

# STUDENT & FAMILY HANDBOOK

2023-2024



ARLINGTON MIDDLE SCHOOL

*Principal, Scott C. Stuart*

## PARENT QUICK REFERENCE SHEET

Parent Log-in: \_\_\_\_\_ Parent Password: \_\_\_\_\_

Student log-in: \_\_\_\_\_ Student Password: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Student Bus #: \_\_\_\_\_

Student Class Schedule:

### A-DAY

Class Period	Teacher	Subject
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		

### B-DAY

Class Period	Teacher	Subject
6 <sup>th</sup>		
7 <sup>th</sup>		
8 <sup>th</sup>		
9 <sup>th</sup>		
10 <sup>th</sup>		

### Useful Information for Parents

**School Address:** 8141 LONE STAR RD Jacksonville, FL 32211-5145

**School Phone Number:** 904-720-1680

**School Website:** [www.duvalschools.org/arlingtonmiddle](http://www.duvalschools.org/arlingtonmiddle)

**DCPS Transportation:** (904)858-6200

**Parent Resource Center of Duval County Public Schools**

**E-mail:** [School\\_choice@duvalschools.org](mailto:School_choice@duvalschools.org)

**Address:** 4037 Boulevard Center Dr., Jacksonville, FL 32207

**Duval County Public Schools**

**VISION**

Our Vision is to ensure every student is inspired and prepared for success in college or in their career and life.

**MISSION**

Our Mission is to provide educational excellence in every school, in every classroom, for every student, every day.

**OUR CULTURE**

- **Responsibility:** We foster learning that leads to independence by upholding individual and collective commitments to creating a community of learners.
- **Knowledge:** We foster lifelong learning in children and adults to be prepared to participate in the global economy.
- **Trust:** We foster positive relationships based on mutual respect, transparency, honesty, and the consistent demonstrations of actions.
- **Compassion:** We foster an environment of equity and empathy that respects differences and values diversity.

**Arlington Middle School**

**MISSION**

The mission of Arlington Middle School is to deliver quality instruction to set a foundation for student success in high school, college, and career..

**VISION**

Arlington Middle School will partner with community stakeholders and families in the Arlington Community to ensure every student has the resources and opportunity to excel academically, socially and emotionally. Every Student. Every Day.

**ARLINGTON MIDDLE SCHOOL ADMINISTRATION**

Principal.....	Mr. Scott Stuart
Assistant Principal.....	Ms. Lisa Corprew
Assistant Principal.....	Mr. Tommy Silas
Assistant Principal.....	Ms. Mary Wilson

## **A Message from the Principal**

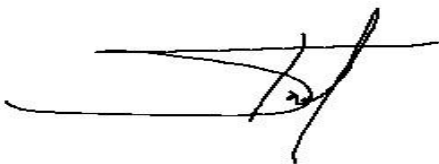
Greetings Parents,

To value our future is to value our children, so to value our children is to value their future. I believe deeply that there is no more powerful or impactful course to improve the world we live in and the lives of those who live in it than through education. The knowledge gained and lessons learned through the experiences, relationships, and mistakes of our youth are carried into adulthood, resonating in our words and actions, influencing the thoughts and decisions that will ultimately define who we are as individuals, as a community, and as a society. To that end, the purpose of educating our children is undoubtedly one of the most consequential and distinguished we can be called to fulfill.

With your support, and through a balance of guidance and patience from our dedicated educators, our students will become intentional with their efforts to forge a purpose both within and outside of this institution to foster a more personal sense of value and ownership for their education. It is my mission, and that of every member of this faculty, to cultivate within our students the knowledge, confidence, and means to actualize, refine and fulfill that purpose.

I want to welcome you and your family to the Arlington Middle School community and thank you for entrusting the educators of Arlington Middle School with the responsibility and privilege to be your child's guide in their pursuit of Purpose.

Scott Stuart

A handwritten signature in black ink, appearing to read 'Scott Stuart', with a stylized flourish at the end.

