



# J. W. Arnold Elementary School

## *Teacher, Parent, Student Handbook 2016-2017*

*Vision: Arnold will provide an environment that empowers students to be ambitious learners and productive, responsible members of a global society*

*Mission: Arnold will prepare students to become successful citizens and lifelong learners.*

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**J. W. ARNOLD ELEMENTARY SCHOOL**  
*Georgia School of Excellence*  
**PRINCIPAL'S WELCOME**

Dear Students and Parents,

As we enter a new school year as a community of learners, the faculty and staff at Arnold Elementary School look forward to welcoming your returning or first-time student to our school. We encourage you to help us make this a very special year for your child by becoming an active member of the Arnold school community. Linking our school with the community through parent involvement is one of our highest priorities. We have a variety of opportunities for you to volunteer your time and energy. You might want to serve as a parent volunteer, be a chaperone for a class field trip, or attend a parent/family event. You can also be involved by staying in contact with your child's teacher, checking your child's book bag each night, and talking with your child about his school work. It is our sincere hope that each of our parents will feel comfortable in contacting the school if we can ever assist you in ensuring your child's educational success.

I also want to urge you to become an active member of Arnold's Parent Teacher Organization. Our PTO is made up of hard-working parents and teachers who are all dedicated to having a quality school and an exemplary instructional program. We have a rich history of parents and teachers working together to make Arnold top in the county! Our PTO is a wonderful example of a community working together for the good of all of our students. Join our group and help make a difference!

Again, I welcome you to Arnold. I encourage you to read this handbook and discuss the school's practices and procedures with your student. Keep the handbook as a handy reference and it will provide you with essential information applicable to the entire school year. Please feel free to contact your child's teacher, Dr. Shoemaker or me if you have questions, concerns, or suggestions. Your input is invaluable as we continue to try to improve everything we do because we know we are working with your most prized possession--- your children.

Sincerely,

Myron Allen  
myron.allen@clayton.k12.ga.us

**J. W. ARNOLD'S PHILOSOPHY**

Arnold School is a child-centered school whose mission is to prepare students to become successful citizens and lifelong learners.

Because we are dedicated to this end...

- \*We believe children have first priority on all of our resources.
- \*We believe education is the shared responsibility of the student, the parent/guardian, the school, and the community.
- \*We believe communication and understanding among all stakeholders of our diverse community are essential to achieving the goals of education.
- \*We believe that learning is a continuous process and most productive when the needs of each child are met through instruction provided by competent and caring teachers.
- \*We believe a learning environment where everyone experiences security, care, dignity, and respect is essential.
- \*We believe every child is worthy of our respect, best decisions, and efforts.
- \*We believe every child can develop higher level thinking skills in order to produce quality work and become a productive member of the community.

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## J. W. ARNOLD ELEMENTARY SCHOOL

*Georgia School of Excellence*

### PTO'S WELCOME

Greetings from your PTO!

As we welcome back all our former students and parents, we extend our warmest welcome to the newest members of our Arnold family! Dedication to learning and commitment to excellence are our goals. We are excited about this new school year.

The PTO needs your involvement to be successful this upcoming year. By supporting PTO you are supporting your children. Participating in school activities and field trips and volunteering in the Eagle's Nest shows interest and involvement in Arnold School. Your support of the PTO and its activities at Arnold is essential to your child's success.

By supporting PTO you are supporting the faculty and students of the school. We are very proud of both. The PTO stands behind our staff to support them and join them in the education process of our children. It takes both teachers and parents working together to make our children successful.

We invite and encourage you and your family to become members of our PTO. Our goal is to reach 100% membership and involvement in PTO in the 2016/2017 school year. If you get involved and support our PTO, the results will be astounding.

Striving to make a difference,

Tracy Larson — Co-President  
Anna Cox — Co-President

### PTO ACTIVITIES

Each year the PTO sponsors several family activities that have become favorite traditions of the Arnold Community. In the fall of the year, we hold the annual **Chili Cook-Off**, and in the spring we have our **Taste of Arnold** night. Both events feature great food prepared by the Arnold Community and an enjoyable time is held by all who attend.

