

**STUDENT AND PARENT HANDBOOK
2012-2013**

**Arnold Memorial Elementary School
473 8th Street NW
Cleveland, Tennessee 37311**

Phone: 472-2241 FAX: 472-9877 Web site: www.clevelandschools.org

Accredited by the Southern Association of Colleges and Schools

Principal's Message

Arnold Memorial Elementary School is an institution of learning for each student who attends. We serve our students within the framework of Cleveland City Schools Mission: "To educate and nurture students to be successful and productive citizens."

This year our school motto is, "We Are the One!" Arnold Memorial Elementary School offers a unique mix of characteristics. Last year was a successful year for Arnold as we met all of the goals that were set for us by the State of Tennessee Department of Education. If you are looking for excellent academics, "We Are the One!" Arnold has a tremendous faculty and staff who exhibit caring and love for your student. If you want a nurturing environment for your child, "We Are the One!" Established in 1929, Arnold is the oldest building in use in Cleveland City Schools. If you are looking for a strong educational heritage, "We Are the One!" Being nestled in the middle of the Historic Neighborhood of Cleveland our student population and demographics show great diversity. If you want your child to have a well-rounded experience and exposure to other cultures, "We Are the One!"

At Arnold we look forward to partnering with parents and families as we work to serve our students. True student success happens when the parents and school work together for the education of the student. Thank you for partnering with us, "We Are the One!"

Michael J. Chai
Principal

**ARNOLD MEMORIAL ELEMENTARY SCHOOL
FACULTY AND STAFF**

Principal

Michael J. Chai

Secretary

Rhonda Weeks

Office Assistant

Jeri Denton

Parent Involvement Coordinator

Sharon Bass

Nurse

Elizabeth Jackson (RN)

School Counselor

Kathleen Wilson

School Resource Officer

Richard Tanksley

Pre-School

Ginger Varner

Kristy Sellers

Kindergarten

Amanda Ellis

Kellie Guinn

Tara Pollard

First Grade

Meghan Blackmon

Krislyn Martin

Sheron Smith

Second Grade

Kayla Akins

Leslie Melton

Paula Pedrick

Ashley McAlister

Third Grade

Matt Ingram

Christina Kinzer

Cheryl Matthews

Fourth Grade

Kathy McCraw

Danielle Debusk

Katie Turpin

Fifth Grade

Karen Lowe

Rebecca Marino

Adam Moss

Specialists

Deb Hart - Physical Education

Dan Carson – Physical Education

Vivian Davis - Media Specialist

Julie Shirer – Instructional Facilitator

Alesia Owens – Speech Pathologist

Holli Brown - ESL Instructor

Siema Swartzel - Music

Eileen Gonzales – Resource

Aloha Buffington - Art

Melody Buckner - Computer

Paraprofessionals

Colleen McCowan Barbara Mull
Rebecca Buckelew Donna Ratcliff
Tianna Hubbard Andrea Lessig
Stephanie Massengill Peggy Taylor
Susan Guentensberger

Cafeteria Staff

Sharon Harden
Patsy Loudermilk
Mary Dale
Joan Hernandez
Deborah Davis

Day Porter- Lori Jackson

**Arnold Memorial Elementary Student Expectations
Be Safe, Be Here, Be Smart**

Arnold Elementary students choose to...

I. Be Safe

- Be responsible
- Act respectful
- Follow instructions (directions)
- Show self-control

II. Be Smart

- Learn
- Do their best
- Make good choices
- Be compassionate

III. Be Here

- Attend
- Listen
- Participate
- Focus

Mission Statements

Cleveland City School's mission is to educate and nurture students to be successful and productive citizens.

Arnold Memorial Elementary School's mission is to provide a safe and caring learning environment where each student will realize potential, appreciate learning, make academic gains and strive to become responsible, productive citizens.

Vision Statement

Our vision is to demonstrate a commitment to high expectations, continuous improvement, parent and community involvement and excellence in the community.

Statement of Beliefs

- Arnold Memorial Elementary School's faculty, staff, students, parents and community share the responsibility for student learning.
- All students have the capacity to learn with opportunities to feel successful, as they are actively involved in the learning process.
- Each student is a valued individual with unique physical, social, cultural, emotional and intellectual needs.
- Curriculum and assessments, which are research based and data driven, provide information to enhance learning and promote student achievement.
- Research based and data driven policies and procedures are strengthened by shared decision-making that includes stakeholders.
- Reading is essential in everyday life.
- Students have an awareness of their academic standings and are individually encouraged to make gains, meet grade level and/or advanced standards.
- Decision-making involves the collaboration of stakeholders to promote high expectations for students in a safe and challenging learning environment.
- A variety of internal and external two-way communication provides a clear purpose and direction.

ARNOLD MEMORIAL PARENT INVOLVEMENT POLICY

Components:

- A. The Parent Involvement Policy is developed with parental input and is distributed to parents.**
- An Annual PTO meeting will be held to inform parents, students and community of the school's participation in Title I and to explain the parent involvement policies and activities.
 - Parent Nights will be held each year where the parent involvement policy will be distributed and discussed. Suggestions can be made for changes.
 - The volunteer coordinator will work with teachers, families and the community to recruit and retain volunteers to assist in the classroom, tutor, perform clerical duties and other duties requested by staff.
 - Families will be asked to complete various surveys throughout the year.
- B. Meetings are held at different times of the day so that more parents can attend—mornings, evenings, etc.**
- Teacher and administrator will hold parent/family conferences each year. Additional meetings will take place as requested or as the need arises.
 - School will sponsor a Parent Teacher Organization (PTO) which will rotate meeting times each month.
- C. Parents are involved in the planning, reviewing and improving parent involvement programs, school parental involvement policy and the joint development of the school wide program plan—TSIP.**
- Parent surveys will provide input and suggestions to improve the parent involvement activities and other school business.
 - Invite and encourage families and community to assist with various events throughout the year, such as the annual Fall Festival, Career Day and Field Day.