Principal  
Arlington Middle School

### Arlington Middle School Hours

Breakfast in Classrooms..... 9:05 am – 9:25am  
Instructional Time..... 9:30 am – 4:15 pm

Conference Periods..... Scheduled prior to the start of school, during teacher planning periods or at other times mutually convenient for both the parents and the teachers.

After School Education Program (Boys & Girls Club).....4:15 p.m. – 6:00 p.m.

#### **CALENDAR:**

**Arlington Middle School will have a calendar of school-related activities on the school website at <https://dcps.duvalschools.org/arlingtonmiddle> . The School Calendar will be updated Monthly. Important dates and events will also be communicated in the weekly electronic newsletter and on Social Media Accounts.**

### After School Education Program (ASEP)

Parents may also apply through Boys & Girls Club, for After School Care from 4:15 to 6:00pm. If you are interested in joining this After School Education Program, please contact our front office or visit our school website for more information.

### Drop-off and Pick-up Times and Procedures

Instruction begins each morning at 9:30 a.m. We realize that our working families may be on a “tight schedule” in the mornings, however, we request that parents **drop no earlier than 8:50 am to ensure students are supervised.** Earlier drop-off poses an interference with our classroom teachers’ planning time. Any student arriving after 9:30am will be considered tardy. A note or telephone call by the parents will determine if the tardiness is excused or unexcused. Any student arriving after 10:00am must be accompanied by an adult and checked in at the front office.

#### **Dismissal**

**Dismissal time is at 4:25 pm.** Students may NOT be checked-out between 3:30 & 4:25pm without prior notice from parents, as this impedes dismissal procedures and the safety of our students. Students who are car riders will not be allowed to cross the parking lot during dismissal. Parents should remain in their vehicles, in the car-loading lane.

**CAR DROP-OFF/PICK-UP:** Parents/guardians should be extremely cautious when driving through our parking lot. Students being picked up will wait, with adult supervision, in the designated area. Students should not cross in front of cars to get out of or into their car. ALL VEHICLES should line up single file, entering the property.

### **Volunteer Opportunities**

We believe that parent/guardian involvement is a crucial part of a child's education. Parents are encouraged to join our PTA and SAC committees. We realize that most parents/guardians are extremely busy. Therefore, we have compiled a list with a variety of ways in which you can be a voice in your child's education.

- Attending the Open House and School Events
- Attending Parent Conference
- Attending our monthly SAC meeting.
- Lend a helping hand in the classroom during a project or activity.
- Work one-on-one with a student in reading or math.
- Assist in cutting or preparing an art project.
- Chaperone a field trip.
- Participate and help-out during a holiday party.
- Donate school needed supplies (i.e., for the kitchen, art materials, books, pencils, etc.)
- Come into the school and share information about your job/career.
- Read a book to the class.
- Work with small groups during cooperative activities.
- Tutor students requiring reinforcement of core knowledge.
- Guide one or a small group of students in an enrichment activity.
- Attend PPT meetings or student programs in the evening.
- Other \_\_\_\_\_ (a suggestion approved by the classroom teacher or principal)

Any parent/guardian interested in donating their time in the classroom should let the classroom teacher know **at least one day prior** to volunteering. Consent from the classroom teacher should be confirmed before showing up at school the next day.

### **Cellular Phones**

Possession of a cellular telephone is not a violation of the Code of Student Conduct; however, the possession of cellular phones that **DISRUPTS THE EDUCATIONAL PROCESS** and/or the use of the cellular phone during school hours would be a violation of the Code of Student Conduct. Cellular phones should remain turned off during school hours unless it has been pre-approved for instructional use (this would be accompanied by a formal permission/grant form per teacher). Students have access to school phones throughout every class. Students in violation of this policy will receive consequences and have their phone confiscated.

## School Uniforms

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. **Our dress code guidelines indicate appropriate school dress for normal school days.** (Please note guidelines below). Students are expected to follow these guidelines with support from their parents/guardians. Students shall wear a school uniform in attendance daily.

All students are expected to be in complete uniform daily. Each student must purchase a uniform logo shirt in the appropriate grade level color as well as black or khaki pants. **Belts must be worn with all bottoms that have belt loops.** All bottoms must be worn at the waist (not below). All shirts must be neatly tucked into bottoms at all times. Students who violate the uniform policy will receive consequences in addition to their parents being called to bring appropriate clothing. A link to the Official Uniform Vendor for the logo shirt will be displayed under the Parent Information tab of the school web site.