Information about additional fun activities will be sent home throughout the school year. Join us and get to know the Arnold Community!

### PTO OFFICERS:

|                    |                       |
|--------------------|-----------------------|
| Co-Presidents      | Tracy Larson/Anna Cox |
| Co-Vice Presidents | Stephanie Sheppard    |
| Secretary          | Brandee Butler        |
| Treasurer          | Lorei Smith           |

### PTO OPEN HOUSE AND MEETINGS

|                                                |                        |
|------------------------------------------------|------------------------|
| <b>OPEN HOUSE 6:30 PM</b>                      | <b>MEETING 7:00 PM</b> |
| Thursday, September 1, 2016 (Clayton County's) |                        |
| Thursday, September 8, 2016 (Arnold's)         |                        |
| Thursday, November 10, 2016                    |                        |
| Thursday, February 23, 2017                    |                        |
| Thursday, April 20, 2017                       |                        |

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**J. W. ARNOLD ELEMENTARY SCHOOL**

*Georgia School of Excellence*

**2016-2017 SCHOOL STAFF**

**Principal** ..... Myron Allen  
**Assistant Principal** ..... Charlotte Shoemaker  
**Counselor** ..... Nicole Tubner  
**Media Specialist** ..... Tracy Larson  
**Bookkeeper** ..... Sharon Ward  
**Secretary** ..... Adrienne Crittenden  
**Site Facilitators** ..... Erica Charles & Nicole Chapman  
**Parent Liaison** ..... Lorei Smith

**Kindergarten** ..... **Fatumata Gamby**  
Brandee Butler  
Kathy Pate

**First Grade** ..... **Heather Kent**  
Deborah Gemuenden  
Cathy Sandberg

**Second Grade** ..... **Rachel Badley**  
Samantha Dooley  
Shannon Haire  
Shiloh Patrick

**Third Grade** ..... **Terri Rose**  
Jennifer Anderson  
Dayin Brinson  
Natalie Waters

**Fourth Grade** ..... **Allison King**  
Brittany Blevins  
Tiffany Sterling  
Ramona Sims

**Fifth Grade** ..... **Jessica Hurtte**  
Yvonne Sellars  
Shannon Williams

**Early Intervention Program** ..... Freda Johnson/Sally Simmone  
**Preschool Special Education** ..... Amber Davis  
**Art** ..... Elise Gomez  
**SCORE** ..... Diane Cameron  
Kenneth Clark

**Speech Therapist** ..... Jennifer King  
**Special Education** ..... **Monique Bryant**  
Patricia Gumbinger  
Deanna Hunt

**Healthcare Technician** ..... Ashley Arroyo  
**Art** ..... **Elise Gomez**  
**Music** ..... April Saxton  
**Physical Education** ..... Frederick Smith

**Paraprofessionals** ..... Karen Arnold  
Melissa Cook  
Delis Crespo  
Linda Oliver  
Joel Smith  
Retonda Tate

**Lunchroom Manager** ..... **Sheila Brewer**  
**Lunchroom Cashier** ..... Cathy Coppinger  
**Lunchroom Staff** ..... Toshiba Foster  
Winefred Ashcroft  
Katherine Gailey  
Debbie Jeffreys  
Olive Roberts-Bower

**Lunchroom Monitors** ..... Michelle Addy  
Gwendolyn Star

**Custodial Staff** ..... Phyllis Gossett  
Juwan Jackson  
Jeremy Williams

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**J. W. ARNOLD ELEMENTARY SCHOOL**

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**DATES TO REMEMBER**

**SCHOOL HOLIDAYS**

|                                        |                                    |
|----------------------------------------|------------------------------------|
| Labor Day .....                        | September 5, 2016                  |
| Fall Break .....                       | October 10, 2016                   |
| Thanksgiving Break .....               | November 21-25, 2016               |
| Election Day .....                     | November 8, 2016                   |
| Semester Break .....                   | December 19, 2016— January 2, 2017 |
| Teacher Workday .....                  | January 2, 2017                    |
| M. L. King Birthday .....              | January 16, 2017                   |
| Winter Break and President's Day ..... | February 20-21, 2017               |
| Spring Break .....                     | April 3-7, 2017                    |

