

## ARIS HANDBOOK AT A GLANCE (2020-2021 VERSION)

### Morning Drop Off/ Check-in Procedures

Airport Road Intermediate School begins at 7:40 a.m. and ends at 2:30 p.m. Homeroom is from 7:20-7:40 a.m. The tardy bell rings at 7:40 a.m. **Students not in their homeroom by 7:40 each morning are considered tardy. Students that are tardy should be walked to the front door by parent/guardian and ring the doorbell to sign in. The front office staff will then screen and sign your child in.** Parents transporting their children to school should load and unload their children in the car rider lanes in front of the building. No child should be dropped off in the faculty parking area. **Students should not be dropped off before 7:20 a.m. DO NOT BLOCK CAR RIDER LANES. This year parents will call the school and meet a front office staff member under the awning to check their child out of school.**

### Afternoon and check-out procedures

Students who leave school for any reason must check out through the school office. **This year parents will call the school and meet a front office staff member under the awning to check their child out of school.** Only persons (with a Photo ID) whose name appears on the student's registration form may check out students. The only exception would be written parental/guardian permission received in writing prior to check out. **After** verification of photo ID by school personnel, students will be called to the office for check-out. **Students will not be allowed to check out after 2:00 p.m.** If a student needs to be checked out after 2:00 p.m., we ask that you notify the office and wait in the car rider line for your child to be dismissed at 2:35 p.m. The office will let the student know that he/she will be a car rider.

### Use of telephone

The school telephone is for business and emergencies as determined by school personnel. Each student should have an understanding before leaving home about what he/she **SHOULD** do in the afternoon so that a telephone call is not necessary. Parents are asked to make after school arrangements with their children **before** they leave home. Class work should not be interrupted to deliver messages of any kind unless determined to be an emergency. **STUDENTS WILL NOT BE PULLED OUT OF CLASS TO COME TO THE PHONE. ALL APPROPRIATE MESSAGES WILL BE DELIVERED TO THE STUDENT.**

### Student Illness

To prevent spreading of illness to others, please keep students who are sick at home. Students with fevers of 100 and/or flu-like symptoms (headaches, sore throats, aches, cough) are to stay home for 24 hours or until they are fever free (without use of fever reducing medicines). If a child feels sick at school, the nurse will be notified, and parents will be called.

### Juice and Snack

Juice and snack may be purchased during homeroom only. Juice and snack may be purchased only by the day. **Students must have exact change.** The prices are as follows: Snack, Juice and Water cost \$.50 each.

### Bus

Without proper authorization, a student will not be allowed off the bus after boarding until he/she arrives home. Students are to only ride the bus to which they are assigned. **If a student has a different bus arrangement to ride another bus, a NOTE MUST BE SENT to the teacher giving parent/guardian permission. The principal or the principal's designee must approve the note. The note MUST include the destination address, bus number, contact number of parent/guardians.**

**For the safety of your child and our students at Airport Road Intermediate School NO CHANGES** in transportation will be taken by phone. All requests by fax must be sent before 12:00 p.m. You **MUST** send a written note to school for the teacher the morning you are requesting the change. **IF A NOTE IS NOT SENT, THE STUDENT WILL BE TRANSPORTED "AS USUAL".**

### Bus Discipline

Students that are transported by Elmore County transportation must always follow bus rules while riding the bus. Any behavior, which distracts the driver, is extremely dangerous to all who ride the bus.

When a student violates the Elmore County Code of Conduct, he/she will receive a warning, disciplinary action, or suspension at the discretion of the assistant principal.

### Visitors

Visitors will not be allowed on campus this year.

### Dress Code

Airport Road Intermediate School recognizes the importance of encouraging high standards in dress and personal grooming. Students should dress appropriately and consider reasonable judgment, tact, and decency in the selection of clothes for school and personal appearance. The student dress code is in the Elmore County Student Handbook and Code of Conduct. Use the link [www.elmoreco.com](http://www.elmoreco.com), Go to search bar and type in Code of Conduct. **PLEASE READ.**

### Book Bags

Airport Road Intermediate School does not allow book bags to have wheels inside the building.

