

# ARLINGTON ELEMENTARY



## **ARLINGTON ELEMENTARY SCHOOL PARENT/STUDENT HANDBOOK 2023-2024**

Home of the Tigers, where children  
are loved and cared for!



**STREET ADDRESS:**

11825 Douglas Street  
Arlington, TN 38002

**PHONE NUMBER:**

(901) 867-6000

**FAX NUMBER:**

(901) 867-6006

THE  
WORLD IS WAITING  
FOR YOU

AES Website:

<https://www.acsk-12.org/aes>

AES Facebook:

<https://www.facebook.com/ArlingtonElementaryPTA>

Follow AES on Instagram!

@Arlington.Elementary

**PRINCIPAL:**

Mrs. Tonya Hawkins

**ASSISTANT PRINCIPALS:**

Mr. Carl Booker

Mrs. Katie Nelson

**WELCOME TO ARLINGTON ELEMENTARY**

Dear AES Families,

Dream Big, The World is Waiting for You!

We hope this letter finds you and your family in good health and high spirits as we embark on an exciting new school year! As we prepare to open our doors once again, we are thrilled to welcome you back to Arlington Elementary School. Our dedicated team of educators and staff have been eagerly anticipating the opportunity to inspire, educate, and support your children on their journey towards success.

This year, our theme is "Dream Big, The World is Waiting for You," and we are so excited about the endless possibilities this holds for each and every student. We believe that every child has the potential to achieve greatness and make a positive impact on the world; starting with our community.

At AES, we understand that education is not just about academics. It's about fostering a holistic development that nurtures creativity, resilience, collaboration, empathy and effective communication. To develop these competencies, we strive to create an environment where students can explore their passions, discover their strengths, and develop the skills necessary to navigate an ever-changing world.

We encourage you to maintain open lines of communication with your child's teachers and actively participate in their educational journey. We firmly believe that education is a partnership between school and home. Your involvement and support are instrumental in your child's success. As part of this effort, we invite you to join our Parent Teacher Association (PTA) and to participate in school events that build connections with our school community.

On behalf of the entire AES family, we extend our warmest welcome to you and your child. Let's embark on this new school year with enthusiasm, determination, and a shared belief that the world is waiting for our children to make their mark.

Please take some time to review the 2023-24 PTA calendar of events. Our entire staff deeply appreciates your support and participation throughout the year. We look forward to working with you throughout the school year here at Arlington Elementary where we will DREAM BIG together!

As always, thank you for your support of AES!

Warm regards,

Mrs. Hawkins

Principal, Arlington Elementary School

*dream*  
**BIG**

# SCHOOL HOURS

School hours are from 8:00 a.m.-3:00 p.m. Students are not to be on campus before 7:45 a.m. unless they are purchasing breakfast. In that case, they may arrive at 7:30 a.m. Supervision begins at 7:45 a.m. by school personnel. The Arlington YMCA runs a before and after school child-care program on our campus. Other before and after school care facilities are also available in the community.

## BOOKSTORE

The school operates a bookstore, which is open from 7:45 a.m. to 8:00 a.m. Monday through Thursday. The bookstore sells the basic supplies needed by the students, as well as items not easily found in stores such as writing tablets and privacy walls. Price lists are posted on the wall beside the bookstore.

## BREAKFAST

Breakfast is served from 7:30 – 7:55 a.m. A student will not be served breakfast after 7:55 a.m. unless the student arrives on a late bus. Only students who are paying (\$1.75) for breakfast will be allowed to enter the building at 7:30 a.m. **All other students should not exit their cars in the morning until 7:45 a.m.**

## CURRICULUM

All applicable courses of study shall be based on state-approved curriculum standards. Additional information regarding specific grade/subject curriculum can be found on the ACS webpage under the Current Students & Parents tab, Academic Support heading, Elementary Curriculum.

## 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 approx. 850 students at AES, 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 & helps to develop student responsibility & organization. Phone calls from parents leaving messages as to how students are to get home should be used only in an emergency. Please make transportation arrangements, prior to the start of each day.

## SCHOOL COLORS & MASCOT

Navy Blue &  
Gold

## Tiger Mascot



## 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 AES 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 proceed directly to the front office. No adult or visitor should enter any classroom without permission from the administration. A temporary badge will be provided and must be worn at all times while on the school campus. Please return the badge when exiting the campus. The school is committed to a safe campus without interruption to instruction.

# Arrival, Dismissal, and Transportation

## Arrival / Dismissal Procedures for Students

School hours are from 8:00 a.m. until 3:00 p.m. 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 7:40. 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 between 7:45 and 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. If you need your child to change his/her normal way of dismissal after he/she has been dropped off at school for the day, please call the school office and let them know. It is not guaranteed that your child's teacher will receive an email before dismissal. Therefore, if you need to change it during the school day, please call the office as soon as you know of the need for a change. Students are dismissed at 3:00 pm. No student may be checked out after 2:30 p.m.

