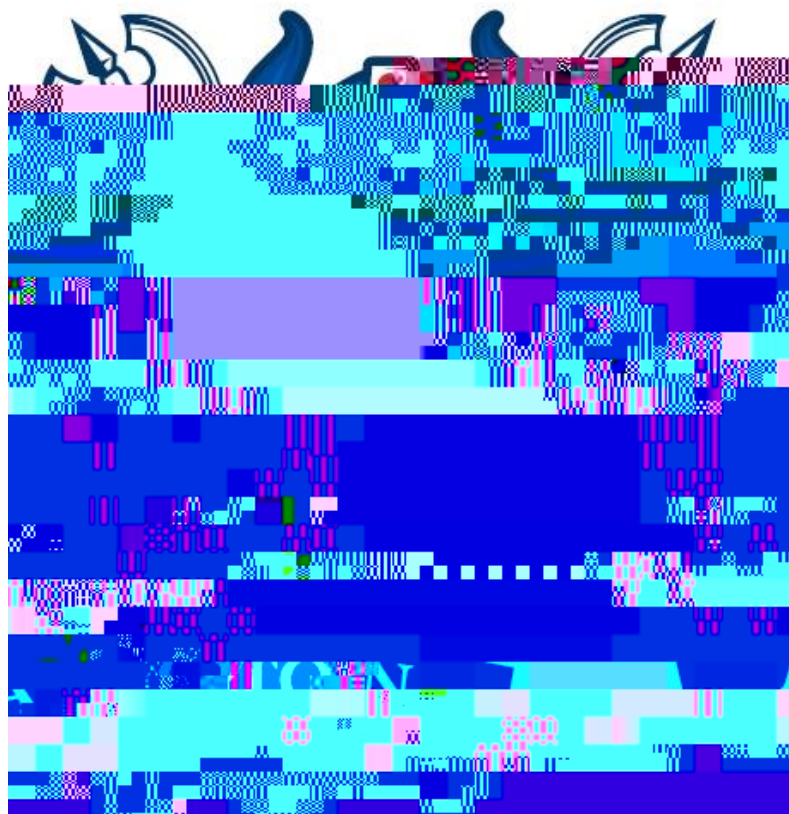


Student & family HANDBOOK

2022-2023



Arlington Middle School

Principal, Scott C. Stuart

Duval County Public Schools

VISION

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

MISSION

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

Arlington Middle School Hours

Breakfast in Classrooms..... 9:

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

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;

o 6th-GREY

7th -BLUE

8th - RED

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

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.

Visitors

FOR TH

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 adh

Types of Disciplinary Action

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

Be sure to use Google
use Safari

ou may need to

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 on Link.'

Your email account must be verified within seven days using the link from the

You will need to wait 24 hours before moving to "Step 4 - Link your child to your student."

Step 4: Link to your student

name.

ast

lic

Note: You c
information is added.

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
-
- C

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 staffs 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

Parent to School Communication

We particularly ask you to notify us if:

1. Your child has developed a communicable disease
2. You will be out of town
3. Your home routine is to change in any way
4. Your telephone number (home or work) 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. This is important enough to repeat. IF 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 way 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:

Planners – use the planner to write notes back and forth with the teacher, as well as, check for any behavior concerns the teacher may have written.

Email – every teacher on our campus, as well as office staff and administration, has a Somerset email address that w6m2o0a.7512 0 612 792 reW*BDC q0.0

PARENT LINK

FOR ABSENCES, EMERGENCY SITUATIONS, AND TO

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

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:

District Calendar

... ..

JULY					AUGUST				
S	M	T	W	F	S	M	T	W	F
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	31

