to school, shall be required from the parent or guardian explaining the reason for each absence. *Please note that students who check-in late or check-out early due to doctor or dentist appointments should also bring in a note/appointment card from the doctor within 5 days so that the absence can be excused.* Absences for which no written verification is submitted will be considered unexcused.

Early Check-outs

Since dismissal begins at 3:00 pm, please plan to check out your child by 2:30 pm if he/she has a doctor's appointment. Students may not check out after 2:30 pm as we are in transition to our dismissal locations.

Perfect Attendance

For our students to have perfect attendance there can be no late check ins or early check outs. They must be in attendance every minute of each school day.

Tardiness

Students are expected to arrive to school on time daily. Tardiness disrupts the learning process and interferes with the tardy student's opportunity to learn.

The school doors open at 7:30 am each morning. It is recommended that students arrive before 8:00 am 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 am to begin class shall be considered tardy. Students who check-in late or check-out early due to doctor or dentist appointments should bring in a note/appointment card from the doctor within 5 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 absences. 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 the State Board of Education Rule.

STUDENT BEHAVIOR/DISCIPLINE

Donelson Elementary School is committed to providing a safe school environment for all students. Acceptable behavior is essential to the development of responsible and self-disciplined citizens of the community and to the provision of an effective school program.

Behavior

To support an appropriate environment conducive to learning, the following minimum standards of 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.

Discipline

DES implements a positive behavior intervention system that utilizes a matrix of expected behaviors.

The conduct grade is based on the number of infractions that a student acquires during a nine weeks period for failure to follow the behavior rules established in your child's classroom. Your child's teacher will send home a letter at the beginning of the school year with behavior expectations and the precise method that will be used to determine the conduct grade.

If a student's behavior warrants a discipline form from the office, his/her 9-week conduct grade will be lowered one letter grade for each form received from the office during the 9-week term.

Out-of-school suspensions are given to students who repeatedly disobey rules, continually acquire office isolation, fail to cooperate while in office isolation, or violate one of the "no tolerance" rules (assault on school personnel, possession of a firearm, possession of drugs). A custodial parent must accompany any student back to school for a re-admittance hearing with an administrator. Until this hearing is held, the student is not allowed back in school.

Bullying, Cyberbullying, Intimidation, and Harassment

Students are expected to treat one another with respect, which means that harassment, intimidation, bullying and cyber-bullying are prohibited. Acts of defining 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:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in 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

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

Bullying, cyberbullying, intimidation, and harassment will not be tolerated. We will follow ACS policy 6.304.

CAFETERIA

Breakfast

Breakfast is available for all students before school beginning at 7:45 a.m. The cost of a school breakfast is \$1.50. Students should arrive on campus prior to 7:55 a.m. to eat breakfast. Students eating breakfast must enter through the car rider, bus, or daycare lines. **NOTE:** *The front drive is reserved for our students with special needs and may not be used as a drop-off entrance for others.*

Lunch

Money may be sent to put on students' accounts. Checks are to be made payable to Donelson Elementary School. Please include the child's name, parent phone number, teacher name, and lunch number on any check. Parents will be notified when the student's account is getting low. Snacks may also be purchased with the lunch account. Please send a note to the cashier if you would like to prohibit your child from buying snacks/treats with his/her lunch account. The cost for a student lunch is \$2.75. The cost for an adult lunch is \$4.50.

Lunch Guests-

Parents, Guardians, and Grandparents are welcome to have lunch with their children after **September 5th**. This allows the students and staff time to establish lunch procedures. We ask that guests sit with the student at the guest tables. Guests should not sit with the class due to limited space. The student and guest(s) should not invite other students to join them for lunch.

Online Meal Application Process

Free and reduced meals applications are available during registration. If you did not receive an application, please contact the school office at 901-389-6973 to request one. If at any time during the year, your employment changes and you would like an application, you may call the school office.

You may also use MySchoolApps.com to submit free and reduced meal applications. The process is convenient, secure, and available anywhere with an Internet connection. Click "GET STARTED" and select Arlington Community Schools.

Online Meal Payment System

MySchoolBucks.com is a convenient and easy way to deposit money into a student's account via e-check, debit/credit card, view lunch account balances, and establish a low balance e-mail alert. There are features to view the lunch account balance and receive low balance alerts without using deposit functions. Feel free to create an account using your student's name, date of birth, and/or student ID.

Meal Charge (Policy 3.500)

Students who are unable to pay for their meals at the time of the meal service shall be permitted to charge breakfast and lunch. Students may not charge a *la carte* items.

Charge Limits

The dollar **limit** for charges for students is \$8.50 for full pay students and \$4.00 for reduced pay students. Once the student reaches the allowable dollar limit, an alternate meal (cereal, fruit and milk for breakfast and a cheese sandwich, vegetable sticks, fruit and milk for lunch) will be supplied.

