

Amelia County Elementary School

“Where Great Minds Grow”

Student Handbook 2015 – 2016

Regulations & Essential Information



8533 N. Five Forks Rd.
Amelia, Virginia 23002

Telephone: (804) 561-2433
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This agenda belongs to:

Student's Name _____ Grade _____

Phone _____ Homeroom Teacher _____

In any organization freedom comes only with acceptance of responsibility. This is certainly true of Amelia County Public Schools. It is important that our students begin to develop a better understanding of themselves, utilize their talents and abilities and accept responsibility for their actions.

Equal education opportunities shall be available for all students, without regard to race, national origin, gender, ethnicity, religion, disability, marital or parental status. Educational programs shall be designed to meet the varying needs of all students.

The complete Amelia County Public Schools Policy Manual may be reviewed by visiting the Amelia County Public School Website @ <http://amelia.k12.va.us>

1. Administrative Area: The administrative area of the school is the business office. No visitors should pass the front counter without being announced. Students should be in the administrative area only if sent by a teacher or if called by office personnel. *The faculty lounge is strictly off limits to all students.* The snack and soda machines are also off limits to students.

2. Arrival Time: Students are not to arrive at school before the school day begins (7:55 a.m.). Supervision of students does not begin prior to 7:55. Students should not be picked up prior to the end of the school day as this has a negative effect on academics.

3. Assemblies: Assemblies will be held periodically for educational, cultural, and business purposes. Students are to sit with their teachers in an assigned area. Courtesy and attentive behavior are expected at all assemblies. Violations of acceptable conduct could result in loss of assembly privileges.

Tardiness to School: Students who arrive at school after classes have begun must report to the office accompanied by a parent/guardian. Students who arrive on a late bus will not be considered tardy. Students will be counted tardy after 8:15 a.m. each day.

Early Dismissals:

- The student must bring a note to school signed by the parent. The note must give the date, time and reason for dismissal and telephone number where parents can be reached. The note must also state the person picking up the student if other than the parent.
- The parent/person designated on the note must come to the office to pick up the student. Parents will be contacted if there is a question concerning the note.
- Early dismissals are a disruption to classrooms and may affect the performance of your child as well as that of other students. Numerous early dismissals may be reported as truancy.
- Every minute of classroom instruction is important, please attempt to schedule appointments on one of the days that students are not scheduled to report to school.
- Early dismissals will not be granted within 30 minutes of the beginning of student dismissal in order to ensure that all students are transported to their appropriate destination each day.

4. Beverages and Snacks: Students may bring canned or carton drinks to school in their lunches. They may be consumed only at lunchtime in the cafeteria. For additional beverage consumption outside of this perimeter the principal shall be notified. **No beverages in glass containers will be allowed.**

5. Cafeteria: Students are expected to follow these practices when eating in the cafeteria:

1. Take your place in line and remain there.
2. Do not save or hold a place in line or at a table.
3. All students are issued a number that they will enter into a terminal when they pay for lunch. They are to enter this number accurately and may not use the number of another child.
4. Students who do not have money for lunch will be offered the alternate meal. His/her account will be charged \$.40. Parents or guardians must pay outstanding balances as quickly as possible.
5. Use good table manners.
6. Students are to remain seated after obtaining their food or drink unless they are given permission from a staff member to get up for water or to use the restroom.
7. Leave a clean, neat table.
8. Take all trash to the proper place when directed by a staff member.
9. Follow the directions of staff members and volunteers.

- A peanut free table is provided for students with allergies. Students may select one classmate to join them for lunch at this table.
- Parents are welcome to eat lunch with their children. A table is provided for parents and their children to dine together.

6. Student Dress: The Amelia County School Board recognizes the importance of a division wide dress code in promoting and maintaining an orderly and safe learning environment. The Board further recognizes that neatly attired and well groomed students take more pride in themselves. Additionally, students are more likely to practice habits of self-discipline and display a more positive attitude and demeanor toward all aspects of the division's educational program. The purpose of the dress code is to eliminate distractions while at school so as to increase the focus on instruction and to encourage and promote professional and responsible dress for all students.

