

Arlington Traditional School

Governor's Award for Educational Excellence Award 2019, 2018, 2017, 2008-2012
#1 Public Elementary School in VA and DC Metropolitan Area (Niche.com) 2017, 2016
Virginia Board of Education Distinguished Achievement Award 2016
Virginia Board of Education Excellence Award 2013-2015
National Blue Ribbon School 2019, 2012 and 2004
"On Purpose: How Great School Cultures Form Strong Character" (Chapter 8) 2011
National Schools of Character finalist 2007 and 2008
Parent Involvement School of Excellence 2006

855 North Edison Street
Arlington, Virginia 22205
(703) 228-6290

Attendance Line: 703-228-6292
Extended Day: 703-228-7677
Clinic: 703-228-7676
Library: 703-228-6284
Cafeteria: 703-228-7675
Fax: 703-522-1482
APS Emergency Hotline: 703-228-4277

Arlington Public Schools (APS): www.apsva.us
Arlington Traditional School (ATS) <http://www.apsva.us/ats>

ARLINGTON TRADITIONAL SCHOOL POLICY AND PROCEDURES

ABCs OF SUCCESS

Academics, Behavior, and Character are embedded in our program and emphasized on a daily basis. Good Character is terrific. Kids of character are T.R.R.F.C.C.

The Six Pillars of Character are:

1. Trustworthiness (Blue)

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

2. Respect (Gold)

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

3. Responsibility (Green)

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

4. Fairness (Orange)

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

5. Caring (Red)

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

6. Citizenship (Purple)

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer.

Be a person of good character • Be a good person, someone to look up to and admire • Think right and do right - know the difference between right and wrong and always do what is right • Set a good example for everyone • Make the world a better place.

ATTENDANCE (703-228-6292)

Daily attendance is required by Virginia State Law and is taken by the teacher. An administrative assistant will call the home of each child who is absent if you have not already informed the school.

School Hours

School hours are 8:25 a.m. – 3:06 p.m. except on Early Release days when school hours are 8:25 a.m. – 12:51 p.m. **When driving students to school, drop them off between 8:10 – 8:15 a.m. at the designated student drop-off area by the sidewalk in the parking lot. Children go to their classrooms at 8:15a.m.**

If your child is going to be absent, please call the **Attendance Line at 703-228-6292** by 8:30 a.m. and give the following information:

- Student's name and teacher's name.
- Reason for absence.
- Approximate number of days you expect your child to be absent.
- Whether or not you want homework sent home with a class friend or prepared for you to pick up.

Children arriving late or returning from an appointment **MUST** check in with the office. Perfect attendance awards will be given out at the end of the year to students who have no absences and no tardy days.

Release From School During School Hours. Children will not be allowed to leave the school during the day without a written request from a parent or guardian. The written request should give the date and the time that the child is to be excused and the name of the person picking up the child. Parents must report to the office and sign their children out of school. For security reasons, non-school personnel are not permitted in classroom areas during school hours without office authorization.

Emergency Closings and Late Openings: 703-228-4277 Should an emergency arise that would make it impossible to open school, or would delay the opening of school, announcements will be made beginning at 6:00 a.m. over local TV and radio stations, including Channel 70 on the cable system. You may also call the Arlington Public Schools School Talk message toll-free hotline at 703-228-4277, for emergency messages or log on to the APS website at www.apsva.us for information on closing and cancellations.

Delayed opening means the opening of school has been delayed a specified amount of time and field trips have been canceled for that day. Occasionally, a decision may be made to delay the opening of school or to close the schools before regular dismissal time. Radio and TV stations will be notified of early closing. On the first day of school, parents are asked to complete and return an *Emergency Information Form*. Parents are expected to keep the information on these forms up to date. In an emergency, when children are dismissed early, it is impossible to contact all parents. Each child should know where he/she is to go. Parents are requested to make necessary arrangements for emergency childcare and to discuss these arrangements with their children. Buses will take students to their regular bus stops.

In the case of an emergency closing or late opening, PLEASE DO NOT CALL THE SCHOOL. Call **703-228-4277**, the Arlington Public Schools toll-free hotline for emergency messages.

BEHAVIOR

Classroom teachers have primary responsibility for managing student behaviors. Teachers should employ a variety of approaches to manage behavior before referring a student to an administrator for disciplinary action. All personnel at ATS enforce the established rules and regulations:

Students should:

- Show respect, responsibility, trustworthiness, caring, fairness, and citizenship;
- Remain quiet and orderly in the classroom and be attentive to instruction;
- Use spoken expressions of consideration toward others (pardon me, please, thank you, etc.);
- Walk quietly in the school building;
- Invite the participation of peers for games played at recess;
- Eat only at designated times and areas.