## DISMISSAL EXPECTATIONS

The students will follow our school-wide matrix this year to fulfill the expectations of appropriate behavior during dismissal.

### ROAD

#### Respect:

- \*Be kind and polite
- \*Follow hallway rules.
- \*Pay attention to car numbers, bus numbers, and other information from adults.

#### Organization:

- \*Follow directions from adults.
- \*Stay seated until directed.
- \*Keep all belongings inside your backpack.

#### Acceptance:

- \*Walk at all times.
- \*Go promptly to your dismissal location.

#### Responsibility:

- \*Keep hands, feet, and belongings to yourself.
- \*Zero zone in hallways

## 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. 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 ACS buses are equipped with video cameras. Video cameras may be used to monitor student behavior on school buses transporting students to/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 & rules home at the start of the school year to be signed & returned to school.

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

## BIKE RIDERS

If you are riding a bicycle, it will be kept on the bike rack outside the cafeteria or near the bus circle. Please make sure that it is secured during the day. You must walk your bike, once you have entered school property. Proper helmets must be worn to ensure safety.

## 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. Walkers should cross the street with a crossing guard, as available.

## IMPORTANT NOTE

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. A verbal message to the teacher from the child is not acceptable. Please do not rely on email, as it may not be checked during instruction.

## CAR RIDERS

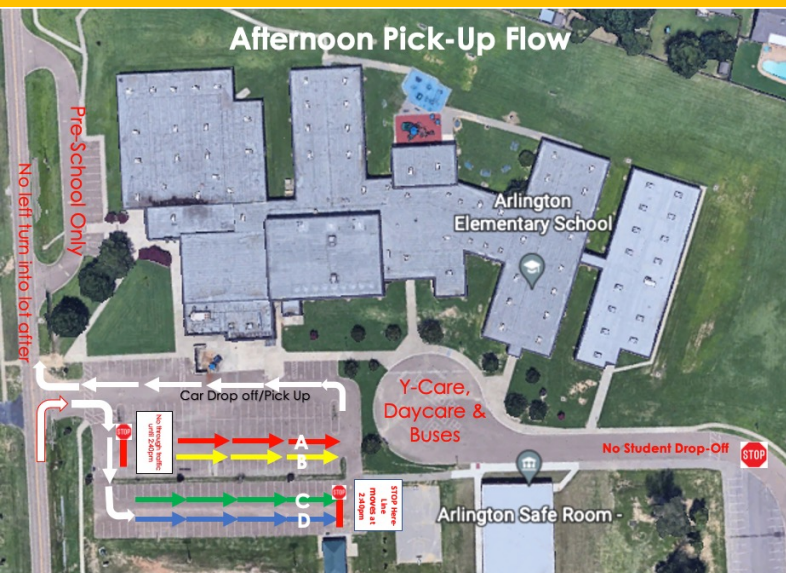
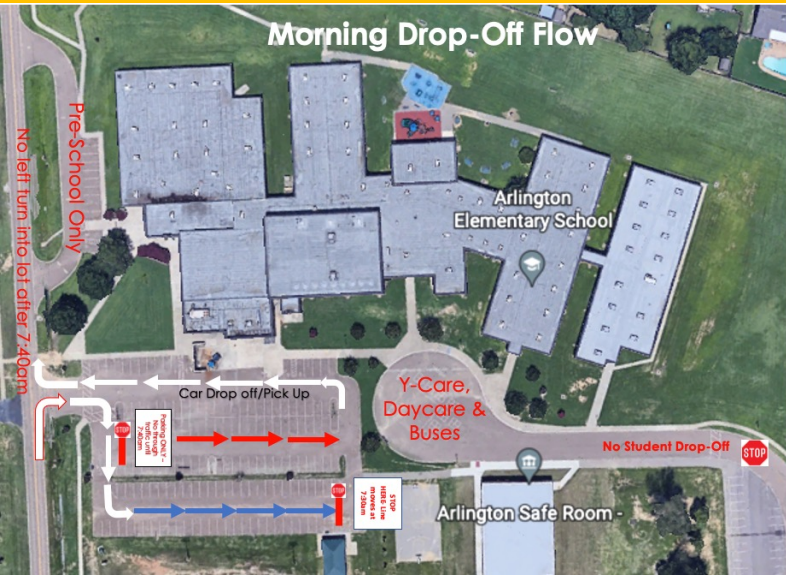
You will be assigned a number at enrollment verification if your child is a car rider. All vehicles must have an AES 23-24 issued car # displayed in the rearview mirror in order to pick up a child from the car line. Anyone without a car # will be sent to the office to show proper ID in order to take their child home. These parents without AES 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 on the car or the car will be sent to the office. Each family will be issued 2 car tags.