The following guidelines apply to all students in Amelia County Public Schools and apply to students while in attendance at school or school-sponsored events (i.e. football games, basketball games, other sporting events):

- **Dress Code:**
- Headgear will not be permitted to be worn in the building except for educational, religious, or medical purposes. Headgear refers to a covering for the head including, but not limited to, hats, caps, bandannas, headbands, and scarves.
- Appropriate footwear must be worn in the building at all times. Heelies, Bella Ballerinas, bedroom slippers, sock feet and bare feet are not permitted. In instances when particular footwear is deemed to be unsafe, the principal shall make the decision regarding appropriateness.
- Shorts, skirts, skorts, and dresses must NOT be shorter than 3 inches above the knee for elementary school students. For Middle School and High School students the length must NOT be shorter than 4 inches from the top of the knee.
- Pants must be worn at the waist. No sagging, or “low rise” clothing is allowed.
- No rips, tears, holes or pants made to appear to look torn above the knee are allowed.
- Spandex, biker shorts, or other form-fitting clothing may not be worn alone. Form-fitting clothing may be worn as an undergarment, as long as the outer garment is in compliance with the dress code when worn alone.
- Shirts and blouses must be of sufficient length, have the capacity to be tucked into the waistband, and must completely cover the upper torso. Tops which expose undergarments or the torso are not allowed.
- For middle and high school students, shirts must have a sleeve extension past the shoulder seam. Necklines shall be modest, not revealing, and shall not allow cleavage to show. For students in elementary school, shirts with straps must be at least one inch in width on the shoulder.
- Students’ clothing, haircuts, or tattoos may not display any of the following:
 - * Weapons
 - * Pictures of tobacco products
 - * Drugs
 - * Alcohol
 - * Nudity
 - * Vulgarity
 - * Obscene, lewd, or profane words
 - * Inflammatory racial statements
 - * Other prohibited expression as outlined
- Any clothing that has a likelihood of causing substantial disruption of or material interference with school activities is prohibited.

Principals will make a decision when there is any question about appropriate or inappropriate student dress. Principals may designate days for students to wear particular attire in recognition of school-wide events such as “Dress-Up Day”, Spirit Week, etc.

Willful violation of the student dress code regulation will subject the student to disciplinary action by the school’s administrators. These progressive disciplinary actions may include phone calls to parents for the first violation, to various inschool actions, to suspension from school for continued willful violations. Parents and students are encouraged to consider the following statement when contemplating whether a particular clothing item is appropriate: **IF IN DOUBT, DON’T WEAR IT OUT!**

7. Lost and Found: All items found and unclaimed should be taken to the lost and found located in the cafeteria. *Please label your child’s coats, sweaters, etc. so that they can be returned.* Lost articles will be disposed of if unclaimed after 30 days.

8. Notes: Notes must be given to the homeroom teacher and approved by the principal or his/her designee for the following reasons:

1. Early dismissal.
2. Excuses from physical education due to illness.
3. All transportation that is different from the student’s usual routine requires a written note signed

by the parent/guardian making the request. Telephone calls will not be accepted for transportation changes. When a child is picked up for an early dismissal, the adult must sign the child out in the office. **Early dismissals are not allowed within thirty minutes of dismissal time for students for safety and security reasons.**

9. Retention Policy: A number of factors will be examined when determining a student's eligibility for retention. These factors include:

- * a student's overall reading level
- * attendance (see attendance policy)
- * failing grades
- * performance on SOL assessments and/or end of year tests

Teachers of students who have shown evidence of difficulty during the year will meet with school administrators to address concerns and plans for remediation will be implemented. Parents of students for whom remediation has proved unsuccessful will be notified that the student has become a candidate for possible retention.

A student will be retained only after the school administrator has determined that such retention is indeed in the best interest of the student.

10. Violation of Laws: The school does not condone, support, nor tolerate students who break the law. We will cooperate with the investigations of law enforcement officers according to the guidelines established by the School Board. This school will honor all legal subpoenas. A student found guilty, or not innocent of a felony in a court of law will follow the policy guidelines established by the School Board of Amelia County Public Schools.

