



## **Student Handbook 2015-2016**

**Donelson Elementary School  
12140 Donelson Farms Parkway  
Arlington, TN 38002**

**Principal: Cherry Davidson**  
Assistant Principals: Krista Heller  
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**Phone: 389-6973 Fax: 389-6982**

## **Home of the Bulldogs**

### SCHOOL HOURS

School hours are from 8:00 AM-3:00 PM. Students may arrive no earlier than 7:40 AM for breakfast or 7:45 AM if going to class and must be picked up by 3:10 PM each day. Exceptions are made when students have an appointment with a teacher or club sponsor. Before/after school care is available from YWCA for a fee, if a parent's schedule conflicts with these time frames. You may contact the YWCA (873-1434) for more information. Students are expected to be in their classroom by 8:00 AM. Students are counted tardy after 8:05 AM.

Office hours are from 8:00 AM-3:15 PM. Parents who arrive for conferences must come to the office so that the office staff can notify the teacher of their arrival. The office staff is available to assist you. The busiest times of the day are 7:45 AM-8:15 AM and 2:15-3:00 PM. We appreciate your calling the office at other times during the day, when possible. The administration at Donelson Elementary is interested in addressing concerns with parents. Please kindly schedule an appointment by calling the school office so that your concern may receive individual attention.

### BREAKFAST

Breakfast will be available for all students before school beginning at 7:40 am. Students should arrive on campus prior to 7:55 am to eat breakfast. The cost for breakfast is \$1.50. Students eating breakfast must enter through the car rider line or bus and daycare lines. NOTE: The front drive is reserved for our special needs students.

### LUNCH

The cost for lunch is \$2.75. Money may be sent to put on students' accounts. Checks are to be made payable to Donelson Elementary School. Please also include the child's name, parent phone number, teacher name, and lunch number on any check. Parents will be notified when the student's account is getting low. Please make sure that your child has money or lunch each

day. Snacks may also be purchased with the lunch account. Please send a note to the cashier if you would like to prohibit your child from buying snacks/treats with his/her lunch account.

If a child forgets his/her lunch money, he/she may charge in the office up to five times. After the fifth time without repayment, the child will be served an alternative lunch.

Parents are invited to eat lunch with their children. However, this procedure will not be open until after Labor Day. Donelson Elementary students and staff will be using the beginning of the year to establish our lunch procedures. Parents should sign-in through the office and receive a visitor's badge. Parents should wait inside the cafeteria until their child's class goes to lunch. A visitor's table has been provided for the child and his/her guest. All visitors will sit at the visitor table with their child, and other students are not allowed to sit at the visitor table. Parents are also asked not to follow their child back to class once the lunch period has ended.

### ABSENCES

Within 2 days upon returning to school, a note from the parents/guardian stating the reason for the child's absence must accompany the child. A determination will be made as to whether the absence is excused or unexcused in accordance with Arlington Community Schools' guidelines. Students who check-in late or check-out early due to doctor's appointments should bring in a note/appointment card from the doctor so that the absence can be excused. Otherwise, it will be marked unexcused.

Excessive unexcused absences, trancies, or excessive excused absences can result in a referral to the Arlington Community Schools Student Services Office. Good attendance is vital to school success.

While we want children to be at school every minute that is possible, we ask that students who have a fever or are vomiting not come to school. Students should be free from fever or vomiting for 24 hours before returning.

Perfect attendance honors will be granted to students who have had NO late check-ins, early leaves, or absences. Students must be present every minute of the school year to be honored with perfect attendance.

### MAKE-UP WORK/ELEMENTARY EARLY SCHOOL

We are committed to providing every child a quality education. In order for us to achieve this goal, children must be at school. In reviewing our attendance for the past couple of years, we have determined that absenteeism and tardies continue to grow. Therefore, we are implementing a new procedure this year for make-up work. Students will be assigned Early School to complete make up work using the criteria listed below.

### Unexcused Absences

For an unexcused absence, make up work MUST be done in Early School. If the parent chooses for the child not to come to Early School to make up the classwork, the child will receive a 0/F on all graded assignments.

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 will be considered unexcused.

#### Excused Absences

For 1-10 excused absences, the teacher will assign the make-up work once the student returns to be completed in class. If a child has an extended illness, the parent may request make-up work from the teacher provided he/she has been give 24 hours notice. On the eleventh absence (excused or unexcused), the child MUST come to Early School any time that they are absent to complete the make-up work. If the parent chooses for the child not to come to Early School to make up the classwork, the child will receive zeroes on all graded assignments.

Below are the criteria for excused absences. All absences must be verified in writing by the parent within two (2) days of the student's return to school.

- Personal illness - physician verification will be required after the accumulation of ten (10) days of absence
- Serious illness of immediate family member
- Death in the family
- Religious observances
- Legal court summons not the result of the student's misconduct
- Circumstances which in the judgment of the principal create emergencies over which the student has no control.