## MISCELLANEOUS ARRIVAL/DISMISSAL INFORMATION

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. However, parents may not walk their kindergarten child to class past **Friday, August 18th**. In all other grade levels, students will walk to class by themselves. Employees/PTA Volunteers are available in the hallway and around the building if students need assistance. When school is in session for half days (**December 20<sup>th</sup> and May 16<sup>th</sup>**), we will dismiss at 11:30 am. **Note:** Y-care is not available to parents on half days.

<b>Breakfast: 7:30-7:55 a.m.</b> <b>School Doors Open: 7:45 a.m.</b> <b>School start time: 8:00 a.m.</b> <b>Parents must sign-in students in the office after 8:00 a.m.</b>		<b>3:00 p.m.</b> <b>Please refrain from checking your child out after 2:30 p.m.</b> <b>Late car rider pick-up: Parents must sign-out students in the office after 3:15 p.m.</b>	
Walkers	Bike Riders	Car Riders	Bus Riders/ Day Care Vans
<p><b>Southside walkers</b> dismiss from the south end of the building.</p> <p>Parents who park in south side parking lot must park and walk child to or from the school side of the cross walk. Students not picked up by 3:10 will return to front office to call parent.</p> <p>No parking on Otto or Bridal Lane.</p> <p>Students may <b>not</b> 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.</p> <p><b>Front walkers</b> dismiss through the front doors. *Students living across the street from the school will exit through the <b>west front</b> door, cross at the front crosswalk, and walk home on the sidewalk across the street from the school. *Students living on the same side of the street as the school will exit through the <b>north front</b> door and walk home on the sidewalk on the same side of the street as the school.  <b>Cross only at crosswalks. Obey crossing guards.</b>  Parents may wait for their children on the sidewalk outside the building.</p>	<p><b>Bike riders</b> dismiss from the outside cafeteria doors, walk the bike to cross at the front crosswalk, and ride home on the sidewalk across the street from the school.</p> <p>State law mandates student bicyclists <b>must wear helmets.</b></p> <p>Bicycles must be parked in the bicycle racks.</p> <p>Discuss bicycle safety rules with your child(ren).</p> <p>Bicycles must be walked when on campus.</p> <p>Bicyclists must walk bicycles at crosswalk(s).</p> <p style="text-align: center;"><b>Special Education Car Riders</b></p> <p><b>SpEd Car Riders (PS &amp; FS)</b> will dismiss from the front north door to the front circle.</p> <p>Please inform your child's teacher that you will be picking up in the front circle.</p>	<p><b>Car riders</b> dismiss from the outside cafeteria doors.</p> <p>Car rider dismissal is only for cars in our parking lot. (Students meeting parents in cars parked on neighborhood streets or parking lots will be considered walkers). You may not park at nearby businesses to walk your child.</p> <p>Parents of car riders will be issued two car tags per family. The hang tag should be displayed from the rearview mirror. Small numbers should be attached to student backpacks for easy identification.</p> <p><b>Cars should line up in double file in the parking lot adjacent to the school.</b></p> <p>The pick-up line will be the line closest to the school.</p> <p>Cars in the pick-up line are single file only.</p> <p>Staff will direct cars when it is appropriate to move.</p> <p>Parents, please stay in cars.</p> <p>Students should know their car numbers. Students should enter vehicles from the passenger side only.</p>	<p><b>Bus riders</b> dismiss from the 300 hallway to the bus circle.</p> <p><b>SpEd bus riders</b> will dismiss through the 300 hallway exit door to the bus circle.</p> <p>During dismissal, no cars are allowed in the bus circle for safety reasons.</p> <p>Arlington Community Schools prohibits a child from riding any bus other than his/her own bus.</p> <p>Please review bus safety rules with your child. Transportation is available to students living more than 1.5 miles from the school.</p> <p>Students attending AES on a transfer are not eligible for transportation services.</p> <p><b>Day Care Vans</b> dismiss through the bus circle. Afternoon daycare van riders will report to a specific location and will be escorted to their daycare van as a group. Please make sure students know the name of their day care.</p> <p><b>Y-Care</b> arrive and dismiss from the bus circle entering and exiting through southside gym door. Parents may drop off beginning at 6:30 a.m. and pick up no later than 6:00 p.m.</p>

We love our kids and parents and we want you to be safe! With 800+ students arriving and departing daily, we've got to have some safety guidelines. Here are some friendly reminders:



- **PLEASE, PLEASE, PLEASE!** Be **courteous to crossing guards and school personnel** who work to make sure your child's journey to and from school is safe! If they give you a directive, it is because they care.
- Do not leave students at school before **7:45** (unless attending breakfast) or after **3:00**.
- In **inclement weather**, be prepared for delays in the car rider line and for bus drop offs.
- **CAR POOLING IS HIGHLY ENCOURAGED.**
- Report to office if there is a need to change your normal dismissal routine.
- **Never** leave your car unattended if you are in the car line.
- Students load and unload the car on the **passenger's side**.
- **No passing** around cars in the car lanes.
- Top parking lot (closest to offices) is for loading and unloading **Pre-School and FS only**.
- Please **don't talk or text** on your cell phone while in the car line.
- Speed limit is **5 mph** in the car line.
- Display car rider numbers from the **rearview mirror**.
- Attach car rider number tag to your child's **backpack** for easy identification.
- Handicapped parkers must have proper ID.
- **No pets allowed on campus**, with the exception of service animals.
- Please use designated **crosswalks** for safety.
- **Cars must be placed in PARK** when loading and unloading students.
- **Bicyclists** must wear helmets as mandated by state law.
- Parents who are waiting for walkers need to wait outside the building on the sidewalk.
- **No student should ever walk alone** to meet an adult in a car parked on the street.
- **Arlington Elementary Schools prohibits a child from riding any bus other than their own.**

# Cafeteria, Lunches, and Birthdays

## LUNCH PROCEDURES

Arlington Community Schools uses a computerized lunch system, and a barcode will be utilized in the lunch line to access the account.

**In-Person payments**-Students who wish to pull money on their account for "extras" may do so at any time. Students will give lunch money to their classroom teacher, if they wish to purchase breakfast, lunch, and/or extras. If a child would like to purchase snacks, we ask that parents make an effort to send "extra" 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.

**Online prepayments**-Parents/guardians can make online payments to their children's meal accounts. If interested in online payments, information will be provided for [www.MySchoolBucks.com](http://www.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.

## FREE AND/OR REDUCED MEALS APPLICATION

Both breakfast and lunch will be paid by families this year. 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://www.acsk-12.org/Page/268>. 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.

## CAFETERIA EXPECTATIONS

AES will be utilizing our new school-wide matrix this year to remind students of the expectations in various areas throughout the school building. Our school-wide matrix is REALLY something to ROAR about! It covers four components that include expectations for each one. They are Respect, Organization, Acceptance, and Responsibility. Please see the cafeteria expectations below based on these 4 components.

### Respect:

- \*Follow directions from adults.
- \*Say "Please" and "Thank you"
- \*Get quiet quickly when the universal signal is given (Hands Up).

### Organization:

- \*Walk in line & to your table.
- \*No skipping in line.
- \*Stay seated—Raise your hand for help.
- \*Hold hand rail and take one step at a time on the stairs.

### Acceptance:

- \*Use an appropriate volume when speaking.
- \*Use kind and appropriate language.



### Responsibility:

- \*Chew your food with your mouth closed.
- \*Use appropriate table manners.
- \*Eat YOUR food only.
- \*Leave a clean table, seat, and floor.

## OTHER CAFETERIA REMINDERS

- Go to the restroom before lunch and wash your hands.
- Arrive to lunch on time.
- Talking in the serving area is limited to food requests.
- Pick up all items (napkins, forks, ketchup, mustard, milk, straw, etc.) needed when going through the lunch line.
- All food in open containers should be eaten in the cafeteria.
- Face the table where you are seated.
- No glass containers will be allowed for lunch.

## LUNCH GUESTS

Lunch guests will be allowed in the cafeteria after September 4, 2023. This allows students and staff time to establish lunch procedures. Students will sit with their guests at the designated tables. Guests will not be allowed to sit with the entire classroom. The students and guests will not be allowed to have other students join them at the guest table. AES looks forward to having parents in the building to enjoy these special times with their child and we appreciate the parents' cooperation with this protocol for the benefit of our students.

## BIRTHDAY RECOGNITION

We will celebrate monthly birthdays the first Wednesday of each month. Parents may volunteer to provide a class treat for a designated month. **All treats must be individually packaged and store bought.** Please do not send or bring homemade treats. Please confirm any student allergies with the teacher or the room mom. The child will also be recognized on the daily announcements. Summer birthdays will also be acknowledged.

## BIRTHDAY PARTY INVITATIONS

If you are having a birthday party for your child, you may send in invitations to be passed out if your child has an invitation for the entire class OR if your child has an invitation for all boy or all girls in the class. Otherwise, you will need to send invitations to invitees outside of school. Teachers are asked NOT to email birthday invitations to parents or to give out parent contact information to other parents.

## STUDENT MEALS

BREAKFAST \$1.75  
LUNCH \$3.00



# Everything Else – From A-B

## 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.

Regular and punctual attendance is a very important part of education. When your child is absent from school, the parent **MUST WRITE A NOTE**, which gives the date(s) absent and the reason(s) for the absence(s). Please be sure to include the teacher's name on the note. A written statement, within **FIVE** days of the students return to school, shall be required from a parent/guardian explaining the reason for each absence. Please note that students who check in late or check out early due to doctor/dentist should bring in a note/appointment card within 2 days so that the absence can be excused. The check in/out will be unexcused until a note from the doctor is turned in to the school. Absences for which no written verification is submitted will be considered **unexcused** and will not be changed. 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 could 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.