11. Visitors: Our staff and faculty members extend a cordial welcome to parents and other citizens to visit our school and observe classes. These observations should be scheduled and approved by administration. You must report to the office upon entering the school to present a photo ID, be checked against the Virginia State Police Sex Offender and Crimes Against Minors Registry and receive a visitor's pass. This is for the safety of our students/staff. If the purpose of your visit is to speak with your child's teacher, we ask that you notify him/her in advance to set up a conference during planning time or after school hours. The school reserves the right to deny any visitor permission to visit the school.

Homework Policy

We believe that through the efforts of parents, teachers, and students, homework can be an effective learning experience. Acquisition of homework skills allows the student to achieve a sense of responsibility, self-reliance, and self-discipline. The objective of homework is the reinforce merit and application of previously learned concepts, principles, and skills.

There are three main purposes for homework:

1. Practice -The student must learn to apply recently acquired knowledge in a direct and meaningful manner.
2. Preparation -The student may be required to obtain background information in order to prepare for the next day's lesson through reading, studying for tests and reviewing notes.
3. Extension - The student may need to extend work begun in the classroom and implement skills and knowledge in a creative way. This includes projects, research and experiments.

Homework will be evaluated appropriately with recognition being given for a student's efforts. Homework should account for no more than 10% of a student's grade. Homework assignments should:

K-2 - not exceed 20 minutes each day.

3-4 - be 20 to 50 minutes each day

This does not include daily reading time. The school reserves the right to require additional reading instruction in order to promote grade level readers. This instruction may affect your child's elective classes on a given day.

HOMEWORK RESPONSIBILITIES

The student must:

1. Pay attention when the assignment is made.

2. Take home the materials necessary for completing the assignments.
3. Allow himself/herself enough time to satisfactorily complete the assignments.
4. Complete homework accurately, neatly, and on schedule.
5. Communicate with his/her parents regarding homework assignments.

The parent should:

1. Provide a quiet, comfortable place, a routine and time for the completion of homework assigned.
2. Encourage the child to complete assignments and assist when needed, but never complete the assignments for the child.
3. Contact the teacher concerning assignments when necessary.

Discipline

The following behaviors are prohibited. Each offense will be evaluated on an individual basis and judged according to the severity and frequency.

- Willful or continued disobedience of school rules, regulations, or school personnel.
- Willful interruption or disruption of the school or part thereof.
- Lying or giving false information, verbally or in writing, to a school employee, including forgery or the knowing use of forged writing.
- Failure to abide by restrictions or punishments of a lesser nature.
- Insubordination - refusal to follow a reasonable directive of a teacher, administrator, or other staff member.
- Cheating.
- Truancy - being away from school grounds or leaving school grounds without proper permission, skipping class, skipping school.
- Excessive tardiness.
- Repeated non-conformity to the dress code.
- Gambling.
- Use of profanity.
- Any other misconduct not specifically spelled out in the parent-student handbook or any other listing of disciplinary rules.
- Threats to or intimidation of other students.
- Possession, exhibition or dissemination of obscene literature or materials.
- Fighting or Stealing.
- Property Damage.
- Assaults.
- Substance Abuse.
- Possession of medication and prescription drugs.
- Weapons.
- Bomb threats, false fire alarms, smoke bombs, stink bombs and fireworks.
- Electronic equipment.
- Tobacco products.
- Verbal abuse of an adult.
- Sexual misconduct.
- Student conduct.
- Trespassing on school property.

Consequences may be modified by the school's administration as determined by the severity or frequency of the infraction. This may even include a combination of consequences designed to best correct the behavior. The principal will decide whether the student should be referred to the Superintendent or his or her designee.

School Bus Offenses

School bus transportation to and from school is provided as a privilege. Students are expected to abide by all school and school board policies and regulations at all times when being transported by the school division.

Depending on the nature of the offense, in school or out of school suspension may be used in place of, or in addition to bus suspension.

In-School Suspension

At the discretion of the administration, a student may be assigned to in-school suspension (ISS) rather than out-of-school suspension. The student will be assigned a contract of work to do under the supervision of ISS personnel. ISS students are not permitted to leave the room at any time during the day unless accompanied by a staff member.