- Family members will serve on all School Improvement Plan teams for collaborative decision-making.
- An annual Needs Assessment will be distributed to each household.
- The school maintains a positive relationship with BEST partners: MainStreet Cleveland, and Lee University.

D. Parents are given timely information.

- Maintain the school website and teacher blogs with up to date information
- Send regular communication to families concerning school and classroom activities, homework, discipline issues and other important information.
- Send Connect Ed messages in English and Spanish to inform families of upcoming events.
- The school will host a Back to School Celebration/Registration Event, Open House and grade-level family meetings early in the school year to inform families about school procedures, academic standards, curriculum, assessment and proficiency levels, opportunities for family involvement , classroom observation; and student work.
- The school will distribute an updated written family involvement plan to families and the community.
- The school will provide a Student/Parent Handbook for all families that explain school rules, procedures, discipline code, homework policy and other pertinent information.

E. School curriculum, forms of assessment (what is measured, how to understand the results, and student proficiency levels) are explained to parents.

- Schedule grade level meetings and parent conferences to discuss and explain the school/state standards, forms of assessment and the results of these assessments
- State Report Card, standards based report card, state standards and other assessments will be discussed each year at the fall business PTO meeting.

- Teacher and administrator will hold parent/family conferences and/or meetings as requested or as the need arises.
- F. Meetings requested by parents are scheduled to allow parental suggestions to be part of the educational decision making about their child. Responses to the suggestions are given as soon as possible.**
- Teacher and administrator will hold parent/family conferences and/or meetings as requested or as the need arises to discuss student's progress and to decide about the best plan for improvement.
 - Written progress reports will be sent on a regular basis.
- G. The school-parent compact is discussed. This document outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.**
- Discuss the components of the compact with each student and parent during parent night meetings and/ or parent conferences
 - Each teacher, student and family is requested to sign a compact outlining shared responsibility for improving student achievement.
 - Teachers will share various activities for families to complete with their students through school communication, parent activities, teacher blogs and during parent conferences.
 - School will sponsor various parenting workshops throughout the year.
 - Student conference with teachers to discuss academic progress.

H. The importance of communication between teachers and parents is addressed: (EXAMPLES: parent-teacher conferences to address student progress at least once a year for elementary schools, frequent child progress reports for parents, access to staff, opportunities to volunteer and participate in their child’s school, and observation of classroom activities).

- A daily communicator will be sent home each day that lists homework, classroom activities, discipline issues and other important information.
- Frequent newsletters, flyers and calendars will be sent home in to inform the families of upcoming events and activities.
- The school will maintain a web page and teacher blogs.
- The school will provide a Student/Parent Handbook for all families that explain school rules, procedures, discipline code, homework policy and other pertinent information.
- Teacher and administrator will hold parent/family conferences and/or meetings as requested or as the need arises.
- Connect Ed phone messages will be sent in Spanish and English to remind families of upcoming events.
- Written progress reports will be sent on a regular basis.

I. The school will build capacity for parent involvement— help parents understand topics such as the state’s academic content standards, state student academic achievement standards, state and local academic assessments, the requirements of parent involvement, how to monitor a child’s progress and work with educators to improve the achievement of their children.

- Schedule parent workshops to discuss current topics in education (standards, assessments, career advancement, health and safety)
- Provide activities for parent involvement and explain how to monitor the child’s progress.

- The school will send home reading books for the child to read with a family member and then the family member will sign a reading log.
- School will invite and encourage families and community to assist with various events throughout the year, such as the annual Fall Festival and Career Day.
- The family coordinator will work with teachers, families and the community to recruit and retain volunteers to assist in the classroom, tutor, perform clerical duties and other duties requested by staff.
- School will hold family-oriented activities that focus on literacy, math or social skills, such as Family Science Night, Make and Take Workshops, Boys Night Out, and Girls Night Out.
- Teachers will share various activities for families to complete with their students through newsletters, teacher web pages and/or during parent conferences.

J. The school will provide materials and training to help parents work with their children to improve their children’s achievement, such as literacy training and using technology.

- The school will send home reading books for the child to read with a family member and the family member will sign the reading log.
- Teachers will share various activities for families to complete with their students through school communication, teacher web pages, blogs and parent conferences.
- The school will sponsor various parenting workshops throughout the year (Family Focus) which will focus on family literacy, math, technology, health issues and social skills.
- School will hold family-oriented activities focusing on literacy, science and math.

K. The school will educate teachers, pupil services personnel, principals, and other staff (with the assistance of parents) in the value and utility of

contributions of parents, and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

- Staff development sessions will focus on the use of parent volunteers, parent involvement and effective parent conferences.
- The school will send needs assessment and other surveys to families to secure parent input.
- School staff and student will maintain a positive relationship with BEST partners: MainStreet Cleveland and Lee University.

L. Parent involvement programs and activities are coordinated with preschool programs like Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs and include other activities such as parent resource centers.