## ATTENDANCE -PERFECT ATTENDANCE

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

## ATTENDANCE QR CODE

Do you want to send the note in digitally to the school? Scan the QR Code below to fill out the brief absence form.



## 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.

## 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.

## 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 a tripping hazard. Elementary students should not have books that are too heavy to keep them from carrying their backpack. If your child has a medical reason that he/she must use a rolling backpack, please submit a dr. note to the office.



# Everything Else – C

## 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 (POLICY 6.312)

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/smart watch for before/ after school, the device must be kept on silent. The school is not responsible for cell phones or smart watches. Please see ACS phone policy in the ACS Student Handbook for consequences related to having cell phones on your possession during the school day. As a reminder, cell phones should not be used on buses.

## 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.

## CLUBS AND ORGANIZATIONS

A listing of up-to-date clubs and organizations at Arlington Elementary School is located on the school website.

<https://www.acsk-12.org/aes>

You will also find more information about clubs and organizations such as mission/purpose, fees, etc. on the school website. Please note that clubs and organizations may be added throughout the school year. For additional information about clubs/organizations, please reach out to the local school administration or club sponsor. Please see below to read about some of the clubs offered at AES.

## 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 and academic achievement. The club will sponsor at least one service project each school year.

## STUDENT COUNCIL

The AES Student Council will have one representative from each homeroom grades 3-5. This group of students will meet 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 at least one service project each year.

# Everything Else – From C-D

## CLUBS AND ORGANIZATIONS, CONT'D

### BEST BUDDIES

The Best Buddies Club will be offered again this year. The mission of Best Buddies at AES is to establish opportunities for one-to-one friendships, leadership development, and incorporating inclusion for students with intellectual and developmental disabilities. More info to come soon!

### 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.

### OTHER CLUBS

Other possible clubs offered for this school year are listed below, but are not limited to:

- Chorus
- Engineering Club
- Art Club
- Safety Patrol
- ELT
- Flag Patrol

### CONFERENCES

You may contact your child's teacher at any time to schedule a conference throughout the school year by simply calling the school office or sending an email directly to the teacher. Arlington Schools will schedule Conference Nights for you to take an opportunity to visit with your child's teachers. Information regarding Conference Nights will be distributed through your child's teacher and on the school social media/website pages.

### DELIVERIES TO STUDENTS

Delivery of commercial products (balloons, flowers, etc.) to students *is prohibited*. If any of these items are delivered to the school, they will remain in the front office until the end of the day, and the parent will be called to pick-up. 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.

# All things "D", Cont'd. (Discipline)

## STUDENT BEHAVIOR/DISCIPLINE

Arlington Elementary School is committed to providing every student a safe school environment. Acceptable behavior is essential to the development of responsible and self-disciplined citizens of the community.

## APPROPRIATE CLASSROOM BEHAVIOR

To support an appropriate environment, conducive to learning, the following expectations have been put into place based on our school-wide matrix: ROAR

- **Respect:**
  - \*Do your best.
  - \*Actively participate
  - \*Always try.
  - \*Be positive and have a growth mindset.
  - \*Be courteous to others.
- **Organization:**
  - \*Arrive on time for class
  - \*Have materials ready for class.
  - \*Charge your ipad nightly.
  - \*Follow school dress code.
  - \*Stay in your seat.
  - \*Follow directions from adults.
  - \*Stay on task.
- **Acceptance:**
  - \*Raise your hand to speak, so that all can be heard.
  - \*Promote a positive work environment for all.
  - \*When working in a group, make sure all members are included.
- **Responsibility:**
  - \*Ask permission to leave the room.
  - \*Raise your hand to speak.
  - \*Sit properly in your chair
  - \*Keep hands, feet, and belongings to yourself.



## CONSEQUENCES:

Any student that commits an act of harassment, intimidation, bullying and/or cyber-bullying shall be disciplined in accordance with the AOS Discipline Procedures in the AOS 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 AOS Discipline Procedures established in the AOS Policy Manual. For information about complaints and investigation, response and prevention, and reports, see AOS Student Handbook. (Policy 6.304)

## 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

In alignment with our school-wide matrix, ROAR, we will follow the expectations for hallway behavior listed below.

### Respect:

- \*Be courteous and careful.
- \*Respond appropriately to greetings from adults.
- \*Greet others with a nod, smile, or wave.

### Organization:

- \*Walk facing forward with hands by your side.
- \*Walk/stand in the first white square.
- \*walk on the right side.
- \*Zero Zone – Students are learning.

### Acceptance:

- \*Help a friend, when needed.
- \*Hold doors for others.

### Responsibility:

- \*Walk directly to where you are going and return promptly.
- \*When in line, give others their space by remaining in your square.