A student who has difficulty in maintaining acceptable behavior or getting work completed as outlined in the contract will be referred to the administrator who will take one or more of the following actions:

1. Have a parent conference with the student's parents
2. Extend the student's time in ISS
3. Assign a student to out of school suspension
4. Refer the student to the superintendent or his/her designee.
5. The student will be suspended from regular classes for a specified length of time under an in-school-suspension system. Under the guidelines of the system, the student is removed from normally scheduled classes and is placed in the in-school suspension room, where assignments and guidelines are given by the ISS personnel and teacher in an effort to modify the student's behavior and thus prevent reoccurrence of disciplinary problems. ISS assignments will be designed so that the student can complete assignments from the student's regular classes.

When a student is assigned to in-school suspension the student will report to the in-school suspension classroom. The student is to report to in-school suspension with all textbooks and necessary materials. The student may order a school lunch through the ISS personnel or bring a bag lunch. All lunches will be eaten in the in-school suspension classroom.

In order to be readmitted to regular classes the student must satisfactorily complete assignments. A conference may be required, depending on severity and repetitions of offense, between the parent and the principal and/or assistant principal. In most instances, the student will also attend this conference. This conference will be held before the child is scheduled to return to normal classes. This activity should be a learning experience for the student so that further disciplinary difficulties can be eliminated.

When a student is present in ISS he/she will be counted present at school. When a student is absent from ISS, parents will be called to determine the legitimacy of the absence and the student will serve the next day he/she is present. Notes explaining the absence must be brought to ISS personnel. If there is a legitimate, verified reason to leave the class for one-half day (after 11:30 a.m.) or arrive after one-half day (before 12:00 noon), the student will receive credit for the one-half day.

A strike system will be in effect for certain infractions of rules while in ISS. The infractions listed below will lead to one strike each. When a student receives three strikes, one additional day may be added to the assigned time.

1. Talking or communication with anyone without permission.
2. Getting out of seat without permission.
3. Not doing assigned work.
4. Speaking out without raising hand and being recognized by ISS personnel.
5. Writing notes to other students in the room.
6. Sleeping in the room.
7. Failure to bring supplies to room.
8. Failure to bring books to the room.
9. When the student commits an infraction, the ISS personnel will inform the student of the infraction, record the infraction, and give the student one strike.

Vehicular Traffic Pattern/Control Plan

1. **Vehicles other than school buses are prohibited from entering the bus loop during student drop off and dismissal times.** Violators will be reported to the sheriff's department.
2. **There is a parking lot** for parents, faculty, staff and visitors outside of Pod C. All students must be dropped off and picked up from designated areas. There is no parking allowed in the drop off/pick-up areas. The front loop along the curb between the office staff parking areas and school mailbox is a fire lane. Vehicles parked in any fire lane on school property at any time may be towed at the owner's expense.
3. Parents bringing their children to school instead of sending them on the bus are strongly encouraged to use the car drop off in front of the school. Students should be self sufficient enough, even in kindergarten, to be dropped off and walk to class by themselves after the first two weeks of school. Students who arrive tardy to school must report to the office accompanied by a parent/guardian.
4. Buses will discharge students onto the sidewalk. Students will walk on the sidewalk to the building.

Amelia County Elementary School
PARENT INVOLVEMENT POLICY

This document outlines how the staff of Amelia County Elementary School and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the Commonwealth of Virginia's high standards.

Amelia County Elementary School expects parents to be active partners with Amelia County Elementary School to ensure that their child is successful in school by:

- ✓ Abiding by compulsory attendance laws and division and school attendance policies and regulations.
- ✓ Discussing and reviewing homework assignments, projects, tests, and report cards.
- ✓ Ensuring that my child completes required homework.
- ✓ Meeting with my child's teacher and/or other school staff members when requested to do so.
- ✓ Informing the school of changes that may affect my child's learning.
- ✓ Informing the school of any changes to my or my child's address and/or phone number.
- ✓ Volunteering at the school when possible.