Although the student will receive an alternate meal after the dollar limit for charges has been reached, the student will be charged the regular breakfast and/or lunch price for full pay students and reduced pay students.

DRESS CODE

Student 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 to a learning environment should be avoided.

Grades K-5 School Dress Code

In an effort to foster the most productive learning environment for students, the following are dress code standards for students in Grades K-5:

- Head apparel, such as hoods, hats, 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 indoor or outdoor physical activity.
- Shorts, skirts and dresses must extend below the fingertip.
- 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.

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

School administrators will administer appropriate consequences for policy violations.

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. Please refer to the appropriate card for an explanation of the grading system for each level.

Report Cards will be sent to parents at the end of each nine-week period.

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.

At the midpoint of the nine weeks, parents will be notified of students' progress; all students will receive an interim report.

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 at each nine week period. 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.

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".

3. Academic grading scale is as follows:

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	Below 60

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

The numerical values listed are for teacher use only.

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.)

5. Students will receive homework assignments and are responsible for completion. Parental assistance is needed in providing the time, place, and encouragement to complete assignments.

6. Semester grades for grades 1-5 are determined by an average of grades for each of the two nine-week terms. NOTE: Semester examinations are not given in grades 1-5.

7. Final Grade - This grade is determined by averaging the two semester grades.

8. A student's academic grade is solely intended to reflect the student's acquired knowledge, ability, and/or skills in the designated subject.

9. State Mandated Assessments for Students in Grades 3-5

The TCAP assessment will count as 15% of the second semester average.

Parent Portal- PowerSchool

If you have Internet access, you may view your child's current grades and attendance at any time. If you forgot your username or password, you may contact the front office for assistance. All new students will receive a Powerschool letter after Labor Day. You will need to set up a

PowerSchool Account by following directions outlined in your child's PowerSchool letter. To use this site, simply access the website, create your account, and follow the links to grades and attendance information.

SAFETY

Accidents/First Aid

School personnel are authorized to administer first aid only for minor injuries occurring at school. 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 your 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.

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)

Campus Visitors

We have a security system where all visitors must buzz the front office to enter the building. Visitors will be required to provide their driver's license upon signing in at Donelson Elementary. The license will be scanned on our Raptor System. Visitors must wear their Visitor Badge at all times while in the building. Please return the visitor's badge prior to leaving so that we may properly sign you out.

GENERAL INFORMATION

School Hours

School hours are from **8:00 am - 3:00 pm**.

Students should arrive by 7:45 am if going to class and no later 7:55 am for breakfast. Students are expected to be in their classroom by 8:00 am and will be counted tardy after this time. Students are expected to be picked up by 3:10 pm daily.

Before/after school care is available from YMCA for a fee. You may contact the YMCA (873-1434) for more information.

CONFERENCES

Two conference sessions are held during the school year to allow working parents a more convenient opportunity to talk with the teachers. The dates for these are provided on the school calendar. Otherwise, parents should call the school and leave a message that a conference is requested or write the teacher a note. An appointment will be set up according to mutual availability. The parent should always contact the teacher prior to contacting an administrator so that a problem can be resolved. If an administrator is contacted prior to the teacher being contacted, the parent will be referred back to the teacher.

INCLEMENT WEATHER & HALF DAYS

In the event of inclement weather or other emergency, a decision will be made by the Superintendent regarding the safety of transporting students to and from school. Information regarding the closing of schools will be announced on all local TV and radio stations as well as on our ACS website (www.acsk-12.org). You will also receive automated calls and texts if you are signed up for this service.

If our school is closed during the day, we will follow the inclement plan that parents have provided. Please look for this form to come home around October. Phones are very busy during this time and it may be impossible for you to reach the school. Remember, we will **NOT** personally contact you when there is inclement weather or other emergency. Instead, we will follow the plan that you provide to us. Please make sure to keep a copy of this form for your records. Also, Y-care closes when school closes.

When school is in session for ½ day, we will dismiss at 11:30 am. **Note: Y-care is not available to parents on half days.**

DELIVERIES TO STUDENTS

Delivery of commercial products (balloons, flowers, etc.) to students is prohibited. Items such as lunch, textbooks, supplies, assignments, clothing, projects, glasses, etc. are to be left in the school office for delivery by the office staff.

CALLS AND MESSAGES

School telephones are not available for student use unless there is an emergency or sickness. Please make sure your child has lunch money, homework, iPad, etc. each day. Please also make certain that your child knows how to get home daily. This minimizes classroom interruptions and helps to develop student responsibility and organization.

FIELD TRIPS

- Parent permission is required for field trips.
- If your child does not return the permission slip for the trip, he/she will not be permitted to attend.

- Students who do not go on the trip with their class will be assigned to another classroom for the day.
- Parent chaperones must provide their own transportation and be scanned their DES Raptor Security System prior to the field trip.
- All students are required to ride the provided school buses even if their parents/guardians are chaperones.