**In the event school has to be closed because of inclement weather, the days will be made up at the end of the year.**

**GRADING PERIODS**

|                        |                                |
|------------------------|--------------------------------|
| Grading period 1 ..... | August 8- October 6, 2016      |
| Grading period 2 ..... | October 11 - December 16, 2016 |
| Grading period 3 ..... | January 3 - March 18, 2017     |
| Grading period 4 ..... | March 13 - May 23, 2017        |

**REPORT CARDS** are sent home each nine weeks. **At the end of the first nine weeks, parents will be asked to attend a conference with the teacher.**

**PROGRESS REPORTS** will be sent home every 4 1/2 weeks

**EARLY RELEASE DATES**

- Wednesday, August 24, 2016 at 1:15 pm
- Wednesday, September 21, 2016 at 1:15 pm
- Friday October 7, 2016 at 1:15 pm
- Monday, October 31, 2016 at 1:15 pm
- Friday, February 17, 2017 at 1:15 pm

**FAMILY READ-IN**

All will be on Thursdays from 2:30-5:00 PM

- September 1, 2016
- October 6, 2016
- November 3, 2016
- January 5, 2017
- February 2, 2017
- March 2, 2017
- April 13, 2017
- May 4, 2017

**PICTURE SCHEDULE**

|                             |                   |
|-----------------------------|-------------------|
| Fall Pictures .....         | September 8, 2016 |
| Fall Pictures Retakes ..... | October 13, 2016  |
| Holiday Pictures .....      | November 10, 2016 |
| Spring Pictures .....       | February 28, 2017 |

**ARNOLD'S SPIRIT NIGHTS**

**5:00-8:00 PM**

- September 15, 2016 (Dwarf House)
- October 13, 2016 (Starlight)
- November 3, 2016 (Dwarf House)
- January 12, 2017 (Chuck E Cheese)
- February 9, 2017 (Starlight)
- March 9, 2017 (Dwarf House)
- April 13, 2017 (Dwarf House)

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## J. W. ARNOLD ELEMENTARY SCHOOL

*Georgia School of Excellence*  
**2016-2017 HANDBOOK**

### SCHOOL HOURS

School begins at 7:45 AM each morning and dismisses at 2:15 PM. The building opens and adult supervision begins at 7:10 AM. **Parents, please do not drop your students off before 7:10 AM as adult supervision is not available until then.**

It is extremely important that students arrive to school on time. Students are late at 7:45 AM. **Students arriving after 7:45 must be signed in in the office by a parent or guardian. Students will receive a Late Pass which they will take to their teacher.** Students who are late to school miss instruction and cause a distraction to other students as they enter class. Parents and students must work together to develop the important habit of being punctual.

**After the first week of school, students should no longer be walked to their classrooms. Please drop them off at the front door and allow them to walk to their classroom independently. We appreciate your cooperation with this.**

### DISMISSAL

Instruction continues until 2:15 PM. Please arrange how your child will be picked up and by whom before school hours. It is distracting and disruptive for students and teachers when these arrangements are made during the school day. If a student is to go home through a different means other than the normal routine, the parent must notify the teacher through a **written note**. If no notification is received, the student will follow the usual method of getting home. For example, if a student normally attends the Campus Kids Program, the teacher can not allow the student to ride the bus home even if he/she says that they are supposed to ride on that day. Many times the students become confused about their means of transportation home; a written note will help ensure their safety.

Dismissal begins at 2:17 PM each day. All students not attending Campus Kids must be picked up by 2:45 PM. **Students who walk or ride with parents should be picked up no later than 2:45 PM. There is no supervision after this time. Students picked up between 2:45 pm and 3:00 pm, will be charged a late fee of \$5.00 per child plus and additional \$1.00 for every minute after 3:00 pm. Payment is due at the time of pickup and it will be receipted. Continuous late pick up will result in administrative authorities being contacted for further assistance. Safety is priority!!**

If the student plans to ride the bus home with a friend, the parent must write a note requesting the one-day bus pass.