Amelia County Elementary School pledges to:

- ✓ Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards through the use of proven research based instructional methods including small group instruction and the modification of instructional practices as needed based on the results of frequent assessments.
- ✓ Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held at days and times set by the Amelia County School Board and at other times mutually agreed upon by individual parents and school staff members.
- ✓ Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports at days and times set by the Amelia County School Board and as requested by individual parents.
- ✓ Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents in person, via phone call, and/or via electronic mail during the staff member's resource or planning periods or during contractual hours when the staff member is not supervising students.
- ✓ Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities by completing the joint ACES/ACES PTA Volunteer Form, being approved by the principal or their designee to volunteer after being checked against the Virginia State Police's Crimes Against Minors and Sex Offender Registry, and by making arrangements with either their child's teacher or the school's administration.
- ✓ **Be responsive to your concerns and to address them in a professional and courteous manner.**

In accordance with the provisions of Title I, parents of students at Amelia County Elementary School have the right to request information about the professional qualifications of both the teachers and paraprofessionals who teach and work with their children.

A copy of Amelia County Public Schools' Title I plan is available to view in the principal's office at Amelia County Elementary School.

Amelia County Public Schools | 2015-2016 School Calendar

4: Independence Day	JULY 2015 <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				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	30	31		JANUARY 2016 <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						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	30	31							1: New Year's Holiday 4: School Re-opens 15: Qtr. 2 Ends- Early Release/Professional Development 18: M.L. King Day-Closed 25: Report Cards Home
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10-12: Optional Teacher Workdays 11-12: New Teacher Orientation 13-21: Teacher Workdays 17: Convocation 20: Open House (3-8) 24: First day for students	AUGUST 2015 <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							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	30	31						FEBRUARY 2016 <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		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						4: Parent/Teacher Conference Day (12-7)-Students do not report 15: Presidents' Day Holiday Students do not report. 24: Interims Home
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Teacher Workday-Students Do Not Report
 School Closed
 Holiday

Snow Make-up Days: 2/4; 2/15; 3/25

*THE SCHOOL BOARD RETAINS THE RIGHT TO MODIFY THIS CALENDAR

220 Basic
READING
SIGHT WORDS

LIST 1	
The	was
to	said
and	his
he	that
at	she
I	for
you	on
it	they
of	but
in	had

LIST 2	
see	out
him	as
with	be
up	have
all	go
look	we
is	am
her	then
there	little
some	down

LIST 3	
do	get
can	them
are	like
when	one
if	this
now	my
long	would
an	me
not	will
were	yes

LIST 4	
Big	very
went	old
done	over
come	your
around	its
want	ride
don't	into
no	just
came	blue
ask	red

LIST 5	
from	put
good	too
any	got
about	take
did	where
so	every
our	pretty
how	jump
know	green
right	four

LIST 6	
away	ran
began	let
by	help
their	make
here	going
saw	sleep
call	brown
after	yellow
well	five
think	six

LIST 7	
walk	stop
two	off
or	never
before	seven
eat	eight
again	cold
play	today
who	fly
been	myself
may	round

LIST 8	
tell	black
much	white
keep	ten
give	does
work	bring
first	goes
try	write
new	always
must	drink
start	once

LIST 9	
soon	could
made	better
run	hold
gave	buy
open	funny
has	warm
find	ate
only	full
us	those
three	what

LIST 10	
use	sit
fast	which
say	fall
light	carry
pick	small
hurt	under
pull	read
cut	why
kind	own
both	found

LIST 11	
wash	these
show	sing
hot	please
far	thank
live	wish
draw	many
clean	shall
grow	laugh
best	because
upon	together

**Amelia County Elementary School
8533 N. Five Forks Road
Amelia, Virginia 23002**

Date: _____

Student's Name: _____

Grade: _____ Teacher's Name: _____

I have read the **Amelia County Elementary School Student Handbook 2015-2016** and have discussed all the information in this handbook with my child.

Signature of Parent/Guardian

I grant permission to Amelia County Public Schools to photograph my child and use his/her picture, silhouette, or other reproductions of physical likeness in connection with publications (i.e., newsletters, website, Facebook page, and brochures), videotapes, news releases, or television broadcasts of Amelia County Public Schools.

No, I do not grant permission.

Signature of Parent/Guardian

*******Please SIGN AND RETURN this page to your child's homeroom teacher as soon as possible.**