#### Tardies

For every five tardies that the child has in which we do not receive a doctor or dentist excuse note, the child will be assigned Early School. The teacher will provide an assignment for the child to complete during that time. If the parent chooses for the child not to come to Early School, he/she will be assigned office detention the following day and it will be recorded in the child's discipline file.

#### Extenuating Circumstances

In the event that something unforeseen happens such as the child is admitted to the hospital, please contact the principal to discuss make-up work options.

#### Place/Time

Early School will be held in the computer lab on Monday through Friday at 7:15AM-7:45AM.

Early School will be assigned on the second day after the child returns to school and for the number of days that the child was absent or until he/she finishes all make-up work. For example, if the child is absent on Monday and Tuesday, the child would be assigned Early School for Friday and Monday.

#### INCLEMENT WEATHER & HALF DAYS

In the event of inclement weather or other emergency, a decision will be made by the Superintendent regarding the safety of transporting students to and from school. Information regarding the closing of schools will be announced on all local TV and radio stations as well as on our ACS website ([www.acsk-12.org](http://www.acsk-12.org)). You will also receive robo-calls and texts if you are signed up for this service.

If our school is closed during the day, we will follow the inclement plan that parents have provided. Please look for this form to come home around November 1<sup>st</sup> this year. Phones are very busy during this time and it may be impossible for you to reach the school.

Remember, we will not contact you when there is inclement weather or other emergency. Instead, we will follow the plan that you provide to us. Also, Y-care is closed when school closes.

When school is in session for ½ day, we will dismiss at 11:30AM. Y-care is not available to parents on those days.

#### RELEASE OF STUDENTS DURING THE SCHOOL DAY

When it is necessary for a student to be released during the school day, regardless of the reason, the office must be notified. You may send a note to the teacher stating the time you need your child dismissed. When a parent comes to the school to pick up a student, he/she should report to the office to sign out the child. We do NOT call the child to the office before the parent arrives as the child could be sitting in the office for a lengthy period of time and missing instruction.

Since dismissal begins at 3:00 PM, please plan to check out your child by 2:30 PM if he/she has a doctor appointment. Students cannot be checked out after 2:30 PM. This will relieve any congestion which might occur when the buses arrive.

Students will be released only to a parent/designee approved by the custodial parent. If the person is not on the emergency listing for the student, the student will not be released without a note or phone call from the custodial parent. Identification will be asked of all adults to protect the safety of our students. Proper dismissal procedures MUST be followed to ensure the safety of the child.

#### HOMEWORK

Students will receive homework assignments and are responsible for their completion. Parental assistance is needed in providing the time, place, cooperation, and encouragement needed to complete assignments.

### CUSTODIAL PARENT

The custodial parent is the parent that the school personnel will consider the legal guardian and follow this parent's direction as to what access the non-custodial parent shall have with the child(ren). In cases of joint custody, the parent with the 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 will determine the non-custodial parent's access to the child(ren). All court documents will be on file in the office and followed by all school personnel. It is the parent's responsibility to have all updated parenting plans on file by the first day of school or anytime the paperwork changes.

### DELIVERIES TO STUDENTS

Delivery of commercial products (balloons, flowers, etc.) to students is prohibited. Items such as lunch, textbooks, supplies, assignments, clothing, projects, glasses, etc. are to be left in the school office for delivery by the office staff.

### CONFERENCES

Two conference sessions are held during the school year to allow working parents a more convenient opportunity to talk with the teachers. The dates for these are provided on the school calendar. Otherwise, parents should call the school and leave a message that a conference is requested or write the teacher a note. An appointment will be set up according to mutual availability. The parent should always contact the teacher prior to contacting an administrator so that a problem can be resolved. If an administrator is contacted prior to the teacher being contacted, the parent will be referred back to the teacher.

### CALLS AND MESSAGES

School telephones are not available for student use unless there is an emergency or sickness. Please make sure your child has lunch money, homework, etc. each day. Please also make certain that your child knows how to get home daily. This minimizes classroom interruptions and helps to develop student responsibility and organization.

### VISITORS AND VOLUNTEERS ON CAMPUS

We have a security system where all visitors/volunteers must buzz the front office to enter the building. Visitors and guests will be required to provide their driver's license upon signing in at Donelson Elementary. The license will be scanned on our Raptor System to create a badge that must be worn while in the building. The visitor is required to turn in their sticker to the office prior to departure for the day.

All visits to classrooms should be prearranged with the teacher so that this is a part of his/her weekly plans. Please note that ANY guest speaker for students (including parents) must be approved by the principal before he/she may speak to the students. Staff members who see an unauthorized visitor on campus will ask that visitor to report to the office and the office will be notified of the visitor.