**Student uniforms are as follows (students must wear uniforms which are correctly and appropriately sized for the student or they will be considered out of uniform):**

- **Tops:** Official uniform Polo Shirt with Arlington Crest.

**6th – RED**

**7<sup>th</sup>-GREY**

**8<sup>th</sup> -BLUE**

- **Bottoms:** Navy or Khaki Long Pants with a black or brown belt. o shorts or skirts
- **Shoes:** Closed-Toe/full coverage comfortable shoes and socks. All sandals must have back strap.
- **Cold Weather Days:** Jackets and sweaters may be worn but the uniform must be visible. Hoodies & Jackets with hoods will not be allowed.

**To Order Your Uniforms, go online to:**

<https://arlingtonmiddleschooluniforms.square.site/>

**The following is a list of inappropriate/non-compliant attire/items. (in addition to other consequences, parents will be called to pick-up their child who is not in compliance with the uniform policy)**

- No free dress attire is permissible without Explicitly Expressed Permission from School Administration.
- Clothing showing mid-drift, cleavage or buttocks (no low waist or over-sized/baggie pants)
- Tank tops or thin strap tops, dresses
- Sandals, shoes which do not contain a back/strap, shoes containing pop-out rollers or sounds.
- Bandanas, Hats, Stocking Caps, Ski Masks, and sunglasses
- Clothing with Holes, Rips, or Tears
- Leggings, Spandex, Spanks, Tights, etc.

We would greatly appreciate parent/guardian cooperation with this matter. Students should have enough uniform tops and bottoms so that laundry issues should not interfere with the uniform policy.

**STUDENTS WILL BE SENT to the DEAN** if they are not dressed appropriately.

## Attendance

Our students are expected to have excellent attendance. Please make every effort to have your child attend school every day, on time. Students must be in class **before 9:30 a.m.** A written note for a parent or guardian must be sent to the teacher when a child returns from an absence. The note should include the date and the reason for the absence. This information is necessary for the school records. Parents must call the school in the morning to report an absence.

**Students must turn in written excuses for an absence to the 1<sup>st</sup> Period teacher in order to make up missed class work. Without a parent or medical note excusing the absence, or if the absence is unexcused, the child will not be issued make up work and will receive an incomplete on their missed assignments.**

### Excused School and Class Absences and Tardies

1. **Student illness:** Students missing **3 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider.** The written statement must include all the days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from the school.
2. **Medical appointment:** If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
3. **Death in family-** Parent should provide a note.
4. **Observance of a religious holiday** or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. **School-sponsored event** or educational enrichment activity that is not a school sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include public functions, conferences, and regional, state and national competitions.
6. **Subpoena by law enforcement agency** or mandatory court appearance.
7. **Out-of-School suspensions**
8. **Other individual student absences** beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

### Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused.

Any student who has been absent from school will be marked unexcused until he/she submits the required documentation as specified above. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence.



**Unexcused absences include:**

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings.
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

**Early Dismissal**

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. Students may be signed out from school early by a parent or guardian if there is an emergency that cannot wait until after school. Following Arlington Attendance Policy, no student may be signed out of school after 3:30 pm (or 1:30 pm on Early Release days).

**Tardy Policy**

The tardy bell rings at 9:30 a.m. All children who are not in their rooms at this time are marked "TARDY". Promptness is a habit we encourage. The tardy policy has been established to ensure the minimum interruptions in the educational process in each classroom. Parents should see that children arrive on time.

After ten (6) unexcused tardies per school year, the student will be issued a referral form that will be placed in the student's permanent record. Please note that accumulating tardy minutes may result in the earning of additional absence days and are subject to the consequences outlined in the school's Attendance Policy. When after school detentions are given, parents must make the appropriate arrangements to pick-up their child immediately following the detention or be assessed late pick-up fees as outlined above.