- Develop programs (Move-Up Day, Pre-K Parent Visitation) for transition from PreK to Kindergarten
- Plan “meet the parent and student” (home visitation) activities.
- The principal or designee will participate in Pre-K parent seminars.
- Pre-school families will be invited to after school family activities.
- Pre-school will be invited to join planned school activities schedule permitting.

M. Information about school and parent programs, meetings and other activities is sent to the parents in an understandable language.

- Translate materials into other language(s) (Mosaic Center, Ocoee Region Multicultural Center)
- Newsletters, flyers and calendars will be sent home to inform the families of upcoming events and activities in Spanish and English.

- Families will also be informed about important events and announcements through the Connect Ed phone messages in Spanish and English.
 - A translator or translated messages will be available for non-English speaking families.
- N. The school will provide other reasonable support for parental involvement activities as parents may request.**
- Survey parent opinions and suggestions about parent involvement
 - Respond to suggestions in a timely manner
 - Provide opportunities for training in family literacy, math and using technology during the school year.
 - School will invite and encourage families and community to assist with various events throughout the year, such as the annual Fall Festival, Career Day, Book Fair and Field Day.
 - School will sponsor various parenting workshops throughout the year.
 - The principal may conduct family and/or community meetings to discuss topics affecting the school and community.
- O. The school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a language such parents understand.**
- Translate materials into other language(s) (Mosaic Center, Ocoee Region Multicultural Center)
 - Newsletters, flyers and calendars will be sent home to inform the families of upcoming events and activities in Spanish and English.
 - Families will be informed about important events and announcements through the Connect Ed phone messages in Spanish and English.
 - A translator or translated messages will be available for non-English speaking families.

- Family Program Coordinator will provide access to community resources for families when the need arises.

TITLE I DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, HANDICAP OR AGE.

ATTENDANCE

Research indicates that students who attend school on a regular basis are more likely to make satisfactory academic progress and less likely to become school dropouts, than students who establish a poor attendance record. As a parent, your help is needed to see that your child is in school and on time. There are of course, times when this is not possible. All absences and tardies will be classified as excused or unexcused, based on the definitions of this policy.

THE STATE OF TENNESSEE EXCUSES ONLY THE FOLLOWING ABSENCES:

- Student illness
- Illness in the family
- Death in the immediate family
- Observance of a recognized religious holiday

ALL OTHER ABSENCES ARE UNEXCUSED.

Steps to follow when a student is absent:

1. A parent or legal guardian needs to call the school before 10:00 a.m. to inform the school why the child is absent.
2. **A parent or legal guardian needs to write an excuse to the teacher telling the name of student, dates of absence, reason for absence and parent's or legal guardian's signature.**
3. Students not presenting a note will be charged with an unexcused absence.
4. Each student is responsible for doing work missed during any absence, unless it is an unexcused absence.

Parent notes will be accepted up to 10 absences. **After ten parent notes an excuse from a doctor will be required for an excused absence.**

Cleveland City Schools Truancy Program

Step 1- After one (1) day of unexcused absence, a contact will be attempted.

Step 2- After five (5) days of unexcused absences, the student/parents will be cited to a Campus Court hearing. If the parent/guardian at the hearing admits the charge, the appropriate solutions will be sought. If the parent/guardian denies the charge, a Juvenile Court will be scheduled or held immediately.

Step 3- Throughout the year, a complaint is re-filed when attendance issues continue with a Campus Court student.

School Hours

School hours are as follows:

| | |
|--------------|------------------|
| Pre-K | 8:00 AM- 2:00 PM |
| Grades K – 5 | 8:30 AM– 3:30 PM |

Students will be allowed in the building after 7:40 AM

School hours for students are 8:30 AM.- 3:30 PM. Students should go directly to breakfast or to the gym when they arrive. Students who finish breakfast before 8:10 AM will report to the gym. **Students (other than bus riders) who arrive after 8:10 AM will not be allowed to eat breakfast.**

Tardy Policy

A student is considered tardy after 8:30 AM. **Parents must sign students in through the office.** Please make an effort to have your child at school on time. You will be notified if your child is excessively tardy. All tardies are considered unexcused except for the following reasons:

- Doctor/dental appointment
- Family illness
- Student Illness

Early Checkout

The school day lasts until 3:30 PM. Please avoid early checkouts.

When early dismissal is absolutely necessary, the parent must come to the office to document the time and reason for dismissal.

**Early dismissal will be excused on the same basis as the tardy policy. (doctor/dental appointment, family illness, student illness)
Outside student activities are not considered to be an excused tardy.**

If a student checks out before 11:45 AM the student is counted absent for that day. To be counted present for a school day, a student must attend at least three and one-half hours.

STUDENTS WILL NOT BE ALLOWED TO LEAVE WITH ANYONE OTHER THAN THOSE NAMES ARE LISTED ON THE CHECK-OUT CARD.

Request for Missed Assignments

It is understood that sickness will occur during the school year. If your child is sick and you would like to pick up books and assignments, please call the office at **472-2241** by **9:00 AM**. The staff will make arrangements to have the books and make-up work in the office for parents to pick up by 2:45 PM.

Afternoon Dismissal

Walkers are dismissed at 3:30 p.m. All walkers should leave the building and surrounding area as quickly as possible so that they will not be in the path of traffic. Walkers should cross only at crosswalks where there is a crossing guard.

Car riders are dismissed after the walkers. The pick up location will depend on the grade level of the student.

All car riders need to be picked up by 3:45 PM.

Bus riders will be dismissed in shifts starting at 3:30 PM. Students will be dismissed by bus to go to the bus loading area.