OCTOBER



ARLINGTON MIDDLE SCHOOL

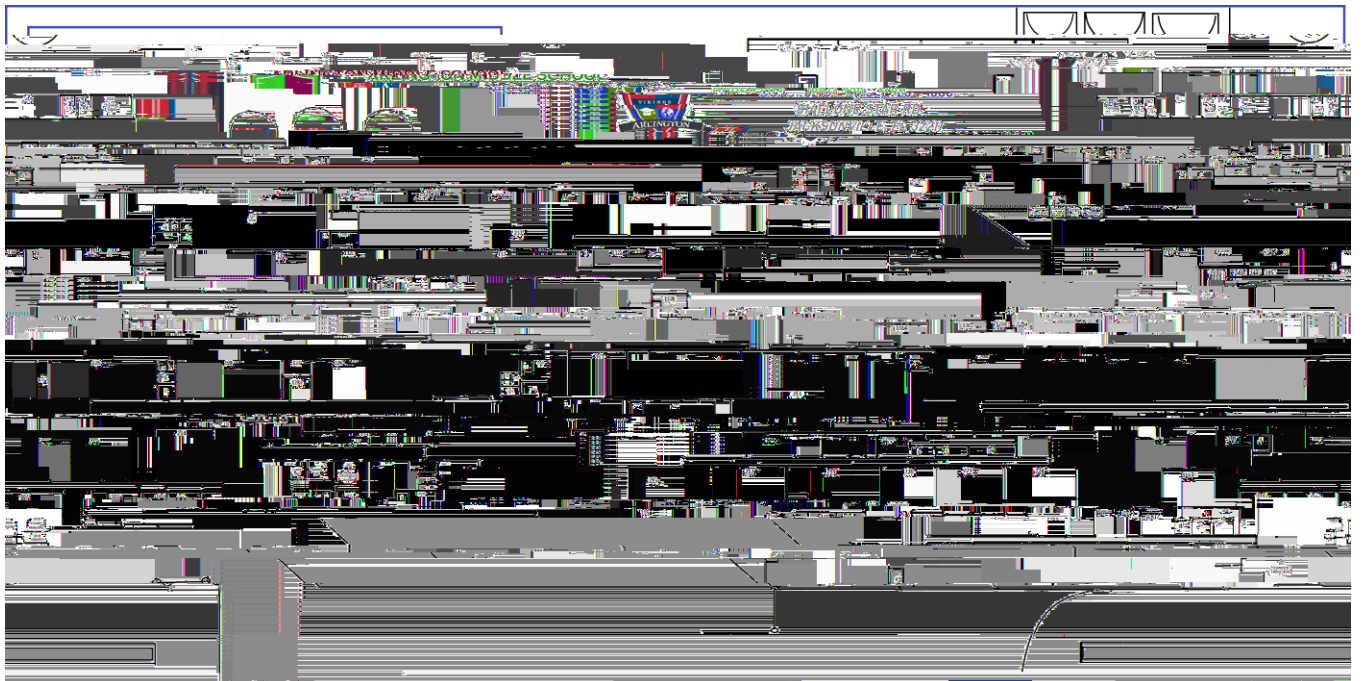
2022-2023

REGULAR BELL SCHEDULE

6th Grade				6th Grade				7th Grade			
Period	Start	End	Times	Period	Start	End	Times	Period	Start	End	Times
Breakfast	08:00	08:20	20 min	Breakfast	08:00	08:20	20 min	Breakfast	08:00	08:20	20 min
Announcements	08:25	08:40	15 min	Announcements	08:25	08:40	15 min	Announcements	08:25	08:40	15 min
1	08:45	10:20	75 min	1	08:45	10:20	75 min	1	08:45	10:20	75 min
2	10:25	11:55	70 min	2	10:25	11:55	70 min	2	10:25	11:55	70 min
3	12:00	12:40	40 min	3	12:00	12:40	40 min	3	12:00	12:40	40 min
4	12:45	1:25	40 min	4	12:45	1:25	40 min	4	12:45	1:25	40 min
5	1:30	2:10	40 min	5	1:30	2:10	40 min	5	1:30	2:10	40 min
6	2:15	2:55	40 min	6	2:15	2:55	40 min	6	2:15	2:55	40 min
7	3:00	3:40	40 min	7	3:00	3:40	40 min	7	3:00	3:40	40 min
8	3:45	4:25	40 min	8	3:45	4:25	40 min	8	3:45	4:25	40 min
9	4:30	5:10	40 min	9	4:30	5:10	40 min	9	4:30	5:10	40 min

EARLY DISMISSAL BELL SCHEDULE

6th Grade				6th Grade				7th Grade			
Period	Start	End	Times	Period	Start	End	Times	Period	Start	End	Times
Breakfast	08:00	08:20	20 min	Breakfast	08:00	08:20	20 min	Breakfast	08:00	08:20	20 min
Announcements	08:25	08:40	15 min	Announcements	08:25	08:40	15 min	Announcements	08:25	08:40	15 min
1	08:45	10:20	75 min	1	08:45	10:20	75 min	1	08:45	10:20	75 min
2	10:25	11:55	70 min	2	10:25	11:55	70 min	2	10:25	11:55	70 min
3	12:00	12:40	40 min	3	12:00	12:40	40 min	3	12:00	12:40	40 min
4	12:45	1:25	40 min	4	12:45	1:25	40 min	4	12:45	1:25	40 min
5	1:30	2:10	40 min	5	1:30	2:10	40 min	5	1:30	2:10	40 min
6	2:15	2:55	40 min	6	2:15	2:55	40 min	6	2:15	2:55	40 min
7	3:00	3:40	40 min	7	3:00	3:40	40 min	7	3:00	3:40	40 min
8	3:45	4:25	40 min	8	3:45	4:25	40 min	8	3:45	4:25	40 min
9	4:30	5:10	40 min	9	4:30	5:10	40 min	9	4:30	5:10	40 min



PLEASE SIGN AND HAVE THIS FORM RETURNED to your child's 1st Period Teacher

By signing below, I both acknowledge and agree to follow and abide by all policies and procedures outlined in the Student & Family Handbook.

Student Name _____ Student Grade: _____

Parent Name _____ Phone #: _____



