



# Central Elementary School

## STUDENT HANDBOOK

575 Union Hill Road  
Amherst, VA 24521

Telephone: 434-946-9700

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**Principal:** Ms. Wanda Smith

**School Secretary:** Ms. Allicia Wells

**Cafeteria Manger:** Mrs. Bobbi Hamlet    **Guidance Counselor:** Mrs. Lauren Kershner

**Health Assistant:** Mrs. Diane Mays    **Librarian:** Mrs. Nancy Johnson

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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Dear Parents,

Welcome to the 2016-2017 school year. The student agenda is designed to serve as a communication resource for parents, students and teachers. It contains useful information about the school and explains important school policies. Please read this booklet and share its information with your child, and use it throughout the year as a reference tool. If you have any questions, please feel free to ask anyone on the staff for additional information.

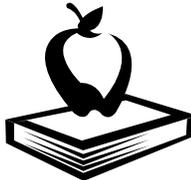
We encourage your active involvement in your child's education. We welcome your visits and comments as well as invite you to join our parent volunteer program.

Sincerely,  
*Wanda Smith*  
CES Principal

## **GENERAL INFORMATION & OPERATING PROCEDURES**

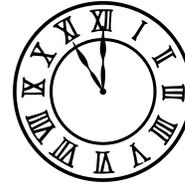
### **VISION STATEMENT**

Together, the Central Elementary School partnership will create the safe, respectful, challenging, and inviting learning community necessary for every student to reach his or her full potential as a life-long learner and a responsible citizen.



### **MISSION STATEMENT**

Our shared vision is for Central Elementary to be recognized as a high achieving, respectful, and collaborative learning community in which the constant focus is on the learning of each individual student. Our students will be prepared for a positive future as life-long learners and responsible citizens through our commitment to teamwork, family and community involvement, technology, and instructional planning.



### **SCHOOL OFFICE HOURS**

The school office is open Monday through Friday from 8:00 a.m. to 4:00 p.m. The school telephone number is 946-9700. Please feel free to contact the office with any concerns or questions you may have.

Instructional hours for students are 9:05 a.m. to 3:45 p.m. There is no waiting place for students before 8:30 a.m. or after 4:00 p.m. **Students who are brought to school by parents cannot arrive before 8:30 a.m. and they must be picked up by 3:55 p.m.**

### **Y.M.C.A. BEFORE AND AFTER SCHOOL PROGRAMS**

The Y.M.C.A operates Before and After School Programs currently at Amherst Elementary. **All students who arrive at school before 8:30 or who need to stay after 3:45 will need to enroll in the program because there are no school personnel available for student supervision.** The Before School Program operates from 6:30 – 8:45 a.m. and the After School Program runs from 3:45 – 6:00 p.m. Under the supervision of qualified adult leaders, students engage in games, activities, study times, and snacks. Information and applications may be obtained in the school office at Amherst Elementary School.

### **ATTENDANCE**

One of the characteristics of a good school program is that students want to go to school. Each day's instructional program is rich enough that if a student misses one day he has missed some very important learning. **Two of the most important times during the instructional day are the first thing in the morning when the day's plans are being established and the last thing in the afternoon when the day is being summarized and learning is being solidified. Please ensure your child arrives before 9:00 a.m. and does not leave early unless it is absolutely necessary. Instruction begins at 9:05 a.m.** If you bring your child to school and he/she should arrive after 9:05 a.m., you must come to the main office to sign in. Students who plan to eat breakfast at school need to arrive soon after 8:30.

## STUDENT ABSENCES/EXCUSES

Students who are absent must bring a note from their parent or guardian within three days of returning to school stating the reason for the absence.

1. **Excused Absences** –According to ACPS policy, absences which may be excused include:
  - a. Participation in a school-sponsored activity
  - b. Prearranged absences- Please refrain from scheduling vacations during the school year when possible. A written request needs to be submitted to the principal prior to the absence and permission must be obtained from the principal.
  - c. Verified illness by a parent, guardian, or doctor
  - d. Documented court appearance
  - e. Death in family
  - f. Extenuating circumstances which are determined by the principal

The following guidelines have been established for students who have accumulated **excessive excused absences**:

- a. Fifth excused absence may result in a phone conference between the parent and the school social worker and/or guidance counselor.
- b. Tenth excused absence may result in a referral to the Student Accountability Coordinator.
- c. Fifteenth excused absence may result in a petition being filed with the Juvenile and Domestic Relations Court.