Any change in the usual routine should be sent to your child's teacher in a written and signed note effective only for the day that is indicated. Without a note from a parent, your child will travel home the usual way. Only emergency changes will be accepted after 2:45 PM.

Elementary Student Behavior Contract School Term 2012 - 2013

The main concern of the Transportation Department of Cleveland City Schools is the safety of your children. In order to provide the safest and most efficient transportation, we need your cooperation to see that students understand the importance of and follow bus safety rules. Please review the safety rules with your child and become a partner with us by signing the behavior contract so that we will all have a clear understanding of the expectations of the Transportation Department. Education is your right, transportation is a privilege, don't abuse it.

This contract must be returned to your teacher within two weeks in order for your student to continue to receive transportation services. And remember, always practice safety.

- 1. While riding the bus, students are under the complete supervision of the driver and shall obey the driver's first request.**
 - 2. Students will have seats assigned by the driver. Walk to your assigned seat in an orderly manner and remain seated for the entire ride.**
 - 3. Drugs, tobacco products, weapons, knives, sharp objects, or pets are not allowed on the bus.**
 - 4. Keep the bus clean. No eating, drinking, or littering on the bus.**
 - 5. Use a quiet voice. Do not speak loudly or shout, throw objects, use profane language, or fight.**
- For everyone's safety, do not distract the driver through misbehavior.**
- 6. Keep aisles clear and keep hands and arms to yourself and inside the bus. Students should not make gestures or shout to anyone inside or outside of the bus.**
 - 7. Respect the property of others. Do not take or damage what is not yours. Students or their parents will be expected to pay for any damages they cause. Students may be suspended from riding the bus until payment has been made.**
 - 8. Students shall not ask the driver to let them off the bus at any other location except at their regular stop unless there is prior written permission of the parents and principal.**
 - 9. Students shall not tamper with any of the safety devices such as emergency exits, fire extinguishers, radios, etc. The use of any video or recording devices is prohibited.**

CELL PHONE/DISRUPTIVE DEVICES

Any student found to be in possession of a cell phone/device should give the device to the teacher or principal upon request. The following are the consequences if these devices are at school:

Offense 1: Device is confiscated, held for the remainder of the day, and returned to the student at the end of the day.

Offense 2: Device is confiscated and sent to the office to be held until a parent picks up the device. At this time, the parent will sign a form that states that they understand the violation has occurred and the consequences of future violations.

Offense 3: Device is confiscated, held for ten school days and returned to a parent. At this time, the parent will sign a form that states that they understand the violation has occurred and the consequences of future violations.

Offense 4: Device is confiscated and held for the remainder of the semester. It may be picked up at the end of the semester by a parent.

CHANGE OF ADDRESS

When a student moves or changes telephone numbers, please notify the office immediately so we may update our records.

AFTER SCHOOL UNIVERSITY

An after school program is available for the students of Arnold Memorial Elementary School. Operating hours are from 3:30 PM – 6:00 PM, Monday through Friday. Students can receive help with homework and participate in enrichment programs. Parents will be invited to be an important part of this program at various times during the year. More information on this program is available from the Cleveland City School office. (472-5971)

COMPUTERS

Technology is a very important part of our school program. This equipment is very expensive and must be used and cared for properly. Therefore, in order for each student to use a computer at Arnold Memorial Elementary School, an agreement must be signed by the student and parent accepting responsibility for damage the student does through negligence or failure to observe the rules.

CORPORAL PUNISHMENT

The Board of Education Corporal Punishment Policy allows parents or guardians to send a letter each school year to the school's principal indicating that corporal punishment **should not** be used on their child or children. The school will honor this request, and will use other means of discipline as deemed necessary.

DIRECTORY INFORMATION

Cleveland City Schools may disclose certain information, known as directory information, in its discretion without consent. Parents or eligible students may refuse to let the system release any or all of this information. If you do not want this information released, you must send written notice annually. The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees and awards received, (10) the most recent previous educational agency information that would not generally be considered harmful or an invasion of privacy if disclosed, such as a photograph.

DISRUPTIVE MATERIALS

Students are prohibited from bringing the following items to Arnold Memorial Elementary School because they are considered disruptive: MP3 players, iPods, radios, head sets, video games, sports/gaming cards, magazines, skateboards and other novelty items.

DRESS CODE

The length of shorts, skirts and dresses is to be longer than the fingertips when standing.

1. No hats, hoods, bandannas, or sunglasses are to be worn in the building.
2. No bare midriffs, halter tops, see-through shirts, tank tops, or muscle shirts are to be worn.
3. No spandex, bike shorts, or body suits are to be worn.
4. Clothing that promotes alcohol, sex, tobacco, drugs, violence, gangs, racial or offensive language is prohibited.
5. No underwear (including sports bra) may show.
6. Pants must fasten at the waist and must not have holes above the knee. (no sagging)
7. Shoes must be worn at all times.

On special occasions, some of the guidelines may be relaxed for a day. These occasions will be announced in advance (such as Hat Day).

EMERGENCY PREPAREDNESS (3.202)(3.203)

Arnold Memorial has a state approved emergency preparedness plan and a crises management plan on file in the office. The emergency preparedness plan includes regularly scheduled school-wide emergency drills.

