



Student & Family Handbook

SY 2022-2023

## 2022-2023 School Calendar



# 2022-23 SCHOOL YEAR CALENDAR

AUGUST		BACK-TO-SCHOOL NIGHTS	
29	Mon	First Day of School K-12	
30	Tue	First Day of School PreK & VPI	
SEPTEMBER		SEPTEMBER	
2 & 5	Fri & Mon	Holiday - Labor Day	
26	Mon	Holiday - Rosh Hashanah	
OCTOBER		8	Thu
5	Wed	Elementary School	
10	Mon	No School for Students (Countywide PL for Staff)	
20	Thu	Elementary Early Release for Parent-Teacher Conferences	
21	Fri	No School for Elementary & Middle School Students - Parent-Teacher Conferences	
24	Mon	Holiday - Diwali	
NOVEMBER		13	Tue
7	Mon	End of 1 <sup>st</sup> Quarter	
8	Tue	No School for Students (Grade Preparation Day)	
11	Fri	Holiday - Veterans Day	
23-25	Wed-Fri	Holiday - Thanksgiving Break	
DECEMBER		21	Wed
7	Wed	Early Release for Elementary/Middle/High School (Countywide PL for Staff)	
19-30	Mon-Fri	Winter Break	
JANUARY		22	Thu
2	Mon	Holiday - New Year's Day (Observed)	
16	Mon	Holiday - Dr. Martin Luther King, Jr. Day	
27	Fri	End of 2 <sup>nd</sup> Quarter	
30	Mon	No School for Students (Grade Preparation Day)	
FEBRUARY		28	Wed
8	Wed	Early Release for Elementary/Middle/High School (Countywide PL for Staff)	
20	Mon	Holiday - Presidents Day	
MARCH		29	Thu
2	Thu	Elementary Early Release for Parent-Teacher Conferences	
3	Fri	No School for Elementary & Middle School Students - Parent-Teacher Conferences	
15	Wed	Early Release for Elementary/Middle/High School (School-Based PL for Staff)	
31	Fri	End of 3 <sup>rd</sup> Quarter	
APRIL		8	Wed
3-7	Mon-Fri	Spring Break	
10	Mon	No School for Students (Grade Preparation Day)	
21	Fri	Holiday - Eid al-Fitr	
MAY		15	Thu
3	Wed	Early Release for Elementary/Middle/High School (School-Based PL for Staff)	
29	Mon	Holiday - Memorial Day	
JUNE		16	Fri
7	Wed	Elementary Early Release	
14	Wed	Last Day of High School - Early Release & Elementary Early Release	
15	Thu	Last Day of Middle School - Early Release	
16	Fri	Last Day of Elementary School - Early Release	

## **ARLINGTON TRADITIONAL SCHOOL (ATS)**

### **MISSION**

To provide for all Arlington Traditional School students a structured environment where every child is engaged in learning in a responsible and productive way so that each student will be challenged to reach his/her potential, be a life-long learner, and contribute as a caring member of our diverse, changing world.

### **VISION**

The Arlington Traditional School community, encompassing students, faculty, and family, envisions a learning environment which focuses on the development of the child into a well-rounded individual. This is to be accomplished through the integration of modern facilities, adequate resources, and a dedication to excellence in education. The school colors, blue and gold, signify the importance of individual achievement and the Golden Rule. At Arlington Traditional School, students are busily engaged in learning in self-contained classrooms. There is a feeling of harmony and a sense of excitement which encourages optimum academic achievement. Class size and staffing allow students to grow as individuals as well as group members. The safe and inviting environment fosters the development of the total child. The latest technology is used throughout the school. Family, faculty, and community work in partnership to support the total development of each child. There is frequent and regular communication between school and home. Each student leaves Arlington Traditional School with the skills and attitudes of a life-long learner as a contributing, caring member of our diverse, changing world.

### **History and Philosophy**

#### **ARLINGTON TRADITIONAL SCHOOL 1995-present**

(Previously known as PAGE TRADITIONAL SCHOOL 1978-1995)

Page Elementary School flourished in the 1950s and the 1960s. In June 1977, the APS School Board closed Page School because of declining enrollment. During that same period of time, the Board formed a task force to study the need for an alternative model elementary school. Strong community interest fortified the task force recommendation that the School Board establish a countywide elementary school (grades 1-6). The Board approved action for an alternative school to open in September 1978. The vacated Page Elementary School building was selected as the site for the alternative school.