**Students cannot be checked out after 1:45 pm. If you need your child for an appointment, please pick up your child before 1:45 pm. Parents will be allowed to enter the building after all bus students have been safely loaded and departed from campus.**

### TARDIES

**Students who arrive at school after the 7:45 AM bell are considered tardy.** For the safety and security of all students, parents/guardians **MUST** check in students who are tardy through the front office. Students will receive a late pass to give their teacher. **Do not drop off students after 7:45 AM without escorting them to the office area.**

Parents are encouraged to contact the counselor for assistance if personal or family problems are affecting their child's absenteeism or tardiness.

### ATTENDANCE/ABSENCE

**An important key to a student's success in school is regular and punctual attendance.** Students are expected to come to school on time every day. It is the parent's responsibility to call the school office (770-473-2800) before 8:15 AM to report a student's absence. Upon returning to school, the parent or guardian must send a written note explaining the reason for the absence. The written note should accompany the child when he/she returns to school. Be certain the note is signed, dated, and explains the reason for the absence. The **reason** stated in the excuse for the absence determines if the absence is coded excused or unexcused. In accordance with state law, written excuses will only be accepted for **three** days following the last date of absence from school.

Students are excused from school absence for the following reasons:

1. Personal illness
2. Serious illness in the student's immediate family
3. Death in family
4. Court Summons
5. Religious holiday
6. One day for registering to vote or voting
8. Conditions rendering attendance impossible or hazardous to student health or safety
9. A court order or an order by a governmental agency, including induction physical examinations for service in the armed forces, mandating absence from school.

**Please read the attendance policy in the Clayton County Student Handbook that encompasses the Compulsory Attendance Law for the state of Georgia.**

### CHECKING OUT OF SCHOOL EARLY

To pick up a student early, please come to the office, show picture identification, and sign the student out. Picture ID must be presented before the child will be allowed to leave the school. Only parents and/or guardians or adults designated by parents and/or guardians on the emergency form will be allowed to check a student out of school.

If a student has an appointment, such as a medical exam, please schedule that appointment after school hours. **Please avoid early dismissal (before 1:45 PM). If a student must leave school early, the parent/guardian should send a note to the teacher indicating the time of check out and the name of the person who will be picking up the student. Please do not check your child out early on a regular basis. Students can not be checked out after 1:45PM due to the safety of our students during dismissal.**

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## J. W. ARNOLD ELEMENTARY SCHOOL

*Georgia School of Excellence*  
2016-2017 HANDBOOK

### GRADING SCALE

#### Grades K, 1, 2

- E Excellent: Excelling at grade level expectations
- S Satisfactory: Meeting grade level expectations
- NI Needs Improvement: Making inadequate progress toward grade level expectations
- U Unsatisfactory: Working below grade level expectations

#### Grades 3, 4, 5

- A Excellent: Excelling at grade level expectations 90-100
- B Good: Meeting grade level expectations 80-89
- C Progress: Working toward grade level expectations 71-79
- D Poor: Making inadequate progress toward grade level expectations 70  
(minimum passing score is 70)
- F Failing: Working below grade level expectations
- NE Not evaluated

### HONOR'S ASSEMBLY

At the end of each nine week grading period an Honor's Assembly will be held to recognize A-Team members, Arnold Achievers, and Perfect Attendance.

#### CRITERIA FOR RECOGNITION:

##### ARNOLD A-TEAM GRADES 3-5

**Students must receive all A's and E/S's in all Subjects (including Art, Music, and Physical Education), Conduct and Work Habit areas.**

Students qualifying the first time will receive an A-Team shirt at the Honor's Assembly. For each subsequent quarter, students will receive an iron-on patch A. Pictures of A-Team members are posted on the Arnold Achiever Bulletin Board.

##### ARNOLD ACHIEVERS GRADES 3-5

Students must receive all A's and/or B's or E/S's in all Subjects, Conduct and Work Habit areas.