FIELD TRIPS

Field trips are a very important part of our school activities. We feel these trips enhance our curriculum. **It is essential that all students bring signed permission forms before they are permitted to go on a field trip.**

FOOD SERVICES

Breakfast and Lunch

Our cafeteria staff serves breakfast and lunch everyday. Lunches maybe purchased in advance in any amounts (daily, weekly, monthly or for the entire year). Lunch menus are sent home monthly. Checks should be made payable to: **CNDS or Child Nutrition Department Service.**

A printout will be sent home indicating that the balance of paid lunches is approaching or is at a zero balance.

Lunch Prices for the 2012-2013 school year will be as follows:

Student Prices

Breakfast K – 5 \$1.25 reduced \$0.30 Adult/Visitor \$2.00
Lunch K –5 \$2.05 reduced \$0.40 Adult/Visitor \$3.75

We Cannot Charge Meals. Free or reduced meals are available to those who qualify. Forms are available and may be obtained anytime by contacting the school.

Fast food lunches, soft drinks and glass bottles are NOT permitted.

Students may bring their own sack lunches.

Adult visitors are welcome to eat in the cafeteria, but must inform the cafeteria **no later than 9:00 AM** on the day of the visit. **The telephone number to the cafeteria is 476-8251.** Parents are requested to purchase the lunch served in the cafeteria when eating with their child. Because of labor and the high cost of food, there will be an extra charge for our Thanksgiving and Christmas lunches.

GIFTS, FLOWERS, BALOONS AND INVITATIONS

It is the policy at Arnold Memorial Elementary School to discourage the exchange or giving of presents to fellow students. Distributing invitations to private parties is prohibited unless ALL class members are invited. **Please do not send flowers and balloons to school, they will not be accepted. The staff believes that sharing in the celebration at home rather than at school honors a child far more.**

IMMUNIZATIONS

Students must have a Tennessee Certificate of Immunization on file which includes:

- 4 shots DPT or 3 shots after age 7
- 4 doses Polio or 3 doses after age 7
- 2 Measles, Mumps & Rubella for students in grades K, 4, 8, and 12
- Hepatitis B immunizations (must be in the process of beginning the series of 3 for entrance into Kindergarten)

INSURANCE

Student accident insurance is available early in the school year for the school day and for 24-hour coverage.

LEGAL GUARDIANSHIP

Due to the growing number of students who do not live with both birth parents, the person with legal custody must provide proof of guardianship or custody before a student is officially enrolled.

MCKINNEY-VENTO HOMELESS EDUCATION ACT

According to the McKinney-Vento Homeless Education Act, if you become homeless your child can remain in the same school he attended before you became homeless.

MEDIA STATEMENT

Cleveland City Schools Media Statement:

“Publicity is an integral part of the regular school program for Cleveland City Schools. Therefore, if you do not want your child in any story, picture or video for publicity in the media, **please notify the school in writing within two weeks after the first day of school or within two weeks after registration.**”

MEDICATION (Policy 6.504)

All medication, prescription and non-prescription, must be brought to the office **by a parent or guardian.** Medication brought by a student will not be administered. Parents are required to sign the board approved form authorizing that medication can be administered. Prescription medication must have the physician’s signature or it cannot be administered. Medication must be in the original container. It is the parent or guardian’s responsibility to notify the nurse of any medical conditions your child may have with written instructions that will include:

1. Student’s name
2. Name of medication
3. Name of physician
4. Termination date for administering the medication.
5. Dosage
6. Possible side effects if known
7. Time to be administered

PARENT TEACHER CONFERENCES

Parent teacher conferences are encouraged. Parent-teacher conferences will be scheduled for all pupils at or near the end of the first grading period (September 27 and October 11).

Other conferences may be scheduled throughout the year at parent's or teacher's request. Parents are encouraged to call the school office (472-2241) at other times if they desire to schedule a Parent-Teacher conference.

PARENT TEACHER ORGANIZATION

The Arnold Memorial Elementary Parent –Teacher Organization is a concerned, active group of parents and teachers working together for the continued improvement of our school. You are invited to join the PTO and participate as a school volunteer. Your services and support are welcomed and needed.

REPORT CARDS

Report cards are issued every nine weeks and are to be signed by the parent and returned to school the next day. The “Standards Based Report Card” will provide you with additional information about your student's progress. Report cards will be issued on the following dates:

| | |
|-------------|-----------------------------------|
| October 10 | End of 1 st nine weeks |
| October 16 | Report cards issued |
| December 19 | End of 2 nd nine weeks |
| January 8 | Report cards issued |
| March 12 | End of 3 rd nine weeks |
| March 19 | Report cards issued |
| May 22 | End of 4 th nine weeks |

SCHOOL IMPORVEMENT PLAN

Arnold Elementary has developed a school improvement plan that you may view in the office at any time.

SCHOOL- STUDENT PLANNER

Effective communication between school and home is essential. Each child will be provided with a **Student Planner**. This should be taken

home each day. Information in the planner may include student work or messages from the principal or teacher. Parents are encouraged to check this planner nightly.

SEVERE WEATHER PROCEDURES

The administration will be in constant contact with the Civil Defense by way of emergency weather radio so that early warning can be received concerning possible severe weather. Parents are urged not to come to the school for children if the severe weather is already in the immediate area.

Disaster drills will be held regularly at the school so the children will be familiar with safety areas and procedures.

Emergency Closing of Schools

Before school begins In cases of inclement weather, please DO NOT CALL the school. Instead, listen to WBAC, WCLE, or MIX 104, since they will have up-to-date information that is reliable. You will also receive notification from the **Connect-Ed** message system.