In an emergency, a note should be sent to the teacher explaining the reasons. Any student who arrives late must report to the secretary and sign in. After the first week of school, all students who are late will not be admitted to class without an admission slip from the secretary.

**EMERGENCY CONTACT INFORMATION:**

Student Emergency contact information must be updated in the Focus Parent Portal each year to ensure the school has an accurate address, list of emergency contacts, and phone numbers. Please make sure to update this information in Focus if any of the information should change during the school year.

**Change of Address / Contact Information**

It is vital that the school office be notified of any change of address and/or telephone number immediately. There are times when an emergency necessitates our having an exact address.

### **Withdrawals**

Please notify the school office of your child's withdrawal or transfer at least a day in advance. In order to process a withdrawal from the school, the parent/guardian must come into the school office and complete the necessary paperwork to effectuate a transfer. A transfer involves notification of a change in address, the return of textbooks and library books. Parents must show proof of a new residence by showing a JEA bill, lease or similar document.

### **Visitors**

**FOR THE SAFETY OF YOUR CHILD, all visitors must report to the office to obtain a visitor's pass.**

Only persons with pertinent business are permitted on school grounds. Please request all non-Arlington Middle students or former students in your family **NOT** to enter the building during school hours.

### **Substitute Teachers**

A substitute teacher has the same authority as a regular classroom teacher. Students are expected to and accountable for cooperating with directions of any substitute teacher.

### **Citizenship**

Educating children to become good citizens is a responsibility jointly shared by home and school, and one that must be carried out. With this in mind, adults and children alike, in a respectful manner, should perform daily acts of citizenship, such as pledging allegiance to the flag. All other activities ceased.

We must work together to set examples of good citizenship by displaying proper respect for our country, ourselves and others through acts of courtesy, cooperation, thoughtfulness, honesty, reverence and good sportsmanship. The actions of children mirror the actions of adults around them. Let school and home support each other in providing good citizenship models for our children.

### **Laptops/Textbooks**

All DCPS Student Laptops are to remain at the school, in designated classrooms. Any families without direct access to a computer with internet access at home are encouraged to apply for a free personal laptop, provided through DCPS by submitting an online request at <https://dcps.us/ECF>.

## Discipline

Arlington Middle students are expected to show respect for themselves, for other students and for their teachers. So that each room has a climate in which optimal learning can take place, we expect students to behave in ways that are acceptable to classmates and conducive to learning. Misbehavior on the part of students can be corrected generally when the home and school work together.

Teachers and students must foster a mutual respect for one another. Teachers will never use physical force or harsh verbal language toward a student. We encourage, according to our PBIS Model, methods of positive reinforcement/rewards and/or loss of privileges and community service.

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible and safe manner, they learn more and develop into responsible children whose “character counts.”

The Arlington Middle School PBIS Code of Conduct is a school-wide plan that clearly outlines student expectations. In addition, all Arlington Middle School students are also required to adhere to the rules and regulations contained in the Duval County Public Schools Code of Conduct (if a conflict in policies occurs, the student shall adhere to the strictest policy). Proper behavior is recognized, and consequences are given for breaking the code.

Each parent and student must take an active role in supporting this plan. We want our students to learn to be responsible citizens. It is in the student’s best interest that parents and staff work together to ensure a happy, safe and productive learning experience. **A Breakdown of District behavior guidelines, discipline, and consequences is available in the student code of conduct. For a digital copy, you may visit our school website:**

<https://dcps.duvalschools.org/arlingtonmiddle>

### Expected Student Behaviors:

- Treat others with respect
- Be honest and fair
- Responsible for ones actions
- Obey all school rules
- Always be prepared for class (i.e., homework complete, class materials on hand)
- Be on-time
- Complete all assigned work
- Treat school property with respect
- Adhere to school uniform policy
- Use common sense
- Conduct yourself at all times with character and integrity
- Demonstrate leadership characteristics
- Be proud to be a student at Arlington Middle School