MEDICATION

Please refer to the Arlington Community Schools Student-Parent Handbook for information.

CLASS TREATS/BIRTHDAYS-See New Protocol

Due to the increase in food allergies, parents are prohibited from bringing any food items to share with other students for birthday celebrations. This includes store bought items. You may still bring your child food when coming to eat with them on their birthday. We want our children to still be recognized on their birthday, so your child may bring classroom treat bags that will be given out in class that may contain pencils, stickers, fun games, dollar store items, etc. Party invitations can be distributed in class if the child is inviting all the girls or all the boys or inviting the whole class. Your child may not hand out birthday invitations to a few select children as this causes hurt feelings and disrupts the classroom, taking away from instructional time.

Classroom Parties

We are very excited for the return of class parties this year. We have added an additional party which will be the End-of-Year Celebration. We welcome all parents to these events. We ask that siblings not attend so that this time can be focused on students in the classroom. Food that is brought in for these parties will be monitored by the classroom teacher according to the needs of his/her classroom. The Health Department requires that any treat, such as cupcakes, brownies, cookies, etc., be store bought for these occasions.

EMERGENCIES

School officials will be available to help parents and students in true emergencies. Updated emergency numbers are needed for each student in the event that the student is injured during the school day. Be sure to include the name and number of two emergency friends on your child's enrollment sheet. Please call the school office at 901-389-6973 anytime phone numbers and address change so that your contact information is always current.

PERSONAL PROPERTY

Coats, book bags, textbooks, and other articles of value should be labeled. It is best not to bring anything of value, including large amounts of money, to school. The school will assist any student/parent in finding lost articles, but the school is not responsible for these items. Lost and found items will be located in the cafeteria throughout the year and students will be allowed to look for their lost items in this area. At the end of each semester, all items left in Lost and Found will be donated to charity.

Students may bring cell phones to school. However, the phone must be turned off, and the student is required to put the cell phone in his/her backpack during the school day. The school is NOT responsible for cell phones. As a reminder, cell phones should not be used on buses as this is a violation of our bus rules. (Policy 6.312)

TRANSPORTATION

If your child is going home differently than the "usual" way, a note must be sent to the teacher. If the teacher does not have a note, the student will be sent home the "usual" way. A verbal message to the teacher from the child is not acceptable. Parents must call by 2:30 pm in order to change transportation. After this time, we cannot guarantee that the child will go home in the requested way. Note: Email should not be used for transportation as our system goes down at times.

Bus Bus regulations are given to students at the beginning of each new year which all students are expected to follow. If a student is suspended from riding the bus, then the parents/guardian must arrange for the transportation of the student. Any student who abuses his/her privilege of riding the bus could be subject to permanent suspension for that school year. Under no circumstance will a student be allowed to ride a bus other than the one to which he/she is assigned. Students may not go home with friends on buses for parties or any other reason. Alternate stop forms to change bus stops can be requested with the stipulation that the student is already assigned to that bus route. If approved by central office, the change would be for the duration of the school year.

Car Riders All parents of car riders must have a car rider number. These numbers are assigned on registration day or in the office. Parents of car riders must use the car rider line and stay in their cars. Your child's safety is our top priority. Please make sure to follow the below rules when in car line:

- Pull your vehicle all the way to the next vehicle so that as many cars as possible may load.
- Place your vehicle in **PARK**.
- Remain in your vehicle.
- Students will load and unload from the passenger side **ONLY**. No exceptions.
- Do not pass other cars.
- Refrain from using electronic devices per **TN State Law**.

Also, we ask that parents pull forward and find a parking spot if their child cannot buckle himself/herself. This will ensure that the child is properly secured as well as keep the car line moving.

Car Tags: All vehicles must have a Donelson 22-23 issued car # displayed in the rearview mirror in order to pick up a child from the car line. Anyone without a car # will be sent to the office to show proper ID in order to take their child home. These parents without Donelson car tags will need to wait until the end of car dismissal, when all remaining students will be sent to the office, as we do not want to interrupt car dismissal by calling students to the office. If students carpool together, all car numbers represented must be displayed or the car will be sent to the office. Each family will be issued 2 car tags. If an additional car tag is needed, one can be purchased for \$5 in the school bookstore.

Bike Riders/Walkers Once the new subdivision is ready, a crosswalk will be set. We will receive an additional Officer to direct bike riders/walkers at that time.

PTA

We have a supportive PTA at Donelson Elementary. All parents and family members are encouraged to join, attend meetings, and actively participate in PTA functions. The Donelson Staff and PTA will be working cooperatively to create a positive learning environment for all students. The cost of membership is \$7.00 per parent.

We are looking forward to an outstanding 2022-2023 school year at Donelson!!

Arlington Community Schools offers educational and employment opportunities without regard to race, color, national origin, religion, gender or disability.