Students qualifying will be recognized at the Honor's Assembly.

### SOARING EAGLE

Every week a student from each homeroom will be selected as a Soaring Eagle. To be chosen for this weekly honor a student must demonstrate behaviors that reflect honesty, a caring attitude, independence, responsibility or achievement. The names will be announced school-wide weekly. In addition, these students will receive a button to wear and have their picture taken for a school bulletin board. Every nine weeks at the Honor's Assembly, a primary student (K-2) and an intermediate student (3-5), will be randomly selected from all the Soaring Eagles chosen that quarter to receive a small gift from the school.

### PERFECT ATTENDANCE

At the end of each nine weeks, students with perfect attendance will be recognized at the honor's assembly. The classroom having the best attendance average will be treated to an ice cream party.

### FIELD TRIPS

Your child's class may take educational field trips throughout the year. We need parent volunteers to serve as chaperones. Each chaperone must have an approved Level III prior in order to ride the bus with students and to be assigned a group of students. **Siblings of the student may not accompany their parents on field trips.** In addition, to participate in the field trip, students must have written permission on an official permission slip signed his/her parent or guardian.

### WAYS TO STAY INFORMED

The administrators, teachers and parent liaison maintain ongoing communication to parents through newsletters, memos, ConnectED, Clayton County App and flyers. Remember to check with your child, look inside your child's book bag, or visit the school's website for these important school communications.

The school's website is <http://schools.clayton.k12.ga.us/102>. We encourage you to frequently check the website and use the faculty's email and agendas as ways to communicate with them.



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## J. W. ARNOLD ELEMENTARY SCHOOL

*Georgia School of Excellence*  
**2016-2017 HANDBOOK**

### PARENT CONFERENCES

Parents are encouraged to communicate on a regular basis with their child's teacher through personal conferences, telephone conferences, and written communications. Conferences should be arranged in advanced. Those times should not be when teachers have children in the classroom, during their duty free lunch, or any other duty where supervision is crucial. Conferences may be scheduled by sending the teacher a note, calling the school office, or contacting the teacher at her email address. Parents should not expect teachers to conference about their child's progress during arrival time, lunch time, etc. without a prior arranged appointment.

### VISITORS TO SCHOOL

Arnold is a community minded school which promotes an environment focused on building a 'Community of Learners'. For children to experience the greatest success, parents must be partners with the school in the education of our children.

Parents are welcome to visit Arnold School. **For the safety of our students, all visitors must sign in at the office.** Upon signing in, you will receive a visitor's badge that must be worn throughout your visit. This policy contributes to the safety and security of the children.

Classes should not be interrupted during the school day. **To ensure this continuity, we request that an appointment be made 24 hours in advance for classroom visitation. The office should be notified in advance concerning the classroom visit.**

### LOST AND FOUND

We have a lost and found clothes rack near the front door in the cafeteria. If your child is missing an article of clothing, please look for it there. **We encourage you to have your child's name on lunch boxes, notebooks, jackets, etc.** This helps us to easily return lost articles to their rightful owner. Unclaimed articles are donated to charity at the end of each semester.

### TELEPHONE

The school telephone is a business phone and should be used by students only in emergencies. Students should not ask to call about such things as visiting another student or to ask parents to bring forgotten articles. Matters of this nature should be taken care of before coming to school.

### BOOKBAGS

Students may use a bookbag to carry their belongings to and from school. **Rolling bookbags/suitcases are prohibited because of safety factors when moving through the halls.** The only exception to this rule would be for students with disabilities or other health needs documented by a doctor.

### INCLEMENT WEATHER

When there is a question concerning whether or not school will be canceled due to inclement weather, listen to WSB 750 AM on your radio. You may also check the Clayton County Public Schools website at [www.clayton.k12.ga.us](http://www.clayton.k12.ga.us). Click on Weather Watch for up-to-date information.