## 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 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 & 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

# All things "D", Cont'd. (Dress Code)

## ELEMENTARY SCHOOL 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.

## DRESS CODE

The responsibility for appearance of the students begins with parents and the students themselves. Students' 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.

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 6310, 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 **First Offense:** AES 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/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.

# EVERYTHING ELSE – FROM E- G

## 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 901-867-6000 any time phone numbers & addresses change so that your contact information is always current.

## KINDERGARTEN GRADES:

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.

## GRADING SCALE

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

\*\*Plus & minus evaluations are not to be added to letter grades.

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

## FIELD TRIPS

All field trips must have educational value and be related to specific needs of the students. Grades K-5 will be allowed one field trip first semester. Additionally, 5<sup>th</sup> grade may take an additional field trip, if appropriate and the field trip to the middle school during the second semester.

## 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.

## 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 letter grades E, G, S, N, and U will be used to express grades for LAMPS.
3. 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 1<sup>st</sup> grade science and social studies which will be expressed by the letter "S" or "N".
4. Report cards are issued to parents at the end of each nine-week term.
5. 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.
6. 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.)
7. 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.
8. 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.
9. Semester grades for grades 1-5 are determined by an average of grades for each of the two nine-week terms.
10. Final Grade - This grade is determined by averaging the two semester grades.
11. 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.
12. 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.
13. The conduct grades are based on student behavior each nine weeks. Your child's teacher will provide specifics regarding behavior expectations and the precise method that will be used to determine conduct grades.

# EVERYTHING ELSE - H

## Homebound Services

Homebound services are available to provide instruction to students who are unable to attend school due to a medical or mental health condition.

Placement in the homebound program should be viewed as a temporary intervention in most cases.

Please refer to ACS policy 4.206.

The student's medical or psychological disability must be verified by his/her attending physician or psychiatrist.

These services may be requested through Student Services at the school board.

## Homework

Homework is occasionally assigned to assist students 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.

## HONOR ROLL CRITERIA

### KINDERGARTEN

#### CITIZENSHIP (K)

All E's

Yearly Award - at least three E's and no more than one G

#### PERFECT ATTENDANCE (K)

No days absent

No late check-ins or early check-outs

Yearly Award - 4 out of 4 times

## HONOR ROLL CRITERIA, CONT'D.

### FIRST GRADE

#### PRINCIPAL'S HONOR ROLL (GRADE 1)

All A's and S's in academics

All E's in LAMPS grades and conduct

Yearly Award - 4 out of 4 times

#### ACADEMIC HONOR ROLL (GRADE 1)

1 A & 1 B in academics and 2 S's

E's or G's in LAMPS and conduct

Yearly Award - 4 out of 4 times

#### CITIZENSHIP (GRADE 1)

All E's

Yearly Award - at least three E's and no more than one G

#### PERFECT ATTENDANCE (GRADE 1)

No days absent

No late check-ins or early check-outs

Yearly Award - 4 out of 4 times

#### TRIPLE HONOR ROLL\* (GRADE 1)

Principal's OR Academic

Perfect Attendance AND Citizenship

Yearly Award 4 out of 4 times

### 2ND-5TH GRADES

#### PRINCIPAL'S HONOR ROLL (GRADES 2-5)

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

Yearly Award - 4 out of 4 times

#### 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

Yearly Award - 4 out of 4 times

#### CITIZENSHIP (GRADES 2-5)

All E's

Yearly Award - 4 out of 4 times

#### PERFECT ATTENDANCE (GRADES 2-5)

No days absent

No late check-ins or early check-outs

Yearly Award - 4 out of 4 times

#### TRIPLE HONOR ROLL\*

Principal's OR Academic

Perfect Attendance AND Citizenship

Yearly Award 4 out of 4 times

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

Lists of Awards subject to change!

# EVERYTHING ELSE – I-O

## 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. Phones are very busy during this time, and it may be impossible for you to reach the school. AES will transport your child as indicated on the Inclement Weather form. **Note:** Y-care is closed if schools close.

## LAMPS

All students will participate in LAMPS, which consists of Library, Art, Music, PE, Guidance, and STEM.

## MEDICATION (POLICY 6.405)

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](http://www.acsk-12.org) under Our District- Board Policies.

## Make-Up Assignments

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 could, most likely, 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 5 days will be considered unexcused.

## 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.

# EVERYTHING ELSE – P

## PARENT INVOLVEMENT

Arlington Elementary will encourage a partnership between home and school, placing emphasis on shared 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 will 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 parent meeting will be held at the beginning of the school year to discuss the school wide program. Parent involvement will also be discussed. All sessions are held in the teacher's classroom.

**August 10-**       Preschool and Kindergarten @ 5:30 pm

**August 14-**       3<sup>rd</sup> Grade @ 5:30 pm  
FS @ 6:30 pm

**August 15-**       1<sup>st</sup> Grade @ 5:30 pm  
2<sup>nd</sup> Grade @ 6:30 pm

**August 17-**       5<sup>th</sup> Grade @ 5:30 pm  
4<sup>th</sup> Grade @ 6:30 pm

3. Communication between school and home will consist of the following, but not limited to:

- Emails may be utilized for communication.
- 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
- Social Media
- 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 necessary.