### Care of School Property

Good citizens take pride in caring for school property. The appearance of the building and campus reflects the entire student body and faculty. Parents will be held responsible for damages to equipment and/or school property such as textbooks, library books, equipment, buildings, and grounds up to \$1,000.00.

### Students with medication

Medications at school require a medical authorization form signed by the health care provider and parent. Parents must bring the medications to the school, not the child. Please contact the office for further details.

ARIS HANDBOOK AT A GLANCE (2020-2021 VERSION)

**Breakfast**

ARIS will pilot a free breakfast program for everyone in the building.

**Lunch**

A well-balanced lunch will be served daily. Students may also bring their lunch from home. **Carbonated beverages, in any form, are not allowed in the cafeteria.** No one is permitted to leave school during lunch. Parents are not allowed to eat lunch with their child this year. Cost of lunches are as follows:

Student Lunches – Full Pay.....\$ 2.50  
 Reduced Pay.....\$ .40

**Computer Technology**

Students are expected to follow all computer lab rules when using computer equipment. Misuse of computers in any way will be punishable, including inappropriate website usage. Should a student accidentally find an inappropriate site, the student should immediately cover the screen or minimize the screen into the toolbar and call their teacher to handle the situation. Parents should be aware that even with firewall protections, children can still unknowingly find unwelcome sites. Before usage, students must have a signed permission form and usage contract on file.

**Computer Passwords** – Elementary students are given their usernames and passwords by their teachers. Students will keep their password through elementary schooling. Students should never share their password with anyone else

**Textbooks**

All textbooks are furnished by the school. Each student must have a signed permission slip before textbooks can be issued. If a book becomes damaged or lost, it must be paid for before another book will be issued.

**Emergency Closing Procedures**

Occasionally, a circumstance arises which makes it necessary to close school before the usual time. Circumstances may include snow, floods, and other unforeseen emergencies.

When this occurs, the following procedure will be followed:

- Listen to local area radio and TV stations that will inform you of school closing. **The school send out a School Messenger message by the superintendent or designee. You will receive a message via Class Do Jo!**
- Buses will transport students to their home station.
- **YMCA will not transport students' home during inclement weather emergency closing.**
- Parents who normally pick up their children will need to come to school immediately after the announcement. In the event of inclement weather, car riders will wait in the lunchroom until picked up.

**Lost and Found**

The lost and found box is located in the gym. Students are urged to check these boxes for lost items. Unclaimed clothing will be discarded on a routine basis.

**Personal Property**

The responsibility for student's personal property belongs to each individual student. School personnel are not responsible for keeping up with any items, including money, which belongs to students. Each parent is requested to mark his/her child's name in or on personal items. This will reduce the number of disagreements over ownership.

Electronics, collectible trading cards, etc., may not be brought to school. If these items are taken up at school, they will remain in the school office until the parent comes to pick them up.

**Physical Education**

Physical Education is a required part of the elementary curriculum. Beneficial activities are planned for the students each day. Students may be provided alternative/limited participation in PE for up to three days due to medical reasons with a note from the parent. **A letter from a doctor, which contains a date to resume participation, will be required for accommodations after three days.** Appropriate shoes **MUST** be worn for physical education.

**Student Behavior**

For over 600 people to learn, live, and work together in a safe and productive environment, appropriate behavior is necessary. The school system, the local school, and each classroom have established reasonable guidelines for all students to follow so that learning can take place without disruption.

Schools are established for the benefit of all students. The educational purpose of the school is accomplished best in a climate of student behavior which is socially acceptable and conducive to the learning and teaching process.

**Student behavior which disrupts the process, or which infringes upon the rights of other individuals will not be tolerated.**

To achieve these objectives, students are expected to follow the following:

1. All students should behave appropriately.
2. No student should be allowed to prohibit another student from learning.
3. No student should be allowed to prohibit a teacher from teaching.

All teachers are expected to report any student behavior, which is in violation of the school regulations. Behaviors will be documented on a Classroom Behavior Form or Office referral. Students should behave in a manner that will be a credit to our school.