### LUNCH AND BREAKFAST PROGRAMS

We believe that good nutrition is important to your child's physical and mental health. Our cafeteria serves a nutritious breakfast and lunch. Menus for breakfast and lunch are sent home monthly. Students may also bring a lunch from home. Parents are welcome to join their child at any meal; however, we ask that you either bring food from home or eat what is served in the cafeteria. **Please do NOT bring fast food or canned drinks for your child's lunch.**

### PARENTS WISHING TO EAT IN THE CAFETERIA SHOULD MAKE RESERVATIONS THROUGH THEIR CHILD'S TEACHER.

- **Breakfast is served each morning between 7:05 and 7:35.**
- **Students should arrive at school by 7:35 if they plan to eat breakfast.**
- Breakfast will be free for all Clayton County Public School Students
- Lunch will be free for all Clayton County Public School Students
- Milk may be purchased for \$.50
- Ice cream may be purchased for \$.75

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## J. W. ARNOLD ELEMENTARY SCHOOL

*Georgia School of Excellence*  
**2016-2017 HANDBOOK**

### **HOMework**

The purpose of homework is to reinforce or extend class lessons. Homework is assigned at the group's level of understanding and is usually something a student can do independently. Your child's teacher will give specific information about homework assignments.

Please show your student that you expect him/her to be responsible for completing his/her own homework. It is your student's responsibility to bring home the necessary homework materials and to take them back to school. The teacher will notify parents when a student has a problem associated with homework completion.

### **MAKE-UP WORK**

Students are given the opportunity to make up any missed assignments after returning to school following a valid absence. **It is the student's responsibility to get all assignments missed and complete them within the allotted timeframe.** Please see CCPS handbook for make-up work policy.

### **GREEN EMERGENCY INFORMATION CARD**

For the safety of your child, the school maintains an emergency information card that includes your child's name, address and phone number, your daytime phone number, and the name and telephone number of a person to be contacted in case of illness or an emergency. The office must have up-to-date phone numbers and addresses for each child. **You are responsible for reporting to the office any change in your child's emergency information.**

### **ILLNESS OR INJURY**

If a student becomes seriously ill or injured at school, every effort will be made to contact the parent/guardian or designated person. **To assist us in contacting you, please be sure that current work and home phone numbers are on file in the office.**

### **MEDICATION**

When a child has medicine that must be administered at school, we **MUST** have an Authorization of Medication Administration form filled out by the parent/guardian AND a Physician Request and Authorization form on file for each medication. This pertains to prescription and over the counter medications. Forms are available from the school nurse. The medication to be administered must be in the original prescription container that is clearly marked with the student's name and dosage. A note from a parent/guardian with instructions must also accompany the medication. **If your child has a life-threatening allergy or other serious medical condition, please notify the classroom teacher, health technician, and the administration in writing.** In addition, aspirin/aspirin free products are not kept at school.

### **WITHDRAWALS**

If a student is withdrawing from Arnold, it is necessary for the parent/guardian to give the school **24 hours notice** so that all necessary paper work may be completed.

### **UNINTERRUPTED CLASS TIME**

We work to make each school day a full day of learning. We need your help in promoting a learning environment free from distractions. If you are delivering an item (e.g., lunch, book, etc.) or message to your child during school hours, please **GO DIRECTLY TO THE OFFICE, NOT THE CLASSROOM.** The office staff will see that your child is contacted.

### **SCHOOL INSURANCE**

Student insurance is available for all students. The school acts as a service agency only. The school receives no proceeds for this service and is not responsible for claims. All claims should be sent directly to the insurance carrier.

### **SCHOOL COUNCIL**

The State of Georgia's law, H.B.1187, the A+ Reform Act of 2000, requires all schools to have a "school council". School councils are advisory groups designed to give parents, teachers, and businesspersons a voice in school matters. The primary focus of the school council is to assist in the improvement of student achievement.