\*The above may be extended or accelerated based on the student's individual circumstances.

### 2. **Unexcused Absences**

- a. Excuses not listed above will be deemed unexcused. Guidelines for school responses to accumulated unexcused absences include an Attendance Review after 5 unexcused absences, and potential court filing for continued unexcused absences.



## STUDENT RELEASE

**Any changes to a student's dismissal routine including a parent requesting that a relative or friend pick up a child from school must be submitted in written form to the office in the morning.** The office staff is busy with dismissal in the afternoons, so please avoid giving them student information at that time. Dismissal arrangements for students cannot be accepted over the telephone except in cases of extreme emergency. If you call in dismissal arrangements, you will be asked to fax or email us the information. Parents are encouraged to establish and maintain regular dismissal routines for the stability of their children and to avoid confusion. Should your student need to be picked up early, **you must provide a license or other photo identification and sign the student out on the computer.**

## SCHOOL VISITATION AND VOLUNTEER POLICIES

Central Elementary welcomes and encourages parent/guardian interest and involvement in its instructional program. At the same time, we are mindful of our responsibility to create and maintain an environment that is safe and conducive to learning. In order to do so we encourage our volunteers/visitors to follow our **GUEST** procedure:

**G**o directly to the office to sign in and receive a badge to be worn while in the building.

**U**timize the computer check-in system.

**E**xceptions are not made.

**S**chedule conferences with all staff **in advance**. **Conferences cannot occur after 8:30 am or before 4:00 pm unless previously scheduled with the teacher.**

**T**reat our learning environment with respect. Any individual entering a classroom must have a previously scheduled time or appointment with the teacher. While visiting the classroom, sit quietly in a teacher designated area so as not to disrupt or distract from the learning process. While visiting school, parents/guests are expected to treat all students, staff, and other parents in a respectful manner.

**T**hreatening statements and/or profanity on school

grounds will not be tolerated and could lead to disciplinary action by the School Board.

In order to assist in meeting one of our primary goals of ensuring student safety, all volunteers and chaperones are required to pass a background check prior to volunteering. All persons who volunteer to work with students at all Amherst County Public Schools **must be fingerprinted and complete paperwork. This requirement extends to parents who chaperone field trips.** The Human Resource Office at the school administration building in Amherst will be open Monday through Friday from 9:00-10:00 am and 2:00-3:00 pm for fingerprinting.

### **VOLUNTEERS**

Volunteer programs involving parents and other community members are vital to the success of our students. Volunteers can serve the school in many capacities. Listed below are a few possibilities for volunteer service. To maintain a focused learning environment, we ask that siblings not accompany parents as they volunteer during the school day.

1. Classroom assistant for special projects.
2. Student instructional tutor.
3. Library aide.
4. Clerical assistant to teachers and staff.
5. Serve as a chaperone on field trips (because chaperones are responsible for a group of students, siblings may not accompany parents on trips).
6. Listen to student readers.
7. Make learning games/materials for classroom use.
8. Assist with enrichment classes and programs.
9. Assist with all-school projects, including carnivals and Field Day.
10. Assist in the library.
11. Assist with the Reading Millionaire.

### **LOST AND FOUND**

Lost and found items will be kept on the stage or in the clinic until claimed or the end of the semester. Students are to check lost and found.

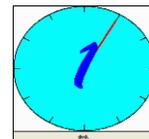


### **RETURNED CHECK FEE**

Due to the volume of uncollectible checks that the district receives, Amherst County Public Schools has contracted with Envision Payment Solutions for the electronic collection of checks returned for insufficient funds (NSF). The district will gladly accept your checks with the understanding that you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process payment as a check transaction. You authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid. Please include your **full name, street address, and phone number** on your check.

### **MONEY BROUGHT TO SCHOOL**

Students bringing money to school for lunch, fieldtrips, fundraisers, book fairs, and any other purposes should do so by securing it in a sealed envelope. The student's name, the teacher's name, amount of money, and purpose for the money should be written on the envelope. Students should bring only the amount of money needed for that school day. Students should keep their money with them and not announce to other students that they are carrying money. Students should not give their money to their peers.