### **Unacceptable Behaviors Leading to Disciplinary Action include (but are not limited to):**

- Classroom tardiness
- Lying
- Acting in a manner as to interfere with the educational process
- Abusive language, whether verbal, written or through digital platform, between or among students, this includes profanity and inappropriate jokes
- Failure to complete assignments or carry out directions
- Disrespect to teacher, staff member or any other adult
- Disrespect to other students
- Acts of violence or the threat of violence
- Failure to completely comply with the dress code

### **Types of Disciplinary Action**

1. Verbal or written reprimand (by teacher or administrator).
2. Loss of privileges.
3. Contact parents (by teacher or administrator).
4. Withdrawal of privileges.
5. After school detention
6. Center for Specialized Instruction (CSI) also known as In School Suspension (ISSP): This suspension is served in a special classroom in the school. Students are expected to complete the class work sent by their teachers as well as community work on school grounds. However, they do lose the privilege of participating in extra-curricular activities for the duration of the assignment to CSI.
7. Out-of-school suspension (OSS): The student must be in his home during school hours, and the school resource officer may check for compliance. While suspended, the student is not allowed on school grounds or at any school-related function and refunds for prepaid events is not possible. The student cannot make up class work for grades but may be given assignments upon his return if requested and granted by teachers.
8. Dismissal from Arlington Middle School with alternate assignment by Duval County Hearing Office.
9. Expulsion: student removed permanently from school by action of the Duval County School Board.

## **ACCESSING & UPDATING STUDENT INFORMATION**

Your child is in a constant state of development. This progress is most intense during the middle school years. Furthermore, it is usual for developmental changes to occur in spurts; sudden, often remarkable, accelerations followed by plateaus which may have frustratingly long durations. Experienced teachers are well aware of the process, know what to look for, and can effectively nurture the child from one state to the next.

Conferencing, we feel, is the best way to keep parents apprised of a child's progress. A child's performance is not nearly as significant as the interpretation of that performance. If a child's performance is on target for his or her immediate stage of development, we will advise the parents. If there is a problem the parent/guardian will be advised in a special conference, if need be, and remedial strategies will be formulated. Each child is dealt with as an individual and measured against his or her own capacities rather than artificial statistical parameters. We do, however, administer **Parent Conferences** as a way to continue a positive and collaborative working relationship with the teacher, student and parent.

Individual Progress Reports are issued every nine weeks and are a progress report of each child on an individual basis thru FOCUS. Please be sure to set up your FOCUS account. Please study your child's progress with him. However, we welcome your questions and/or comments concerning his progress. Please feel free to consult your child's teacher regarding his/her school progress.

Report cards are issued on the same days as identified in the Arlington Middle School calendar

### **How to register for a FOCUS ACCOUNT!**

**Follow these simple steps. You may also find these steps online with hyperlinks at**

**<https://dcps.duvalschools.org/Page/15745>**

#### **5 steps to creating a parent account and linking to your student:**

Apply for schools online, review your child's grades and assignments, email teachers, see your transportation assignments, and access OneView. All these services are available 24-7 by creating a parent account and linking to your student. See 5 steps below:

Note that the recommended browser is Google Chrome.

#### **Step 1: Get a Student ID (Skip this step if student is not new to the district)**

- If the student is new to the district, click on the "New Student ID" link below and follow the prompts. During the process of creating the student ID, you will have an opportunity to upload important registration documents. You can find a list of documents you'll need [here](https://dcps.duvalschools.org/page/9843). (<https://dcps.duvalschools.org/page/9843> )
- If the student is currently enrolled or use to be enrolled in the district, go to Step 2.
- If the student is not new to the district, but you do not know his or her I.D., contact the school or the School Choice Office at 904-390-2082.

## **Step 2: Create a Parent/Guardian Account**

- Click on “Create Account” button
- Be sure to use Google Chrome. However, if you’re on a Mac, you may need to use Safari
- Follow the on-screen directions to complete the account.
- Be sure to enter your first and last name, your personal email address, and password when creating the account.
- Make note of the email address and password you used as it will be used again in the future.

## **Step 3: Verify your Parent/Guardian Account**

- Go to the email account you used to create your user account and open the email from [FIMservice@duvalschools.org](mailto:FIMservice@duvalschools.org). Click on the ‘Email Validation Link.’
- Your email account must be verified within seven days using the link from the email. If you don’t see it, check your clutter or junk file in your email.
- You will need to wait 24 hours before moving to "Step 4 - Link your child to your student."