Students are not permitted to:

- Leave school grounds during school hours anytime without written permission;
- Use profane language or gestures;
- Engage in fighting or in any other potentially dangerous activity;
- Intimidate, harass, or threaten other students;
- Disrespect property;
- Engage in games involving tackling, pushing, or grabbing of clothing;
- Chew gum;
- Bring toys, magazines, computer games, trading cards, (such as Pokemon), or playground equipment to school without teacher approval;
- Bring these items to school: bats, baseballs and anything that resembles a weapon (any type of knife, toy gun, squirt gun, darts, etc.)...

Handling violations of the rules:

Teachers implement positive behavior planning with students who have chronic misbehavior.

1. Conference with student.
2. Conference with parents.
3. Collaborate with School Counselor, Psychologist, Social Worker and Grade Level teams to develop positive behavior strategies.
4. Coordinate necessary Student Study Team planning with parents.
5. Violations reported by Patrols will be handled by the patrol sponsor with assistance of the Assistant Principal and Principal.

BICYCLES

Arlington Traditional cannot be responsible for bicycles ridden to school. We recommend that all bikes be inspected and registered at the police department. All bikes should be parked and locked in the bike rack located on the left side of the building, near the blacktop playground.

BUS REGULATIONS

Bus transportation is a privilege that students can lose due to misbehavior. Parents are responsible for the transportation of students who have lost bus privileges.

CLINIC (703-228-7676)

ATS health services are provided by Arlington Department of Human Services, Public Health Division, School Health Bureau. ATS has one health clinic, staffed by a clinic aide who provides day-to-day services. The clinic is supervised by a registered nurse, who divides her time among two or more school sites. Clinic aides are specially trained to provide first aid, dispense routine medicines, and provide basic care for ill students. The nurse supervises these daily activities and provides support for children with special health needs. The nurse also provides consultation to parents and students, response in emergency situations in the schools, and collaborates with teachers and school leadership to provide education and support for the health of the entire student body. Nurses also participate in community health assessment and education.

School Health Services include:

- First aid and emergency care. Routine medication administration
- Referrals - Health and social services
- Communicable disease surveillance and control
- Individual student consultation
- Resources for students, parents and staff
- Health program planning and management
- Health screening (e.g. vision and hearing)

No medication should be administered by a teacher if the clinic aide or nurse is available, but the teacher may care for minor injuries (scrapes, scratches, small cuts) using the classroom first aid fanny pack. For more information see:

<http://www.arlingtonva.us/Departments/HumanServices/PublicHealth/SchoolHealth/page58378.aspx>

What to do if your child is sick: Call your child's school first thing in the morning and leave a message with the school administrative assistant giving your child's name and why he/she won't be in school. The attendance line is (703) 228-6292. Parents should include if they know or suspect that the child has a communicable disease like chickenpox or strep throat. Some schools have a special attendance hotline where messages may be left.

Medication: Parents are asked to administer medication at home whenever possible. If it is necessary for a student to take medication during school hours, the parents must furnish the clinic staff with the medication in a pharmacy-labeled container. The label should include: student name, name of medication, name of physician, dosage, method of administration and time for administration. Over-the-counter (OTC) medications must

also have a physician’s order and be in the original medication bottle or container. Each school has Authorization for Medication forms which are required to be completed by a parent and physician before medication can be administered at school. The form can be found online at www.apsva.us.

DRESS CODE

Students should be well-groomed and dressed appropriately at all times. “Well-groomed” means that students practice good personal hygiene (daily bathing, brushing teeth, and maintaining clean, short fingernails). “Dressed appropriately” means that a student's school clothing is clean, neat and modest. Appropriate clothing does not disrupt the school’s educational program. Girls are encouraged to wear shorts under skirts for physical education classes and recess.

Summary of dress standards:

Appropriate dress (expected) ⇓	Inappropriate dress (not allowed) ⇓
Clean, neatly combed hair that does not cover the eyes.	Hats/head scarves worn inside the building at any time (except religious purposes).
Shirts tucked in and shoelaces tied.	Shirts with offensive slogans/advertisements.
Head scarves for religious purposes.	Sloppy clothing that is too large.
Sleeveless shirts (loose fitting) and sundresses with wide straps are allowed.	Dresses or shirts with “spaghetti straps.”
Dressy fleece two-piece outfits are appropriate.	Halter tops, tank tops and bare midriffs.
Shorts are allowed if they are at least mid-thigh and neatly hemmed	Sleeveless shirts are not allowed for boys.
Jeans that are clean, neatly hemmed, and without holes or rips are allowed	Athletic sweat pants, tight biker pants, camouflage clothing, and sports uniforms
Hip or thigh length tops with matching leggings (as an outfit).	Flip flops, thongs, beach shoes.
Safe, comfortable footwear for PE and recess Sneakers are recommended.	