## 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. 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.

## 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.



# EVERYTHING ELSE – P, CONT'D

## PARENTS/TEACHERS/ASSOCIATION (PTA)

Arlington has a very active and supportive PTA. All staff, parents, and family members are encouraged to join, attend meetings and activities, and participate in PTA fundraisers. The PTA is planning a fundraiser for the 2023–2024 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. You may also send an email or note directly to the teacher. Conferences will be held virtually or in person. Two conference nights are scheduled (**November 9, 2023** and **February 8 2024**).

## 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.

## 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

### AIMSWEB PLUS

This program is designed to periodically screen students in all grades to determine if a child qualifies for additional intervention support, in addition to regular class instruction. Aimsweb Plus screens and monitors the reading and math skills of PreK–5 students. With its robust set of standards-aligned measures, Aimsweb Plus is proven to uncover learning gaps quickly, identify at-risk students, and assess individual and classroom growth.

### FLOCCABULARY

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.

### 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.

### i-Ready

*i-Ready* is a comprehensive assessment and instruction program that will be utilized in grades K–2. 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.



# EVERYTHING ELSE – PROGRAMS, CONT'D – P – R

## 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.

## IXL

IXL is a comprehensive and instructional program that will be utilized in grades 3-5 for both reading and math. IXL provides individualized guidance by offering a personalized learning experience for the student users. The IXL program also offers real-time analytics. Because of the research-based and high-quality curriculum that IXL has to offer, it is able to meet the unique needs of each learner.

## 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 a.m. and After School Program 3:00-6:00 p.m. Prices are income based on the total household income. Registration fee is required. For more information, please call 873-1434.

**Please NOTE:** Y-care is not provided when school is not in session (including when school is dismissed at the half-day).

## 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 3-5 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
2. Creative Thinking
3. Academic Achievement
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.

## RESTROOM BEHAVIOR EXPECTATIONS

This year we are implementing a new school-wide matrix that includes 4 components: Respectful, Organized, Accepting, and Responsible (ROAR). There are expectations for each of the components of our matrix. It addresses expectations in various locations throughout the building. One of those locations is the Bathroom. Please read the following expectations for using the restroom at AES.

### (R)espectful:

- \*Always flush and wash hands with soap.
- \*Do not climb on doors, toilets, or sinks.
- \*Show courtesy to others by keeping the restroom clean.

### (O)rganized:

- \*Use water supplies wisely
- \*Put all paper towels & pieces into the trashcan.
- \*Follow the directions of the teacher/monitor.

### (A)ccepting:

- \*Give others their privacy.
- \*Wash hands with soap and water.
- \*Wait your turn to enter the hallway.
- \*Enter and exit quickly & quietly.

### (R)esponsible:

- \*Give others their privacy.
- \*Be a helpful & dependable bathroom monitor.
- \*Report problems to an adult.

# EVERYTHING ELSE – R – S

## RECESS EXPECTATIONS

### ROAR

#### Respect

- \*Use kind words & actions
- \*Agree on & play by the rules.
- \*Keep the playground clean.

#### Organization

- \*Use equipment properly
- \*Enter/exit the building quietly.
- \*Stay in designated area(s).
- \*Keep up with all personal belongings.
- \*Use the restroom before going outside.

#### Acceptance

- \*Play fairly & follow the rules.
- \*Invite others to play.
- \*Take turns.

#### Responsibility

- \*Follow whistle procedures.
- 1 blow=freeze
- 2 blows=play
- 3 blows=line up
- \*Report problems or injuries to the nearest adult
- \*Wear weather appropriate attire.

#### Other Recess Reminders:

- No wrestling, tackling, or contact activities.
- No pushing or pulling other students at any time.
- Leave foreign objects alone and report immediately to an adult.
- Dodge ball and football games are prohibited.

## RTI<sup>2</sup>

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. RTI<sup>2</sup> 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

RTI<sup>2</sup> 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.

### *Third Grade Retention Law*

For 3<sup>rd</sup> graders only: The 3<sup>rd</sup> grade retention law will require your student to be proficient on the ELA TCAP test. It is possible your child may have passing grades in ELA at the end of the school year but may not be considered proficient on the statewide test. **Those students who are not proficient on the statewide ELA test will follow the process that has been laid out by the state. Please see the following page in this handbook that will explain more about the new state law.**

## 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 is offered for gifted students. They may range from consultation to subject or grade acceleration. 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>

## 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.



Tonya Hawkins  
AES Principal  
[tonya.hawkins@acsk-12.org](mailto:tonya.hawkins@acsk-12.org)

Welcome Back, 3<sup>rd</sup> Grade Parents, Guardians & Students!