The opening of Page Traditional School gave Arlington parents three alternative elementary options, Drew Model School (operational since 1971), Page Traditional, or the neighborhood school. The Board set these criteria to describe the traditional program: an emphasis on a basic education (skills, concepts, and knowledge a person needs for a lifetime of learning) in the academic areas, teacher-guided instruction in self-contained classrooms, regular required homework, explicit standards of behavior and appearance, and promotion to the next grade based on the achievement of grade level objectives. By 1995, increasing demand for the

countywide traditional option led to its relocation and renovation at the former Stonewall Jackson Elementary School site. Page Traditional was rededicated as “Arlington Traditional School” (ATS). Since 1978, ATS has successfully served Arlington County families. In 2021, the school moved again to 1030 N. McKinley Road.

The ATS community believes that children learn best in a caring environment where everyone has high expectations for academic achievement and has committed to providing students with the tools necessary for becoming independent, lifelong learners. Students work on the *ABCs of Success* (Academics, Behavior, and Character) and they continually demonstrate academic achievement at the highest levels at the county, state, and national level.

#### **Timeline for the History of the Traditional Program:**

- 1978 – Arlington Public Schools Board approved establishment of a traditional alternative countywide elementary school called the “Page Traditional School,” for grades 1-5. The closed Page School was selected as the site for the traditional program. Dr. Frank Miller was appointed principal. On April 14, 1978, a public lottery selected 252 students from 360 applicants. Waiting lists were created for students not chosen in the lottery.
- 1979 – Added grade six.
- 1980 – Added grade seven and one half-day kindergarten.
- 1990 – Moved the sixth and seventh grades to middle school sites.
- 1992 – Added a second half-day kindergarten. Holly Hawthorne appointed Principal.
- 1995 - Page Traditional School renamed Arlington Traditional School and relocated to the Stonewall Jackson building (had been closed as a neighborhood school for 15+ years). Stonewall Jackson Civic Association changed its name to Bluemont Civic Association. The renovated building supported 2 classes per grade level (k-5<sup>th</sup> grade). The faculty and students were housed at Long Branch School for six weeks before the renovated space opened. The library, computer lab, and several rooms were housed in a large trailer complex on the parking lot.
- 1997 – Added a third half-day kindergarten (school had grown to three classes per grade level).
- 1997 -2004 – added an eight-classroom trailer complex to house 2nd and 3rd grades.
- 1999 – added Preschool Special Education program (trailer); kindergartens grew to full-day programs.
- 2001 – Added one class of Virginia Preschool Initiative (VPI) (trailer).
- 2004 – Renovation complete: included main stairway, gymnasium with stage, kindergarten/1<sup>st</sup> grade wing, vocal and instrumental music rooms, art room, and second floor computer lab. Trailers removed.
- 2011 – Added one Kindergarten (“bubble class”). Added one trailer (3<sup>rd</sup> grade).
- 2016– Added one VPI class; one Kindergarten (“bubble class”). Added two trailers (VPI, MIPA).
- 2017 – Replaced the 3 trailers with a four-trailer complex (2<sup>nd</sup> grade).
- 2018 – Added a 5<sup>th</sup> Kindergarten class (“bubble class”) and a fourth grade 2 class.
- 2019 - Added fourth Grade 3 class and another four-classroom trailer complex (3rd grade).
- 2021- Moved to 1030 N. McKinley Road.
- 2022- Sam Podbelski appointed Principal

## Recognition and Awards

- 2022-2023 Recipient of the Purple Star Award
- **National Blue Ribbon Schools Award 2019**
- Virginia Board of Education Distinguished Achievement Award 2019, 2016
- Common Sense School designation 2018-2020
- Governor's Award for Educational Excellence 2018, 2017, 2008-2012
- #1 Public Elementary School in VA and DC Metropolitan Area (Niche.com) 2021, 2020, 2017, 2016
- Virginia Board of Education Excellence Award 2013-2015
- **National Blue Ribbon Schools Award 2012**
- 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
- Arlington Public Schools Principal of the Year 2005-06
- Distinguished Educational Leadership Award (Washington Post) 2005-06
- **National No Child Left Behind Blue Ribbon Schools Award 2004**

## ABCs of Success

Academics, Behavior, and Character are embedded in our program and emphasized daily. Good Character is terrific. Kids of character are TERRIFIC\* (Trustworthiness, Respect, Responsibility, Fairness, Caring, \*and\* Citizenship).