Arnold School's 2016-2017 School Council members are:

Myron Allen, Principal  
Charlotte Shoemaker, Assistant Principal  
Nicole Chapman, 3rd/5th Facilitator (Scribe)  
Erica Charles, K-2 Facilitator  
Michelle Addy, Parent/President  
Lorei Smith, Parent Liaison  
Linvel Sterling, Partner in Education

### **School Council Meetings:**

August 23, 2016 ..... 7:00 AM  
November 15, 2016 ..... 7:00 AM  
February 16, 2017 ..... 7:00 AM  
May 9, 2017 ..... 7:00 AM

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## J. W. ARNOLD ELEMENTARY SCHOOL

*Georgia School of Excellence*  
**2016-2017 HANDBOOK**

### STUDENT BEHAVIOR EXPECTATIONS

J. W. Arnold students are expected to be courteous to peers, teachers, and other school staff and use good self-control. Proper discipline is essential for two reasons:

- 1) Discipline is necessary for teaching and learning to take place.
- 2) Discipline teaches the child self-control and self-direction.

Teachers are the authority within their classroom but have the support and assistance of the administration when needed. Parents will be contacted immediately if a child is having behavior problems. Parents will also be contacted to report commendable behavior.

### LUNCHROOM BEHAVIOR

Lunchtime should be a pleasant time of the day to enjoy lunch and visit with friends. J. W. Arnold students are expected to use good manners in the lunchroom. Lunchroom monitors supervise and assist the student during lunchtime.

#### While in the lunchroom students should:

- Show courtesy to the lunchroom staff.
- Follow the directions of the lunchroom monitors the first time given.
- Speak in a conversational tone of voice.
- After being served, move quietly to their assigned tables and remain in that area.
- Use appropriate table manners including clean up of their space.
- Return lunch trays in an orderly manner.

### CHANGE OF ADDRESS/TELEPHONE NUMBER/GUARDIANSHIP

A change of address, telephone number, or guardianship should be reported to the office as soon as possible.

### PARENT INVOLVEMENT

Parents are encouraged to take an active role at J. W. Arnold Elementary School. Ways to get involved include joining and working in the PTO, becoming a parent volunteer in the school, being a room parent, chaperoning field trips, etc. Parents, teachers, and students working together result in a successful, happy school.

### SCHOOL PROPERTY

J. W. Arnold students should take pride in the appearance of their school building. Students cooperate in maintaining the building and grounds. Students vandalizing school property will be held responsible for damage.

### HALLWAY AND RESTROOM BEHAVIOR

J. W. Arnold students are expected to conduct themselves in an orderly manner when in the hallways and restrooms in order to not disturb instruction and learning.

### BUS BEHAVIOR

For safety reasons, it is extremely important that students conduct themselves in a mature and appropriate manner while riding the bus. J. W. Arnold students are expected to obey the bus rules at all times. Bus drivers are the authority within their buses but have the support and assistance of the administrator when necessary. Students are expected to be respectful and follow the bus driver's instructions the first time given. **Parents, please discuss the importance of following bus rules so that all children will have a safe ride to and from school.** Please read and discuss the **Clayton County Public Schools' Standards of Conduct for Riding School Buses** with your child.

### TEXTBOOKS, LIBRARY BOOKS, EQUIPMENT, ETC.

Great care is exercised to make certain the textbooks and library books are not abused. Students are responsible for books which are lost, stolen, or damaged.

### SNACKS

At the teacher's discretion, students are allowed to bring a snack to be eaten during a scheduled time. We ask that parents help us ensure that the snack does not interfere with instructional time by sending nutritional, portable, easy-to-eat snacks such as fruit, crackers, or pretzels. Snacks should be an individual serving size. Please avoid sending high sugar snacks such as cakes or cookies, and snacks with peanuts ingredients. please do not send large bags of snacks unless it is requested by the teacher.

### CAR LINE PROCEDURES:

**Drop off:** In the morning, we ask that you get in the car line when entering the school parking lot and stay in the car line. We ask that you do not move out of the line unless directed to do so by school personnel who are assisting with morning arrivals. When everyone cooperates, the line moves smoothly and efficiently. We also ask that you do not park your car behind other cars in the parking lot or along the curb in front of the building because this can create a dangerous situation for others.