We hope you had an excellent summer break – we’re excited to have you back for the 2023-2024 school year! As a third-grade student, your child will take a statewide test, commonly known as TCAP, at the end of the school year. This test will measure your child’s performance with English-Language Arts (ELA) content and knowledge of all the necessary state standards.

### Why Are We Talking About TCAP This Early?

The state of Tennessee has a law that requires 3<sup>rd</sup> grade students to be proficient on the ELA test. It’s possible your child may have passing grades in ELA at the end of the school year but may not be considered proficient on the statewide test. **Those students who are not proficient on the statewide ELA test will be retained.**

As is always our focus, we will help prepare and support your child. Arlington Elementary 3<sup>rd</sup> grade teachers are dedicated to helping your child succeed, and we’ll work hard to teach them the state standards and help them become better readers. As past test scores have shown, including this most recent year in which the law took effect, our teachers do an excellent job preparing students, and you should expect no less this school year. However, please note: state law says it is your child’s individual performance on this test that will determine whether they advance to the next grade level.

### What Can You Do to Help Your Child Succeed?

Staying engaged in your child’s learning is the most impactful thing you can do this school year. Please pay close attention to information being sent home from your child’s teacher, especially letters sharing your child’s progress in 3<sup>rd</sup> grade. You will receive a home literacy report later this fall semester outlining your child’s progress, which will help you understand how your child is progressing in their reading ability.

Also, please don’t hesitate to talk to your child’s teacher if you have any concerns or want to know how your child is doing. We’re here to help!

If you would like additional information about this new law, Arlington Community Schools has a [3<sup>rd</sup> Grade Retention Law website](#) that will be of great support to you and your family. If you have any specific questions not answered on the website, please email [thirdsupport@acsk-12.org](mailto:thirdsupport@acsk-12.org).

We’re so excited to teach your child this school year and can’t wait to partner with you to ensure your child’s success!

Sincerely,

Tonya Hawkins, AES Principal

Scan the QR  
code to get  
access to the  
ACS 3<sup>rd</sup>  
Grade  
Retention  
Law website



*Think. Create. Achieve.*

11825 Douglass St. | Arlington, TN 38002 | P: 901.867.6000 | F: 901.389.2498 | [acsk-12.org](http://acsk-12.org)

# EVERYTHING ELSE – S, CONT'D

## 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.



## PROHIBITION AGAINST CARRYING WEAPONS AND/OR FIREARMS ONTO SCHOOL PROPERTY (POLICY 1.810)

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.

## SAFETY

### ACCIDENT AND FIRST AID

School personnel are authorized to administer first aid only for minor injuries occurring at school. Please fill out an 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 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 ensure 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.

### 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.

# EVERYTHING ELSE – T

## TCAP TENNESSEE COMPREHENSIVE ASSESSMENT PROGRAM

At this time, the 2023-2024 TN Ready Assessment for grades 2-5 will be given during the window of April 15 – May 2, 2024. The state assessment will be administered via paper and pencil.

## TIGER TIME

Students in PS-5 will participate in Tiger Time as a part of regularly scheduled extra-curricular opportunities. This program will incorporate whole-child learning, including lessons and activities related to social-emotional learning, study habits and test taking strategies. Tiger Time sessions will be led by qualified school personnel.

## 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 work-force. 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/instruction/academicstandards.html>

## ACKNOWLEDGEMENT SIGNATURE FORM

All students will need to complete and turn in the student handbook acknowledgement form. It must be signed by the parent/legal guardian. Each student will bring home a paper copy of the form. An example of the form is below.

### Arlington Community Schools Student-Parent Handbook Arlington Elementary School Student Handbook-Acknowledgment 2023-2024

Student Name: \_\_\_\_\_  
Homeroom teacher: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Each parent and student must review the ACS 2023 – 2024 Student-Parent Handbook, which provides information that is pertinent to all students enrolled in Arlington Community Schools. The print version is available by request at each local school and the Student-Parent Handbook is also located on the Arlington Community Schools Website at <https://www.acsk-12.org/cms/lib/TN50010874/Centricity/Domain/112/22-23%20ACS%20Student%20Handbook.pdf>.

In addition, each parent and student must review this AES Student Handbook. Each student and parent must review both handbooks, sign, and return this form to your child's school by August 25, 2023. Each student must have a form completed. Family forms will not be accepted.

#### Acknowledge for Receipt

By checking this box, I acknowledge my review of the Arlington Community Schools 2023- 2024 *Student-Parent Handbook*. I have read the selected policies and procedures of Arlington Community Schools Board of Education contained therein and have reviewed them with my child.

By checking this box, I acknowledge my review of the Arlington Elementary School 2023- 2024 *Student Handbook*. I have read the document contained therein and have reviewed them with my child.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Each student must have a completed Student-Parent Acknowledgment form.