## The Six Pillars of Character

### 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.

### 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.

### 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.

### 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.

### Caring (Red)

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

### 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.

**SCHOOL COLORS are BLUE and GOLD:**

**Blue** reminds you to always do your personal best.

**Gold** reminds you 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**

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!

## ARLINGTON TRADITIONAL SCHOOL POLICY AND PROCEDURES

\* PIP refers to the Arlington Public Schools **Policy Implementation Procedures**

### **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 7:50 AM - 2:40 AM. except on Early Release days when school hours are 7:50 a.m. – 12:20 p.m. School doors open at 7:35 AM. **Children go to their classrooms at 7:50 a.m.** If your child is going to be absent or late to school, please report that information one of the following ways by 8:05 AM:

- Attendance Line: 703-228-6292 (available 24 hours a day)
- Attendance Email: [ats.attendance@apsva.us](mailto: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](http://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 kindness and 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 without written permission.
- to use profane language or gestures.
- to engage in fighting or in any other potentially dangerous activity.
- to intimidate, harass, or threaten other students.
- to disrespect property.
- to engage in games involving tackling, pushing, or grabbing of clothing.
- to chew gum.
- to bring toys, magazines, radios (iPod), computer games, or playground equipment to school without teacher approval.
- to bring any item that could be considered dangerous to school: bats, baseballs and anything that resembles a weapon (pocket knife, toy gun, squirt gun, darts, screwdriver, etc.).
- to have cell phones or mobile technology. All personal technology must be stored in lockers at the beginning of the day. We strongly recommend all students leave these devices at home

### **Rules in Cafeteria:**

- Students are seated at tables assigned by the teacher 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.



### **Handling violations of the rules:**

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

1. Conference with students.
2. Collaborate with CLT Team, School Counselor, Psychologist, and/or Social Worker to develop positive strategies.
3. Conference with parents to develop a positive behavior plan.
4. Complete the *Student Support Process* with parents and *Student Support Team*.
5. Complete a descriptive referral to school administrators.
6. Violations reported by school safety patrols will be handled by the Patrol Sponsor with the assistance of the Assistant Principal and Principal.

### **BICYCLES**

Arlington Traditional School cannot be responsible for damage or theft and advises students and staff members to have their bicycles registered, licensed, and locked.

### **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)**

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 schools. 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. Teachers care for minor injuries (scrapes, scratches, small cuts) using the classroom first aid fanny pack. For more information see: <https://health.arlingtonva.us/public-health/>

## **DRESS CODE**

### ATS 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. Appropriate clothing does not disrupt the school’s educational program. Students 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 7:35 AM. and no later than 7:50 AM. Children are permitted to go to their classroom starting at 7:35 AM when the doors open. School starts promptly at 7:35 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 7:00–7:50 a.m, and 2:40–6:00 p.m. 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. Parents should also inform Teachers of these changes. **All children must be picked-up by the 6:00 p.m. closing time.**

## **HOMEWORK**

PIP I-11.2

Nightly homework is an ATS core tenet. Homework is an important part of a student's learning experience. It strengthens basic skills and independent study habits, extends classroom learning, provides school/home communication, enrichment and/or remedial work, and develops responsibility, initiative, and self-discipline. 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

## **MEAL PROGRAM (Breakfast and Lunch)**

**PIP I-5**

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](http://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

## **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.

## **RECESS**

PIP I-10.30

Recess is thirty minutes a day typically outdoors, weather permitting. 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.

*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, or baseballs.
8. leave sand, rocks, sticks, and other objects on the ground.
9. not chase others around or play tag.

## **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.