Visitors who continuously disregard the school's visitor policy will be asked not to return to campus. Parents who volunteer their time for the school should not bring their preschool children. This is a safety issue for those children.

#### FIELD TRIPS

Official field trip forms must be completed, signed, and returned to the student's teacher before the date of the planned trip. No child will be allowed to leave school without a signed permission slip from the parent. Since it is often necessary to have tickets purchased in advance, field trip money will not be refunded. Younger brothers and sisters are not allowed to go on field trips. School children must ride the bus with their class and not go in a car with a parent. Parents should not follow the bus for the field trip, but rather meet the bus at the location. Parents wishing to check out their child, must do so in the school office at the conclusion of the field trip.

#### PHYSICAL EDUCATION CLASSES

Our PE department plans an instructional education program for your child throughout the school year. It is important for your child to participate to in these activities to gain the benefits of increased endurance, flexibility, strength, coordination, in addition to the fundamentals of various sports and games. All children will be required to participate unless a parent's note is on file with the office.

#### MEDICATION

Parents must bring medications to the office and complete a permission form to allow the dispensation of all prescriptions. Medication must be in the original container. No non-prescription/non-physician prescribed medication will be administered. The office will dispense only prescription medications. Students may not carry medication on the buses. Medication must be given according to the specifications listed on the permission form/prescription bottle. Cough drops may not be given at school.

A student may be excluded from school if suspected of having a contagious disease or skin infection and may not be readmitted unless conditions no longer exist or the condition has been treated. (i.e., ringworm, impetigo, scabies, pink eye, head lice). Please refer to Arlington Community Schools Student-Parent Handbook for more information.

### CLASS TREATS/BIRTHDAYS

The teachers should be contacted BEFORE any treat is sent for the entire class. We have many students with food allergies so we do not want parents to show up with treats as it could affect the health of some of our students.

Students may bring a birthday treat (store bought) for each child in his or her class. These treats can be distributed only at lunch. Individual treats are strongly encouraged as they are easier to distribute to the students. Please make arrangements with the teacher. No balloons or any party favors are allowed. Also, you cannot bring pizza or other regular food at lunch because the school lunch cannot be replaced with those items.

Also, we will not distribute party invitations at school unless every student in the class is invited or boys are inviting all boys and girls are inviting all girls. We cannot allow a child's feelings to be hurt because he/she was not invited to an after school event.

### 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. Whenever this information changes, please call the school office at 389-6973.

### STUDENT DRESS

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 to a learning environment should be avoided.

In an effort to foster the most productive learning environment for students, the following dress code standards will be implemented:

1. Head apparel, such as hoods, hats, etc., except for religious or medical reasons, must not be worn inside the school building.
2. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity. Shoes should be comfortable for all activities so they should have a back strap and no heels/wedges should be worn.
3. For students in Grades 3-5, "short shorts," mini-skirts, and skin-tight outer material such as spandex are inappropriate attire. Shorts, skirts and dresses must extend below the fingertip.
4. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible and must be no longer than wrist-length.

Additional items that are considered to be outside the boundaries of decency include: (1) large,

long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear and (5) skin-tight outer materials such as spandex; (6) facial jewelry (including tongue piercing).

The school administration reserves the right to determine whether the student's attire and appearance are within the limits of decency, modesty, and safety.

The principal may allow exceptions for school-wide programs or special classroom activities.

The school administration will administer appropriate consequences for policy violations.

### 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 stage area in the cafeteria throughout the year. Parents may come before or after school or during lunch to check the Lost and Found. At the end of each semester, all items left in Lost and Found will be donated to charity.

Students may bring cell phones to school. However, the phone must be turned off, and the student is required to put the cell phone in the designated place during the school day. The school is NOT responsible for cell phones. Reminder: Cell phones should not be used on buses.

It is very rare that a child would be asked to bring a toy to school. Students who bring electronics or toys that have not been given permission by the teacher for a class activity will have those items removed and the parent will be called to pick up the item. Please note that the school is NOT responsible for toys or other personal items brought from home.

### TEXTBOOKS

Arlington Community Schools provide textbooks for all students. Textbooks must be covered and care must be taken at all times to keep them in good condition. Any damage to textbooks beyond reasonable wear will result in a textbook fine to the students. It will be the responsibility of the students to know where their textbooks are at all times. If a student loses a textbook, he/she will be required to pay for the book before a second one can be issued.

### ROLLING BACKPACKS

Students will NOT be allowed to use rolling backpacks. These can be dangerous and trip other students. Since our school is only K-5, students should not have books that are too heavy to prevent them from carrying their backpack. Transportation has also asked that we discourage these because they are hard to fit on the buses. If your child has a medical reason that he/she must use a rolling backpack, please submit a doctor's note to the office.



