

Changes to the Arlington Elementary School Handbook  
Arlington Portion of the Handbook Only  
2018-19

(Multiple staff changes may occur and positions or grade levels assigned)

Principal- Julie Innis  
Secretary-Robin Fogg  
Nurse- Jennifer Cain  
IT- Chrissy Tabelaing

Kindergarten-Karri Kelley

Grade 1- -Amber Stone

Grade 2- Olivia Noah -  
Grade 2-Cassandra Upchurch

Grade 3-Marcina VanKirk

Grade 4-Maggie DeBusk  
Grade 4- Stephany Ward

Grade 5-Jason Pavey

Grade 6-Melissa Lecher  
Grade 6-Tyler Benson

Art- Barb Kain  
Physical Education –Joseph Redden  
Music Becky Stone

Title 1 Teacher- Aarika Barrett-  
Resource Teacher-Carri Tressler

Aides- Connie Amos  
Tony Augsberger  
Kristi Bruns  
Noreen Kemple  
Cory Parker  
Susan Street  
Britany Morgan

Speech- Amy Reynolds

Cafeteria- Lori Kuhn  
Alvena Grittith  
Lauren Newhouse

Custodians-  
Sandy Wright  
Bill Holman

Bus Drivers- Liz Case  
Phil Geise  
Debbie Cameron  
Kathy Kuhn  
Rita Froman  
Audra Springman

PTO Meets the: the 3<sup>rd</sup> Monday of each month in our media center  
PTO Officers

- President- Dawna Branson
- Vice President-Tony Augsberger
- Treasurer- Connie Amos
- Secretary- Mary Miller

**Arlington Elementary School Rules** are intended to ensure the safety and to provide for a positive learning environment.

**Arriving and Leaving School- Buses, Cars, Walking, and Bicycles**

Students should not be on school grounds before 8:00 a.m. The entrance bell rings at 8:10 a.m. The tardy bell rings at 8:20 a.m. Dismissal is at 3:10 p.m. All students will be dismissed at 2:30 p.m. every Wednesday.

Students who walk to school should walk on the sidewalks.

Car riders will be dropped by the back door on the North West side of the building. Cars will enter the North entry lane and proceed to the rear parking lot following curbs in a circular pattern dropping students off at the North West side door, then continuing on the perimeter of the parking lot and out the North exit lane. Students will not be permitted to enter the building before 8:00 a.m. due to supervision. Parents wishing to enter the building with their student at the beginning of the day, must park in the front, East lot and enter the building through the front doors.

Visitors throughout the day must park in the front, East lot and enter the building through the front, East doors signing in at the office area.

Bus students are to walk, not run, to and from the buses when loading or unloading at school or at home. Bus rules are distributed by the bus drivers. Students are expected to know and follow bus rules. Buses will enter the North entry lane, park in front of the building and exit using the South exit lane after being loaded or unloaded. All bus students will enter the building through the front doors.

Students in **grades 3-6** – may ride bicycles to school. They must obey all traffic laws. They must not ride on the highway. Students riding bikes must use the sidewalk along the South bus exit lane. Bike racks will be provided in the front of the building for bikes to be stored during the day.

Students are not permitted to leave school grounds during the day. All students eat lunch at school. Parents must enter the building to sign their child out at the office if that student is leaving the grounds.

Students who stay after school to attend a club meeting or ballgame should go directly to the meeting room or gym and remain there until the activity is over. Students should have a permission note from their parents to stay.

Students planning to go home with another student should have written permissions from both homes.

If it is necessary to leave school for a doctor or other appointment, arrangements should be made in advance with the school. It is best to schedule appointments after school.

**Student Behavior Expectations**

At Arlington Elementary School efforts are initiated by our staff to encourage positive behaviors. These positive behaviors are:

**A**ctions=–Treat others the way you want to be treated.

**E**ffort=Doing your personal best.

**S**afety=Make safe choices for self and others.

Student's positive choices are recognized through a Terrific Ticket system relating to our Character Education program. These positive behaviors are expectations in the cafeteria, hallway, classroom, restrooms and recess.

**Office-Telephones**

Students should come to the office only if they have business there. Other students need not accompany their friends. Permission from the teacher must always be obtained.

The telephone should be used only in emergencies and with approval of the teacher and office staff. Long-distance calls should be made collect. Classroom telephones are for adult use only. Incoming calls will be transferred to voicemail during class times. Students are allowed to have cell phones for after school use. However, they must remain turned off and in book bags during the school day and on the bus. Failure to comply with cell phone policies will result in the phone being confiscated and the parent being required to come to school to pick up the phone.

**Cafeteria** Both lunch and breakfast are served daily in the cafeteria. Breakfast is served from 8:00 a.m. until 8:20 a.m. at a cost of \$1.35 for regular prices and \$.30 for reduced prices. The cost of a student lunch is \$2.50 or \$.40 for reduced prices. An application for free and reduced lunches is available from the school office and online. Parents are encouraged to submit applications if they are unable to pay for student meals. Sack lunches may be brought from home. No refrigeration or microwaves will be provided for students. Soda pop cannot be brought to school. **No food from fast food establishments can be brought into our cafeteria.** Students with dietary needs must provide the cafeteria with doctor's instructions. Students are expected to pay for meals on a weekly basis whenever possible. Lunchroom charges are not to exceed \$20.00 per student.

**Medication**-Both prescription and nonprescription medicine to be taken at school must be taken to the school office. A note from the parent giving directions for administering the medicine is required for over-the-counter medicines. A form is available from the nurse for students who require medication on a daily basis and must be on file before the medication can be administered.

**Personal Property and Miscellaneous**

Students should keep their desks neat. Toys from home should be brought to school only with special permission. There will be no hardballs, squirt guns, yo-yos, or skateboards at school. Any electronic devices ( for example: I pods, Game boys, DS etc. ) should not be in use during school hours or after school events. The school will not be responsible for loss or theft of any such items.

No pets shall be brought to school unless the student has permission from his/her teacher.

Preschool children and visitors should not accompany students to the classroom without a visitor's pass and prior permission from the teacher/administration. Passes or badges can be obtained at the front office after visitors have signed in.

No sales of any products will be allowed unless approved by the principal.

Students will be permitted to have clear water bottles in the classroom. These must be filled at school, contain only water, and should be taken home and cleaned on a weekly basis. Teachers may limit use of a water bottle if used inappropriately by students.

**Holiday and Special Days**-Delivery of balloon bouquets and floral arrangements to students is discouraged as they cannot be sent home on buses. Please arrange for holiday deliveries to be sent to students' homes or arrange to pick students up at school. Snacks and treats for classrooms are to be commercially prepared and pre - packaged. Teachers will check with our nurse before serving snacks to students to insure safety of all students and possible allergies to products.

**Custody Changes**

In the event of a change in legal custody or guardianship of your children, a copy of the legal document stating such change should be shown to the office personnel. In this way, the school will be able to make a notation to whom the child (ren) should be released during the school day. Please list the names of all families involved in custodial care on the enrollment form.

**Extracurricular and Enrichment Activities**

Students at Arlington Elementary School are offered activities through the year which include:  
History Club      Basketball      Spell Bowl      Math Bowl      Volleyball      Robotics Club