After school begins Parents will be notified by the **Connect-Ed** message system. If no one can be reached, students will remain in the office until a parent can be reached. **Students who regularly use the school transportation system will do so.**

SPECIALITY CLASSES

Music

The music program at Arnold Memorial Elementary School include regular classes for all students as well as an opportunity for developing special talents. Students learn rhythmic songs, ballads, folk songs, popular music as well as how to read musical notes. All students will experience music vocally, keyboards, pitched/nonpitched percussion instruments, kinder bells, movement and melody chimes. The soprano recorder is used in grades 3-5.

Physical Education

Learning to develop physical skills are all part of a well rounded physical education program. Students are asked to wear gym shoes to class. Street shoes will damage the gym floor and are not recommended for athletic activities. Students are graded on their ability to follow directions, work with others, and participate in the

outlined activities. If your child has or develops a physical condition which limits his/her physical education participation, a note must be sent to the physical education teacher. Long-term conditions will require a doctor's note in the student's file.

Library

The library collection at Arnold Memorial Elementary School is selected to provide materials to supplement the curriculum and to encourage recreational reading. A wide variety of reference materials is provided for student use for the completion of classroom projects. The regular circulation period for books is one week. The fine for overdue books is ten cents per school day. The fine is expected to be paid at the time an overdue book is returned. Fines will not be assessed for excused absences.

TEXTBOOK AND SUPPLIES – (Policy 6.709)

Students are fully responsible for the care of all books that are issued to them. Loss or destruction of these books will result in payment to the school system to replace these books. An instructional materials fee (\$25) will be requested for each student at the beginning of each school year. This fee covers workbooks and other consumable materials. Upon completion of proper request form, all fees will be waived for any student who receives free or reduced price lunches.

TRANSFERS

If at any time during the school year a student moves out of the city, he/she will need to transfer to the appropriate school for the rest of the year. You will need to contact our office so that a transfer form can be completed. Records will be sent to the appropriate school when a student is cleared of all obligations. In most cases the transfer process may be completed on the last **full** day of attendance.

TUITION

There is a tuition charge for any student who lives outside the Cleveland City limits. By School Board policy, this fee must be paid **in full** before enrollment at Arnold Memorial Elementary School. Tuition for the 2012-2013 school year is \$607.00 for county students and \$1,482.00 for out of county students.

Anyone attending a Cleveland City School who moves outside the Cleveland city limits during the school year must report this move to

the school office immediately upon moving. Tuition will be prorated for the remainder of the school year. Students may not attend a city school if tuition is not paid. By state law and board policy, tuition students are NOT allowed to ride a city school bus either to or from school.

VISITORS

Parents are always welcome at Arnold. **ALL** visitors **MUST** check in at the main office and get permission before visiting a classroom. Visitors' parking is available outside the main entrance and the 4th Street entrance.

ZERO TOLERANCE BEHAVIOR

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than (1) calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis.

Zero-tolerance acts are as follows:

1. Students who bring or unlawfully possess a controlled substance or legend drug or a dangerous weapon onto a school bus, school property or to any school event or activity.
2. Any student who while on a school bus, school property or while attending any school event:
 - a. Unlawfully possesses a controlled substance or legend or dangerous weapon; or
 - b. Commits battery on a teacher or other employee of the school.

IT IS THE POLICY OF THE CLEVELAND CITY SCHOOL SYSTEM TO PUBLISH THE FOLLOWING POLICIES ANUALLY.

DISCRIMINATION / HARASSMENT

Cleveland City Schools will not tolerate discrimination or harassment from employee to employee, employee to student, or student to student on the basis of race, color, national origin, gender or disability. Anyone who feels he/she has been grieved in regard to any of the

aforementioned categories may file a grievance with the Supervisor of Instruction for Cleveland City School system. A Grievance Form may be obtained in the school office or the central Administrative Office Building. A grievance may also be filed with the U.S. Office of Civil Rights. For detailed information, refer to the Cleveland City School Board of Education policies: Discrimination/Harassment of Employees, (5.500), Discrimination/Harassment of students (6.304), and Student Concerns, Complaints, and Grievances, (6.305). Copies of these policies may be obtained at any school or they can be accessed at our website www.clevelandschools.org.

6.604- MEDIA ACCESS TO STUDENTS

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school. Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. Parents will be advised of this policy at the time of the student's registration and each fall in the student/parent handbook.

**6.300 SCHOOL DISCIPLINE CODE-
CODE OF BEHAVIOR AND DISCIPLINE**

The Director of Schools shall be responsible for the overall implementation and supervision of the Board’s Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code, which includes policies 6.301-6.319, but is summarized below. The complete Code can be found on the web at www.clevelandschools.org.

The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination.

The Board delegates to the Director of Schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle, junior high and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board’s Code.

Copies of the Code shall be posted on the district website and guidance counselors may be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the following summary and have access to the complete Code on the website:

The Board expects all school staff, students and parents to assume responsibility for appropriate behaviors in the schools.

Staff, students and parents have the right to expect safety, non-discrimination and a focus on learning in the schools.

Staff, students and parents have the responsibility to:

- follow the rules of the school and the laws of the country.
- treat themselves and others with respect.
- handle personal and school property carefully.
- Behave at all times in a manner that encourages learning.