Enforcement of these Appearance Standards is as follows:

1. The first time a student’s appearance is not appropriate, the student will be informed by a staff member that he/she does not meet the Appearance Standards.
2. If the student’s appearance continues to be inappropriate, the student’s parents will be informed by the teacher either by phone or in writing.
3. The teacher and parent will meet to discuss appropriate dress.
4. If the student’s appearance still continues to be inappropriate, the student will be sent to the principal and will remain in the office until a change of clothing is brought to school. The principal will be the final arbiter.

DROPOFF, PICKUP, AND PARKING PROCEDURES

Children who do not ride the school bus should be dropped off no earlier than 8:05 a.m. and no later than 8:15 a.m. Children go to their classroom when the first bell rings at 8:15 a.m. School starts promptly at 8:25 a.m. The circle in front of the school is for school buses only. The parking lot behind the school is for staff only during school hours.

When you drive to school, please follow these procedures:

Drop-off and Pick-up. For safety, a parent drop-off and pick-up area is located in the south parking lot by the McDonald's. Children are to follow the sidewalk to the front doors. Please see "Safety and Security" about PTA events. Do not enter the circle during the restricted arrival (8:25 a.m.) and dismissal times (3:06 p.m., 12:51 p.m. Early Release), one half-hour before and after school. The circle is a fire lane. There is NO PARKING AT ANY TIME IN THE CIRCLE. YOU COULD BE TICKETED.

EXTENDED DAY (703-228-7677)

The ATS Extended Day Program offers before and after school childcare (grades PreK-5), for children of working parents. Sessions operate from 7:00 am–8:25 am, and 3:06 pm–6:00 pm. On Early Release Days, the program begins at 12:51 pm. Applications are available on the APS Website and through the Central Extended Day Office at 703-228-6069. Fees are based on a sliding scale. Contact the Central Office for registration questions. Extended Day is an accountability program. Parents must notify Extended Day when their child's schedule changes and they will not be attending the program. These communications must be in writing or by phone. E-mails are not effective for our program needs. Parents should also inform Teachers of these changes. All children must be picked-up by the 6:00 pm closing time. If you have any questions regarding ATS Extended Day, please call 703-228-7677.

HOMEWORK

Homework is an important part of a student's learning experience because it strengthens basic skills and independent study habits, extends classroom learning, provides enrichment and/or remedial work, and develops responsibility, initiative, and self-discipline, as well as providing daily communication between school and home. Homework will be assigned on a regular basis at all grade levels. Parents can be helpful in making homework effective by setting a definite time and suitable place for study, encouraging independent completion of assignments, fostering a positive attitude toward homework, and providing guidance or help when necessary.

HONOR ROLL

Honor roll students are those whose achievement is above average. It is recognized by a certificate, created by classroom teachers, accompanying the report cards each quarter.

- **Academic Honor Roll:** Students must have all As or Bs with the As comprising at least half of the grades.
- **Academic Honorable Mention Honor Roll:** Students must have no grades below B.
- **Academic Improvement Honor Roll:** Students must improve their grades in at least one subject, while not going down in any other subject.

GRADING GUIDELINES

Kindergarten students are graded as follows:

- M** (Child consistently meets behavior or skill)
- P** (Child is in the process of developing a behavior or skill)
- B** (Child is beginning to demonstrate a behavior or skill)
- N** (Child is not yet demonstrating behavior or skill)
- NI** (Skill has not been introduced)

First and second grade students are graded as follows:

- P** (Making Expected Progress)
- N** (Not Making Expected Progress)

In grades three, four, and five whenever percentages are used, grades are assigned using the following scale:

- | | |
|-------------------|---------------|
| A 95-100% | Excellent |
| B 86-94% | Very Good |
| C 75-85% | Average |
| D 70 – 74% | Below Average |
| E 0 – 69% | Failing |

When it is not possible to use percentages, grades will be based on teacher evaluation.

LOST AND FOUND

Please label all clothing! All lost and found articles are placed in the Lost and Found located in the hallway by door #10. Please check periodically for missing clothing, lunch boxes, or school materials. **At the end of each grading period all unclaimed articles are given to needy children.**

LUNCH PROGRAM (703-228-7675)

Cafeteria service starts the first day of school. Lunch may be purchased daily at school for **\$2.90**. Milk is included in the lunch price or may also be purchased separately for **75 cents**. APS offers an online payment center that allows Arlington parents to manage their child's food accounts. The online payment center will direct parents to www.mySchoolBucks.com where parents will be able to make online payments to their child's meal account, view their student's cafeteria purchases, track account balances, schedule recurring payments and sign-up to receive low-balance email reminders. **Lunch menus are available on the APS website.**

Children, whether they buy lunch or bring it, eat in the cafeteria and are supervised during the lunch period. Children have 20-25 minutes for lunch and 30 minutes for recess. They must stay in the cafeteria for at least 20 minutes before they may go outside for recess. Your cooperation in stressing good manners with your children and respect for our lunchroom supervisors will help us in achieving good lunchroom behavior at school.