## **Step 4: Link to your student**

- Click “Link Student” and add your student’s school, student ID# and last name.
- If you don’t have a school yet, select “Applicant” for the school’s name.
- Note: You can add all your children at one time. Click “Add” after each child’s information is added.
- Click “Submit.”

## **Step 5: Visit your child’s school to show proof of parent-child relationship.**

- After you submit the link, you will now have 21 days to visit your child's school to show proof of parent-child relationship.
- Be sure to take a photo ID to the school and have a staff member approve your request.
- Within 24 hours after the school verifies your account, you will be able to log into your account at <https://duval.focusschoolsoftware.com>
- You should see your student(s) names in your account.
- You'll have access to multiple functions including:
  - Apply for schools.
  - Apply for transportation.
  - See your child’s grades.
  - Contact your child’s teachers

## Interim Progress Report

Interim progress reports will be issued **any time** the student is performing unsatisfactory in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

### GRADING AND REPORTING STUDENT PROGRESS

Instructional staff members are to use such evaluative devices and techniques as may be needed to report individual achievement in relation to school goals, acceptance norms, and student potential. Student grades, unsatisfactory work notices, parent reports on state assessment and/or standardized testing, parent conferences, and adult student conferences should serve as the primary means of communicating student progress and achievement of the standards for promotion.

A student's academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Students have the right to receive a conduct and an effort grade consistent with their overall behavior and effort.

Teachers are required to issue weekly grades in each subject area. These will be recorded in an online grade book which you will be able to access at your convenience.

#### **Grading Scale**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 – below	F

#### **SETTING UP YOUR PARENT PORTAL**

- Check [www.duvalschools.org](http://www.duvalschools.org) and find the parent tab drop down to **FOCUS**. Click onto the **FOCUS tab**; then put in your User ID and Password. This allows parents and students instant access to their grades, and will save teachers, faculty and staff time that is currently utilized manually processing grades. Your child's teacher and all class and home learning assignments will be posted.

#### **PARENT ENGAGEMENT**

- Join our Parent Teacher Association (PTA). It cost \$7 annually for membership. This is an opportunity for you to help in making your child's school great. Partner together with the school to show your support.
- Participate in our monthly SAC meeting to keep abreast of what is happening in your community and school. Meet varying partners who want to support your student. Make your voice heard.

## Parent to School Communication

We particularly ask you to notify us if:

1. Your child has developed a communicable disease.
2. There is a foreseeable absence that can be communicated before-hand.
3. There is any change in guardianship or child custody.
4. Your telephone number (home or work) or home/ mailing address has changed.
5. You wish to change or add to the emergency contact numbers we are to use. (These emergency contact people constitute **OUR** security blanket.)
6. **THERE IS ANY CHANGE IN TRANSPORTATION.** We must have written notification of any change in transportation (or a phone call if it is at the last minute). We will not allow a child to deviate from the normal plan of going home without verification. If there is a change in the person who is to pick up your child, we require the name of that person and the type of car. The protection of your child is as important to us as it is to you!!

## Parent to Teacher Communication

A prime factor in our operation is the importance we place upon communication between home and school. The lines of communication must be kept open at all times so that we may be properly tuned into your child's needs.

We have many ways for our parents to be in contact with our teachers, please utilize any and all of the ones listed below:

- **Email** – every teacher on our campus, as well as office staff and administration, has a Somerset email address that will be checked and responded to within a 24-hour period.
- **Voicemail** – as with email, every teacher, office staff, and administrator has an extension and voicemail that will be checked and responded to within a 24 hour period.
- **Newsletter** – a school-wide monthly newsletter is written each month to keep parents abreast of what has happened and will be happening in our school.
- **FOCUS** - a website where teachers post home learning assignments and special announcements, <https://fs.duvalschools.org/adfs/ls/>