6.314- CORPORAL PUNISHMENT

Any principal/assistant principal may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:

1. Corporal punishment shall be administered only after other less stringent measures have been documented and failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances.
2. Parent or guardians may submit a letter annually to the principal requesting that no corporal punishment be administered to their children. If such a letter is sent, this form of discipline will not be used.
3. The instrument to be used in administering corporal punishment shall be approved by the principal. The instrument should be the same used in all schools. At no time should the hand be used as the instrument.
4. Corporal punishment shall be reasonable.
5. Corporal punishment shall be administered in the principal's office in the presence of another professional employee.
6. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others. Determining the use and degree of corporal punishment, consideration will be given to the age, sex, size, physical and emotional condition of the child.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present and the date and time of punishment. Disciplinary records shall be filed in the school office and made available to parents or students, whichever is appropriate.

6.309 ZERO TOLERANCE OFFENSES

In order to ensure a safe and secure learning environment the following offenses will not be tolerated:

Weapons & Dangerous Instruments

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any

time, or in school vehicles and/or buses or off the school grounds at a school sponsored activity, function or event. Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms (as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Drugs

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Battery

In accordance with state law, any student who commits battery upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Notification

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

6.601 STUDENT PRIVACY RIGHTS

Within the first three weeks of each school year, the school system will notify parent(s) of students and eligible students of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible

student at the time of enrollment. The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;

Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as **directory information**.

Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States. *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

TECHNOLOGY ACCEPTABLE USE POLICY

1. Acceptable Use

The use of technology must be in support of education and research and consistent with the educational objectives of the school district. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material or material protected by a trade secret. Commercial activities, product advertising or political lobbying are also prohibited. The acceptable use of personal communication devices is defined by board policy and school procedures.

2. Privileges

The use of school network and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. School principals are empowered to suspend a student's access to technology for any infraction of these guidelines. A student may have NO EXPECTATION OF PRIVACY. The school system can and will conduct searches. School equipment is not for personal use. Contents of PCs, laptops or DVDs, CDs, and removable data storage devices are not private and may have to be accessed by the administration and disclosed to attorneys, investigative agencies, and possibly the court.

Do not use school system equipment to access, store or transmit any materials that are pornographic or defamatory or that degrade any person in a protected class as defined under antidiscrimination laws. Continued attempts to subvert the filtering system that brings the system into compliance with the Children's Internet Protection Act will be met with revocation of privileges. Do not download any program from a CD, floppy disk, USB drive or the internet without the express permission of the school system technology department. Do not add either USB or any other type of wireless device to the network in order to obtain internet or printing access. Ad Hoc networks between computers are not permitted.

3. Etiquette

Individuals are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be courteous and polite. Offensive or inflammatory speech will not be tolerated.
- b. Use appropriate language. Profanity and/or obscenity are not permitted at any time.
- c. Do not reveal personal information about one's self, other students or teachers.
- d. Electronic mail (email), messaging, and text messaging are not guaranteed to be private. People who operate the system do have access to all mail and messages. We are required by law to log

all incoming and outgoing mail and messages. Messages relating to or in support of illegal activities may be reported to the authorities. Electronic messages may be stored on the system for many months and may be distributed to or reviewed by people who were not the original intended recipients. Email accounts provided by the system will be for educational purposes only. POP3mail accounts may not be established on any system equipment.

e. Use the network in such a way that you will not disrupt the work of others. The following are unacceptable activities: Using the e-mail/network for personal correspondence, playing games, video or audio streaming, gossiping, carrying on romances, shopping, attempting to view and download pornography. Using school equipment to access non-school sanctioned Blogs, Wikis or Chat Rooms is prohibited.

f. Assume that information accessible via the Internet is private property, and is trademark and copyright protected. Do not quote websites or personal communications with the author's prior consent.

g. Do not make copies of any software programs or other copyrighted materials without the express consent of the school system technology staff.

4. Vandalism

Vandalism will result in a cancellation of privileges and possible legal action. Vandalism is defined as any intentional effort to alter equipment or software, destroy data of another user, and/or the Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses, and/or hacking of network databases, network file servers and downloading and/or installation of any software without the express permission of the Technology Department of the Cleveland City Schools. Students and/or parents may be held liable for the cost of restoring technology resources interrupted as a result of the student's actions.

5. Security

Security on any computer system is a high priority, especially when the system involves many users. Any attempts to disable security programs is unacceptable. Never share your password or account with anyone. An individual has full responsibility for the use of his/her account, and can be held responsible for any policy violations that are traced to the account. Students are prohibited from accessing or working on any teacher's computer. Students may not use thumb drives, removable storage devices or wireless devices to copy or store any identification information on staff or other students. Use of

the school network to create or access Blogs, wikis, and Chat Rooms for unprofessional behavior is prohibited. Use of web sites like MySpace, Facebook, etc., to post your personal information is discouraged. Violation of Privacy with regard to student information is not acceptable.

6. Permission

Students and their parents will be required to sign a permission form to access computer and network resources.

7. Board Policies

Use of Cleveland City Schools technology by employees and students is governed by Board Policy. The following policies are explicit in their definition of uses of technology resources and the consequences of abuse of the same: Use of Internet 4.406; Use of Electronic mail 1.805; and Web pages 4.407. Additional policies with related information: Use of Copyrighted material 4.404 and Student Publications 6.704.

8. Exception of Terms and Conditions

These terms and conditions reflect the entire agreement of the parties and supercede all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Tennessee and the United States of America. Other exceptions include Cleveland City Schools' Technology Support Staff and Cleveland High School's Information Technology Education programs (such as Computer Architecture, network Architecture, PC Internship, Web Design, and Programming fundamentals, within the parameters of such courses).