Cafeteria Standards

- Students are seated at tables assigned by grade and remain seated until they are excused to throw trash away (one time) or to line up for recess.
- Students clear table areas before they are excused to recess.
- Students practice good table manners and talk quietly.
- Play equipment is not allowed at the lunch table.

PROHIBITED ITEMS

Students are not to bring any items to school that are hazardous to the safety of others or that would disrupt the educational setting. Such items include any type of knife, toy guns, squirt guns, firecrackers, laser pointers, caps, bats, or any items that may be construed as weapons. If brought to school, they will be impounded. Skateboards and Heelys are not allowed at school. Please have students leave all toys at home. Toys brought to school will be taken away. The only exception to this will be toys brought to school with the permission of the classroom teacher (e.g., Show and Tell items). Please see “Behavior,” “Toys,” and “Weapons.”

RECESS

Recess is provided, typically outdoors, totaling 30 minutes each day. Given the value of recess in a student’s physical and social development and the need for periodic breaks from classroom instruction, withholding recess will be a rare occurrence, and only used as a last resort. Students will be given periodic breaks during activities that require them to be seated for long periods of time. Teachers supervise outside student activities on the playgrounds.

Playground rules - Students will:

1. play safely and will observe ATS behavior standards at all times;
2. play in view of supervisors (not down the hill, behind buildings or equipment);
3. include all who wish to participate in games;
4. show respect for themselves, peers, adults, and school property;
5. not fight or engage in other potentially dangerous activities;
6. not tackle, push, or grab clothing;
7. not bring toys, magazines, radios, computer games, bats, baseballs, etc.;
8. leave sand, rocks, sticks, and other objects on the ground;
9. not chase others around or play tag.

SCHOOL COLORS ARE GOLD AND BLUE:

Blue reminds us to always do your personal best.

Gold reminds us to follow the Golden Rule, treat others as you would have them treat you.

School colors and “spirit” clothing are worn on Fridays.

SCHOOL SONG – Arlington Traditional School Stars

We're A-T-S stars, we shine in Arlington
Learn to read and read to learn,
We strive for excellence.
Our colors gold and blue remind us to stand true.
A-T-S we work hard to do our best!

We're A-T-S stars, a learning family.
Students, parents, teachers
Together we succeed.
If you ask us our goals, we'll answer straight away -
A-T-S we work hard every day! Hey!

TECHNOLOGY AND INTERNET SAFETY

The following is from the Arlington Public Schools Handbook:

Arlington Public schools has developed a plan to ensure that students know how to use the Internet safely and that they understand APS rules for the use of technology. The following is an overview of the rules and guidelines outlined in Policy I-9 2.5.1, Electronic Technologies Acceptable Use for Students. Violations of this policy can lead to disciplinary action.

EXPECTATIONS – Students will:

- use all technology responsibly.
- not use the division's computer equipment and communication services for sending, receiving, viewing, or downloading illegal or inappropriate material.
- only connect to the APS network using approved methods.
- respect intellectual property and copyright laws.
- not tamper with or alter the system in any way that disrupts the network.
- report suspected computer viruses and other problems immediately.
- understand that all messages and files sent, accessed or received on or through APS equipment are subject to inspection.
- comply with all applicable policies when connecting to the APS network using a personal device.
- only use APS technology for school-related instructional and APS business activities.

INTERNET SAFETY TIPS

- Students should be careful not to disclose information that could lead to the discovery of their identities.
- Students should use only their assigned user names and/or passwords.
- APS limits exposure of inappropriate and illicit internet content to students by preventing students from using some websites with personal learning devices that APS issues, whether using the devices at school, at home, or in public spaces. While APS makes significant efforts to filter inappropriate content, your child could reach content you feel is not appropriate. If this occurs, families are encouraged to discuss the matter with the students and report the inappropriate content to teachers or Instructional Technology Coordinators. Purposely bypassing content filters is a violation of the APS Acceptable Use Policy (AUP).

- Words are very powerful. Students should be courteous and use appropriate language, understanding that their message will be read.
- Cyberbullying is a crime. Students should not view, send or display profanity, obscenities, sexually explicit or offensive materials. Any threatening messages students receive should be immediately reported to a trusted adult. Copies should be kept to provide to authorities. If students receive messages at school, they should notify a teacher immediately; at home, report the problem to the home Internet service provider (ISP).
- Meeting someone via the Internet can be dangerous. Before agreeing to any kind of meeting, students should discuss it with a parent or other trusted adult.

(More information, see **Arlington Public Schools Handbook.**)