**Pick up:** In the afternoon, we ask that you use the same guidelines as in the morning. Please stay in line and wait for those on duty to bring your child to the car. **Please do not exit the line until the vehicle in front of you departs.** Again, for your child's safety we ask that you do not pick your child up by parking and walking across the parking lot. If you have extenuating circumstances and you cannot wait in the car line, please park in a parking space and use the cross walk when walking to the front of the school. We are setting examples for our children and always want them to see appropriate adult behavior.

## ***Overview of System-Level Testing Clayton County Schools***

### **Georgia Kindergarten Inventory of Developing Skills (GKIDS)**

The Georgia Kindergarten Inventory of Developing Skills (GKIDS) is a performance-based assessment. The goal of the assessment program is to provide teachers with information about the level of instructional support needed by individual students entering kindergarten.

### **DIBELS**

Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of standardized, individually administered measures of early literacy development. They are designed to be short fluency measures used to regularly monitor the development of pre-reading and early reading skills. Each measure has been thoroughly researched and demonstrated to be reliable and valid indicators of early literacy development and predictive of later reading proficiency. These measures aid in the early identification of students who are not progressing as expected. The results are used to evaluate individual student development as well as provide grade-level feedback toward instructional objectives.

### **Student Learning Objectives (SLOs)**

Student Learning Objectives are design to improve student achievement at the classroom level. These learning objectives provide significant evidence of teacher's instructional impact on student learning. Students in K through 3, will be administered SLOs. In addition, non-tested courses such as art, music, and physical education will also utilize SLOs.

### **Georgia Milestones Assessment Tests (GMAS)**

The GMAS is designed to test Georgia's content standards as outlined by Georgia's Department of Education. Students in grades 3rd through 8th will participate in Georgia's Milestones Assessment in April. **Note:** Students in third grade will participate in both the SLOs and the GMAS.

### **STAR Reading Assessment (Grades 1-5)**

The STAR Reading Assessment is a computer-adaptive diagnostic assessment in the area of reading. It provides information to target instruction within the existing curriculum and measures growth throughout the year. The STAR assessment is given three times per year.

### **STAR Math Assessment (Grades 1– 5)**

The STAR Math Assessment is a computer-adaptive diagnostic assessment in the area of math. It provides information to target instruction within the existing curriculum and measures growth throughout the year. The STAR assessment is given three times a per year.

### **mClass (Math)**

**mClass Math is a formative math assessment for students in primary grades.**

## 2016/2017 Testing Calendar

|                       |                                                      |                         |
|-----------------------|------------------------------------------------------|-------------------------|
| Aug. 8-24, 2016       | Reading/Mastery/Corrective Reading Screening         | New Grades K-5 Students |
| Aug. 8-19, 2016       | DIBELS Administration in Reading and MClass Math Adm | Grades K-3              |
| Aug. 15-26, 2016      | EIP Math Inventory                                   | Grades K-5              |
| Sept. 6-Mar. 24, 2017 | Georgia Alternative Assessment (GAA)                 | Grades 3-5              |
| Dec. 5-16, 2016       | EIP Math Inventory                                   | Grades K-5              |
| Jan. 3-20, 2017       | DIBELS Administration/Reading/MCLASS (MOY)           | Grades K-3              |
| Sept. 1—May 13, 2016  | Georgia Kindergarten Inventory of Skills/Checklist   | Grade K                 |
| Jan. 17-Mar. 3, 2017  | ACCESS for ELL Test Administration Window            | EL, Grades K-5          |
| Jan. 23-27, 2017      | District Mid-Year Benchmark in EOG Courses           | Grades 4-5              |
| Mar. 20-May 5, 2017   | Math Placement (Determine Placement into Honors)     | Grades, 5               |
| Apr. 12-24, 2017      | End-of-Grade (EOG) Georgia Milestone Assessments     | Grades, 3-5             |
| Apr. 24-May 10, 2017  | DIBELS Administration/Reading/MCLASS (EOY)           | Grades, K-3             |
| May 1-12, 2017        | EIP Math/Reading Inventory                           | Grades, K-5             |