HIGHLIGHTS OF ARNOLD MEMORIAL ELEMENTARY SCHOOL

- Recipient of the 2010 BEST Partnership Platinum Award- Lee University and Arnold Memorial Elementary School
- Recipient of Reading First Grant 1.2 million over six years and recognized for exceptional student growth.
- Continued support of the Cystic Fibrosis Foundation and the Lee University Great Strides Walk by sponsoring an annual mini walk.
- B.E.S.T. Partners with Andrew Johnson Bank and Lee University
- A Variety of family activities throughout the year: Family Fun Nights, Bingo for Books, Literacy Night
- Community-wide “Back to School Celebration” and Registration
- Music and Piano Lab: Students receive piano instruction in music lab with 20 full keyboards
- Small Group Reading Instruction at instructional level for every student
- State of the art technology in each classroom: ActiveBoards, document cameras, ceiling mount projectors wireless access, and laptops available for student use in the classroom.
- Math Olympiad Program for grades 4 & 5
- Partners with Lee University and University of Tennessee at Chattanooga to provide student teaching opportunities.
- Arnold Mileage Club: Students walked or ran over 11,000 during the 2011-2012 school year.
- Collected money for the local tornado victims
- Initiated the Arnold Trash Can Band in the 2011-2012 school year.
- Representation of many different ethnic diversities in grades K-5.
- Supports PTO projects through the annual Mustang Walk.

**Arnold Calendar Dates
2012-2013**

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|-------------------|---------------------------------------|--------------------------|
| August 1 – 3 | System Level In-Service | Teachers Only |
| August 6 | Back to School Celebration | 5:00 – 7:00 PM |
| August 7 | System Wide In-Service | Teachers Only |
| August 8 | First Day of School – Abbreviated Day | Dismissal at 11:20 AM |
| August 9 | First Full Day of Classes | |
| August 13 | Kindergarten Parent Meeting | 1:00 PM |
| August 13 | Parent Night: Grades 1 – 3 | 6:00 PM |
| August 14 | Parent Night: Grades 4 – 5 | 6:00 PM |
| August 17 | Kindergarten Celebration | 7:30 AM in the Cafeteria |
| August 28 | Open House & PTO Meeting | 5:30 PM |
| September 3 | Labor Day – Schools Closed | |
| September 14 | Grand People Celebration Lunch | Grade Level Lunch |
| September 17 – 21 | Fall Book Fair | |
| September 19 | Anti-Bullying Presentation | |
| September 20 | PTO Meeting | 6:30 PM |
| September 25 | School Pictures | |
| September 27 | Parent Conferences | 3:30 – 6:30 PM |
| October 10 | End of 1 st Nine Weeks | |
| October 23 & 24 | CRA #1: Grades 3 – 5 | |
| October 11 | Parent Conferences | 3:30 – 6:30 PM |
| October 16 | Report Cards Issued | |
| October 18 | Fall Festival | 5:00 – 8:00 PM |

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|-------------------------|---|--------------------|
| October 22 | Staff Development | Teachers Only |
| October 25 | PTO Meeting and the Family Night Picnic | 5:00 PM |
| October 30 | Make Up Pictures | |
| November 13 | Thanksgiving Family Luncheon (Pre-K & 3 – 5) | Grade Level Lunch |
| November 15 | Career Day | |
| November 19 – 23 | Thanksgiving Break – Schools Closed | |
| December 4 | Holiday Book Study & Craft Night | 5:30 PM |
| December 11 | Christmas Concert | 6:30 PM |
| December 13 | Holiday Family Luncheon (K – 2) | Grade Level Lunch |
| December 19 | End of 2 nd Nine Weeks | |
| December 19 | Last Day Before Christmas Break – Abbreviated Day | Dismissal at 11:20 |
| December 20 – January 2 | Holiday Break – Schools Closed | |
| January 8 | Students Return to School | |
| January 8 | Report Cards Issued | |
| January 21 | Martin Luther King Jr. Day – Schools Closed | |
| February 5 | TCAP Writing Assessment | |
| February 7 | PTO Meeting | 3:30 PM |
| February 19 & 20 | CRA #2: Grades 3 – 5 | |
| February 12 | Girls Night In | 6:00 – 8:00 PM |
| February 15 | Mustang Walk | |
| February 18 | President’s Day – Schools Closed | |
| February 26 | Spring Pictures (Individual and Group) | |
| March 12 | End of 3 rd Nine Weeks | |
| March 19 | Report Cards Issued | |

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| March 19 | Boys Night Out | 6:00 – 8:00 PM |
| March 25 – 29 | Spring Break – Schools Closed | |
| April 1 | Parent Conferences | |
| April 12 | Cystic Fibrosis Mini Walk | |
| April 29 – May 3 | TCAP Testing | |
| April 29 – May 3 | Spring Book Fair | |
| May 6 – 10 | Cultural Camp Week | |
| May 14 & 15 | CRA #3: Grades 3 – 5 | |
| May 13 | Arts Night and PTO Meeting | 6:00 PM |
| May 17 | Field Day | |
| May 20 | Move Up Day | |
| May 20 | 5 th Grade Celebration | 6:00 PM |
| May 22 | Last Day of School – Abbreviated Day | Dismissal at 11:20 |
| May 22 | End of 4 th Nine Weeks Report Cards Issued | |

Arnold Elementary has developed a school improvement plan that you may view at any time you wish.

According to the McKinney-Vento Homeless Education Act, if you are homeless you can keep your child in the same school he/she attended before you became homeless.

**ARNOLD MEMORIAL
ELEMENTARY SCHOOL**

**PARENT HANDBOOK
2012-2013**