

Arlington Traditional School

1030 North McKinley Road
Arlington, Virginia 22205
(703) 228-6290

National Blue Ribbon School 2019, 2012 and 2004
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
"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

Attendance Line: 703-228-6292
Extended Day: 703-228-7677
Clinic: 703-228-7676
Library: 703-228-6284
Cafeteria: 703-228-7675
Fax: 703-538-4982
APS Emergency Hotline: 703-228-4277

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

This agenda was provided by the ATS PTA

This agenda belongs to:

Name _____
Address _____
Arlington, Virginia Zip Code _____
Phone _____
Student # _____

2021-2022 School Calendar *

August 30	1 st Day of School K-5
August 31	1 st Day Preschool
September 3-6	No School-Labor Day
September 7	No School-Rosh Hashanah
September 16	No School-Yom Kippur
September 29	Early Release-Prof Learning Day
October 11	No School-Prof Learning Day
October 21	Early Release-Conference Day
October 22	No School-Conference Day
October 27	Early Release-Prof Learning Day
November 2	No School-Grade Preparation Day
November 4	No School-Diwali
November 11	No School-Veterans Day
November 24-26	No School-Thanksgiving Break
December 8	Early Release-Prof Learning Day
December 20-31	No School-Winter Break
January 17	No School-Dr. M.L. King Jr. Day
January 31	No School-Grade Preparation Day
February 9	Early Release-Prof Learning Day
February 21	No School-Presidents' Day
March 3	Early Release-Conference Day
March 4	No School-Conference Day
March 16	Early Release-Prof Learning Day
April 11-15	No School-Spring Break
April 18	No School-Grade Preparation Day
May 3	No School-Eid Al-fitr
May 30	No School-Memorial Day
June 8	Early Release
June 15	Early Release
June 17	Last Day of School-Early Release

*APS Adopted Calendar as of March 2021

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:

1. Trustworthiness (Blue)

Be honest in communications and actions • 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 and 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 • Be diligent • Persevere • Do your best • Use self-control • Be self-disciplined • Think before you act • Be accountable for your words, actions, and attitudes • Set a good example for others • Choose a positive attitude • Make healthy choices

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 • Show empathy • Express gratitude • Forgive others and show mercy • Help people in need • Be charitable and altruistic

6. Citizenship (Purple)

Do your share to make your home, school, community, and world 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

6 Pillars of Character from <https://charactercounts.org>

ATTENDANCE (703-228-6292)

Daily attendance is required by Virginia State Law and is taken by the teacher. An administrative assistant and automated phone system 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. **Children go to their classrooms at 8:15 a.m.** If your child is going to be absent or late to school, please report that information one of the following ways by 8:30 a.m.:

- Attendance Line: 703-228-6292 (available 24 hours a day)
- Attendance Email: ats.attendance@apsva.us
- Student Attendance Form: <http://ats.apsva.us/student-attendance-form/>

Please include the following information in your message:

- Student's first and last name
- Student's grade
- Student's teacher
- Reason for absence/tardy

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.

CLOSINGS/DELAYS/EARLY DISMISSALS

In the event that conditions exist that require the delay, closing, and/or early dismissal of school, news about these decisions is communicated as soon as the decision is made by APS. Methods of communication include:

- www.apsva.us home page and Emergency page
- Emails, voicemails and/or text messages sent via the APS School Talk messaging system
- Hotline, 703-228-4277, message in English and Spanish
- Message on Comcast Cable Channel 70 and Verizon FiOS Channel 41
- Local radio stations and TV channels 4, 5, 7, 8 and 9
- Message posted on Facebook, Twitter and Instagram

School(s) Closed - All school buildings are closed for the announced school or for the entire county. Extended Day is also closed. All school activities are canceled unless otherwise announced.

Delayed Opening - School(s) will open later than usual. The morning transportation will be delayed the same number of hours as the announced delay. Field trips are canceled. Breakfast is served. The Extended Day program will also open late.

Delayed Opening (Early Release Day) - If a delayed opening is announced on any early release day, the early release is canceled, and students remain until the regular daily dismissal time.

Early Dismissal - School(s) will follow the early release schedule unless announced otherwise. Extended Day will close at the announced time and extracurricular activities, interscholastic contests, team practices, field trips, adult and community education classes, and recreation programs in schools and on school grounds are canceled.

BEHAVIOR

Staff will employ a variety of approaches to manage behavior. 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 bats, baseballs or 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.

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: Report your child's absence by 8:30 a.m. one of the following ways:

- Attendance Line: 703-228-6292 (available 24 hours a day)
- Attendance Email: ats.attendance@apsva.us
- Student Attendance Form: <http://ats.apsva.us/student-attendance-form/>

If you suspect your child has a communicable disease like chickenpox or strep throat, please include that in your message.

Medication: Parents are asked to administer medication at home whenever possible. If it is necessary for a student to take medication during school hours, Parent/Guardian must provide the clinic staff with medication in its original container with a valid expiration date. All medications must be accompanied by a Medical Authorization Form. Over-the-Counter (OTC) medications require a Parent/Guardian to complete and sign the Medical Authorization Form. Prescription Medications must be accompanied by a Medical Authorization Form signed and completed by a physician along with any additional forms required for medical conditions including, but not limited to Asthma, Allergies, Diabetes,

etc. No medications will be accepted or administered without all necessary forms. School Health forms may be found at <https://health.arlingtonva.us/public-health/school-health/>.

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 and neat. Shirt tails are to be tucked in. No bare midriff or spaghetti straps. Shorts should be mid-thigh length. Children are encouraged to wear shorts under skirts for physical education classes and recess.

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.

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 a.m.–8:25 a.m., and 3:06 p.m.–6:00 p.m. On Early Release Days, the after school program begins at 12:51 p.m. 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. Parents should also inform teachers of these changes. All children must be picked-up by the 6:00 p.m. 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. **At the end of each grading period all unclaimed articles are donated.**

BREAKFAST & LUNCH PROGRAM (703-228-7675)

Cafeteria service starts the first day of school. Breakfast and lunch may be purchased daily. Milk is included with each meal or may also be purchased separately. 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. **Breakfast and lunch menus are available on the APS website.**

Children, whether they buy lunch or bring it, are supervised during the lunch period. Children have 20-25 minutes for lunch and 30 minutes 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 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. Staff 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;
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 BLUE AND GOLD:

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 carefully, respectfully, and 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.

Each student will sign the Acceptable Use Agreement at the beginning of each school year. The agreement states:

- I agree to use Arlington Public Schools technology carefully, respectfully and responsibly.
- I will follow school and Arlington Public Schools rules.
- I will follow the Arlington Public Schools [Acceptable Use Policy](#).
- I will protect my privacy and the privacy of others.
- I will be safe on the internet.
- If I do not work safely and responsibly, I may lose my technology privileges.

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.)