## REPORT CARDS/INTERIM REPORTS

Arlington Community Schools provides report cards each nine weeks. You will receive a report card in an envelope. The envelope must be signed and returned to your child's teacher.

In addition, Donelson teachers send interim reports at the mid-point of each nine weeks. Every student receives this report regardless of performance. The interim must be returned signed to the student's homeroom teacher.

Parents should acquaint themselves with these schedules so that they can ensure that they are keeping up with their child's progress.

## HONOR ROLL CRITERIA (Grades 2-5)

### Principal's Honor Roll

All A's and E's (including MAPS grades and conduct)  
Handwriting Not Included  
Yearly Award- 3 out of 4 times

### Academic Honor Roll

A's & B's (At least 2A's and 2B's)  
E's or G's in MAPS grades and conduct  
Handwriting Not Included  
Yearly Award- 3 out of 4 times

### Citizenship

All E's  
Yearly Award-at least three E's and one G

### Perfect Attendance

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

## PTA

We have a supportive PTA at Donelson Elementary. All parents and family members are encouraged to join, attend meetings, and actively participate in PTA functions. The Donelson Staff and PTA will be working cooperatively to create a positive learning environment for all students.

## BEHAVIOR AND DISCIPLINE

The discipline policy of Donelson Elementary is based on five expectations:

1. Be attentive
2. Be prepared
3. Be responsible
4. Be orderly
5. Be courteous

The conduct grade is based on the number of infractions that a student acquires during a nine weeks period for failure to follow the behavior rules established in your child's classroom. Your child's teacher will send home a discipline letter detailing more specific classroom behavior expectations and the precise method that will be used to determine the conduct grade.

Our goal is to have students manage their own behavior and have the ability to stop any misbehavior before it gets to the office. Therefore, our teachers and administration have devised a school-wide discipline plan that our teachers utilize before referring students to the office.

### *School-wide Discipline Plan:*

Listed below are the steps your child's teacher will follow prior to sending him/her to the office:

1. Conference with student
2. Deny privileges and/or change seat
3. Classroom disciplinary referral (teacher note) and/or phone parents
4. Conference with other teachers in grade level
5. Conference with parent
6. Refer student to guidance counselor
7. Behavior contract and/or peer mediation
8. Administrative referral from guidance counselor

Immediate referral to administration:

- ❖ Fighting (not verbal)
- ❖ Weapons/threat of violence
- ❖ Drugs/tobacco
- ❖ Defacing person/school property
- ❖ Disrespect toward faculty/staff (verbal/argumentative/physical force)
- ❖ Inappropriate language/inappropriate content
- ❖ Inappropriate touching or gestures
- ❖ Stealing

We want all of our students to have maximum instruction. Therefore, we utilize office isolation to remove students from the classroom if they are misbehaving to a point where the other students cannot learn or have an offense that justifies "time-out" in the office. If a student's

behavior warrants a discipline form from the office, his/her 9 weeks conduct grade will be lowered one letter grade for each form received from the office during the 9 weeks.

Out-of-school suspensions are given to students who repeatedly disobey rules, continually acquire office isolation, fail to cooperate while in office isolation or violate one of the “no tolerance” rules (assault on school personnel, possession of a firearm, possession of drugs). A custodial parent must accompany any student back to school for a re-admittance hearing with the principal. Until this hearing is held, the student is not allowed back in school.

### TRANSPORTATION

If your child is going home differently than the “usual” way, a note must be sent to the teacher. If the teacher does not have a note, the student will be sent home the “usual” way. If a parent calls to change transportation, we cannot guarantee that the child will go home in the requested way. Email should not be used for transportation as our system goes down at times.

Bus Bus regulations are given to students at the beginning of each new year which all students are expected to follow. If a student is suspended from riding the bus, then the parents/guardian must arrange for the transportation of the student. Any student who abuses his/her privilege of riding the bus could be subject to permanent suspension for that school year. Under no circumstances will a student be allowed to ride a bus other than the one to which he/she is assigned. Students may not go home with friends on buses for parties or any other reason. Alternate stop forms to change bus stops can be requested with the stipulation that the student is already assigned to that bus route. If approved by the principal, the change would be for the duration of the school year.

Car Riders All parents of car riders must have a car rider number. These numbers are assigned on registration day or in the office. Parents of car riders must get in the car rider line and stay in their cars. The school encourages parents to car pool to decrease the amount of traffic.

Also, we ask that parents pull over after getting the child into the car if the child cannot buckle himself/herself in the car. This will ensure that the child is properly secured as well as keep the car line moving.

Bike Riders/Walkers Due to the location of our school, students cannot be bike riders or walkers. We do not have a safe path for them to return home so they must ride the bus, day care van, or be brought to school.

*Arlington Community Schools offers educational and employment opportunities without regard to race, color, national origin, religion, sex, or disability.*