## PARENT LINK

**FOR ABSENCES, EMERGENCY SITUATIONS, AND TO SHARE “LATE BREAKING” NEWS WITH OUR FAMILIES, YOU WILL RECEIVE AN AUTOMATED MESSAGE. THESE MESSAGES WILL CALL THE NUMBERS THAT WE HAVE LISTED IN THE COMPUTER (ANOTHER REASON TO UPDATE YOUR PHONE NUMBERS PERIODICALLY) TO KEEP YOU INFORMED ABOUT ANYTHING GOING ON IN THE SCHOOL. PLEASE KNOW THAT EVEN IF YOU SEND A NOTE TO SCHOOL TO EXCUSE AN ABSENCE, YOU WILL RECEIVE A PHONE CALL FROM SCHOOL DUE TO THE FACT THAT THEY ARE COMPUTER GENERATED.**

Arlington Middle School has established the following school communication flow chart to best provide you with open lines of communication. If you have any questions or concerns regarding your child’s education, **always contact your child’s teacher first**. If after meeting with your child’s teacher your questions or concerns are not answered to your satisfaction, please contact the next person listed, and so on. If your questions or concerns are still not answered, continue to move to the next person on the flow chart.

We strive to maintain open lines of communication between the home and the school and we hope that by following this chart the process will be facilitated.

### WHEN EXPRESSING A CONCERN:

#### **Step 1: ALWAYS speak to the teacher first!!**

If not resolved

#### **Step 2: Speak to the Assistant Principal**

If not resolved

#### **Step 3: Speak to the Principal**

Following this protocol will ensure that your issue receives the attention it deserves. We appreciate your cooperation in adhering to this policy.

Parent-teacher conferences are an important part of the school program. Know your child’s teachers and support staff and give them an opportunity to know you. Give your child the security of feeling the cooperative spirit that exists in a friendly parent-teacher relationship.

Please make appointments for conferences by telephoning the office or writing a note to the teacher. Parents may set up conferences with teachers before or after school hours as well as during teacher planning periods. **PLEASE DO NOT ENGAGE IN PARENT CONFERENCES DURING ARRIVAL OR DISMISSAL OF STUDENTS. THIS HOLDS UP TRAFFIC AND IS NOT CONDUCTIVE TO THE ATTENTION YOUR CHILD DESERVES.**

SCHOOL BOARD POLICY requires **ALL** visitors to report to the office immediately upon entering the building. THIS IS FOR YOUR CHILD'S SAFETY. A parent-teacher conference is the very best way to find out how well your child is progressing. We believe that parent-teacher understanding, and cooperation contributes more than any other single factor to a child's success.

**We ask that you refrain from:**

1. Calling teachers during school hours.
2. Holding a conference in the parking lot or the classroom doorway.
3. Conferring during class time.

**Conferences with individual teachers may be arranged by contacting the teacher. Always try to see the teacher first before coming to administration. Most issues can be resolved when you have open and honest communication with your child's teacher.**

**Illness**

Children who are ill are better off staying at home where they can recuperate without giving their illness to others. Remember to follow this rule: "When in doubt, stay out!"

Please notify us of any contagious illness your child has so we may alert other parents. In addition, please notify the school of any chronic condition your child may have.

**Accidents**

Parents will be notified immediately in case of illness or an accident. In case you cannot be located we will use the name and telephone number of your emergency contact. **PLEASE be sure we have these numbers and that they are accurate.** The school is not allowed to administer medication unless it has been prescribed by a physician and is accompanied by a completed County Authorization for Medication form on file in the office.

You are requested to notify the office of any accident or injury which your child has had coming or going from school or during school hours if you have not informed his teacher.

**Lost and Found**

Each year many articles of clothing are lost and remain unclaimed. When these items are turned in they are placed in the designated Lost and Found Area. At the end of each quarter, all unclaimed clothing/items will be donated to a local charity to support our Community Outreach.

## Field Trips

All trips planned by the school are for specific educational purposes. Children going on a field trip must assume the responsibility for any necessary fee, for parent's written permission and for safe, courteous behavior on the trip. Parent chaperones must not bring brothers or sisters along, as they are not covered by insurance. **NO** student will be denied attending a planned field trip for economic reasons. Uniform requirements will be listed for each field trip.

Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

## GUIDELINES FOR MEDICATIONS:

To have medicine administered to your child during school, you need to contact the school nurse and provide medical documentation from your doctor for verification. All medications will be administered through the office by personnel who have completed the Health and Medicine training course. **Only medications that are supplied in the original container, unopened, and authorized by a physician may be administered. Do not send your child to school with medicine** and expect school officials to administer it unless you take the proper steps.

The medication forms are available at the child's school and must be kept on record there.

Medication must be brought to school in the original container with a label that clearly displays the following information:

- the child's name
- dosage
- name of the medication
- physician's name
- name and phone number of the pharmacy that filled the prescription.

# Duval County Public Schools

## 2023-2024

### District Calendar

^If the district must close schools for a day or more due to hazardous weather, the school district will utilize weather day/s to provide for any lost instructional days. Given the placement of weather days on June 3, 4, and 5, there is a possibility that the school year could extend past May 31<sup>st</sup>. Should there be no need to use the Weather Days on June 3, 4, and 5, teacher post-planning days would be moved up to begin on the first available non-instructional day during that week.

JULY					AUGUST					SEPTEMBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4					1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29
OCTOBER					NOVEMBER					DECEMBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6			1	2	3					1
9	10	11~	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21~	22
30	31				27	28	29	30		25	26	27	28	29
JANUARY					FEBRUARY					MARCH				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2					1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19	12	13	14	15	16	11	12	13	14~	15
22	23	24	25	26	19	20	21	22	23	18	19	20	21	22
29	30	31			26	27	28	29		25	26	27	28	29
APRIL					MAY					JUNE				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5			1	2	3	3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				27	28+	29+	30+	31+~					

Board Approved 01/10/2022 Rev 01.09.23

Legend:

#*	Early Dismissal
#~	End of Grading Period
#+	Dismiss 3 Hours Early

#	First & Last Day of School
#	Employee Planning/Inservice
#	Weather Closure

#	Schools Closed	<b>Weather</b>
#	Schools/Admin Offices Closed	
#w	Former Weather Day	

# ARLINGTON MIDDLE SCHOOL 2023-2024 BELL SCHEDULE

## REGULAR BELL SCHEDULE

Period	Start	End	Time
<b>Breakfast</b>	9:05	9:25	20 min
<b>Announcements</b>	9:25	9:30	5 min
<b>1st/6th</b>	9:30	10:41	71 min
<b>2nd/7th</b>	10:45	11:56	71 min
<b>3rd/8th</b>	12:00	1:45	105 min
<b>Sect. 600, 610, 620, 700</b> <small>Teachers escort from 2nd/7th Period</small>	12:00	12:30	LUNCH (30 min)
	12:35	1:45	CLASS (70 min)
<b>Sect. 710, 720, 800, 810, 820</b> <small>Teachers escort from 3rd/8th Period</small>	12:00	1:10	CLASS (70 min)
	1:15	1:45	LUNCH (30 min)
<b>4th/9th</b>	1:49	3:00	71 min
<b>5th/10th</b>	3:04	4:15	71 min
<b>Announcements</b>	4:15	4:20	5 min
<b>Dismissal</b>	4:20	4:25	5 min

## EARLY DISMISSAL BELL SCHEDULE

Period	Start	End	Time
<b>Breakfast</b>	9:05	9:25	20 min
<b>Announcements</b>	9:25	9:30	5 min
<b>1st/6th</b>	9:30	10:20	50 min
<b>2nd/7th</b>	10:24	11:14	50 min
<b>3rd/8th</b>	11:18	12:38	80 min
<b>Sect. 600, 610, 620, 700</b> <small>Teachers escort from 2nd/7th Period</small>	11:22	11:52	LUNCH (30 min)
	11:52	12:42	CLASS (50 min)
<b>Sect. 710, 720, 800, 810, 820</b> <small>Teachers escort from 3rd/8th Period</small>	11:22	12:12	CLASS (50 min)
	12:12	12:42	LUNCH (30 min)
<b>4th/9th</b>	12:46	1:36	50 min
<b>5th/10th</b>	1:40	2:30	50 min



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