### **MOMENT OF SILENCE**

Effective July 1, 2000, 22.1-203 of the Code of Virginia was amended to require a minute of silence at the opening of each school day. As stated in the code of Virginia:

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division.

During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his/her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.

## COMMUNICATION

### MONDAY FOLDERS

Student folders are sent home each Monday. All notices, communications, and a weekly newsletter are included in this folder. Remember to ask your child for his/her folder each Monday!

### SCHOOL WEBSITE

The Central Elementary School website presents a school directory, the latest calendars and information highlights as well as school news. Parents and students are encouraged to visit the website and to offer suggestions for the contents. The website address is:

<http://ces.amherst.k12.va.us/>



### REPORT CARDS

Report cards will be issued at the end of each nine-week period on the following dates: **October 21, January 17, March 23 and the last day of school June 1.** Teachers also report to parents with interim reports. **Interim Reports** will be issued at the middle of each nine-week period on the following dates: **September 15, November 23, February 10 and April 25.** In addition, parents may gain access to their children's grades online by registering in the school office and obtaining a login and password.

1. Grades K-1<sup>st</sup>  
S- Satisfactory  
P- Progressing  
N- Needs Improvement

### Grades 2<sup>nd</sup> - 5<sup>th</sup>

Grading scale:

98-100 – A+	77-79 – C+
93-97 – A	73-76 – C
90-94 – A-	70-72 – C-
87-89 – B+	67-69 – D+
83-86 – B	63-66 – D
80-82 – B-	60-62 – D-
	0-59 – F

2. **Make-up Work**
  - a. All work must be completed within five school days from the return to school.
  - b. When a student is absent, if a parent requests, assignments will be available by the end of the school office hours that day. Parent must call or send a note before 10AM.

### TEACHER-PARENT CONFERENCES

Learning is enhanced when students see their parents and teachers as partners who are working together to promote learning. Scheduled conferences will be held after each interim report and as needed.

Conferences with teachers are available upon request on the parent/teacher conference nights from 4:00 to 6:00 pm. We highly encourage parents to take advantage of these scheduled dates to meet with teachers to discuss progress. Teachers will also contact you if they feel there is a need for a conference. You may call the office or the teacher at 946-9700 to schedule a time.

Approximate dates are:

*September 20<sup>th</sup> 4pm-6pm*  
*November 21<sup>st</sup> 4pm-6pm*  
*February 16<sup>th</sup> 4pm-6pm*  
*April 27<sup>th</sup> 4pm-6pm*

We encourage parents to set up conference appointments with teachers any time during the year.



### EMERGENCY CARDS

Parents are asked to provide emergency information about their children at the beginning of each school year. Emergency cards are used to contact parents, family members, medical personnel, or friends in cases of illness, injury, or other unusual circumstances. **Parents are urged to notify the school whenever changes are made in employment, residence, or telephone numbers.**

All parents are urged to select a responsible adult within the community to provide childcare during cases of emergency. This individual should be a relative or friend who will care for your child in the event the school is unable to contact you. The name, telephone number, and address of the emergency contact person should be filed in the main office on the emergency file card.

### **MANAGEMENT OF STUDENT RECORDS**

Central Elementary School maintains a cumulative record on each student, grades PreK-5. This record contains scholastic and attendance information, and it may contain special education information, Title I Reading information, and discipline records. All parents have the right to review their child's scholastic records.

In addition to the rights to inspect and review a student's education record, the Family Educational Rights and Privacy Act (FERPA) requires the following:

1. The parent may request the amendment of the student's education record to ensure that it is not misleading, inaccurate, or in violation of the student's privacy or other rights.
2. The parent must consent before disclosures or personally identifiable information is released to other parties except to the extent of FERPA permits disclosure without consent.
3. The parent may file a complaint with the U. S. Department of Education, Family Policy and Regulation Office, concerning alleged failures of the local education agency to comply with FERPA.
4. The parent may obtain a copy of the Amherst County School Board Policy regarding management of student records.

5. In the absence of a court order to the contrary, all parents, even those not having custody of their children, have the right to see their child's educational record.

Amherst County School Board Policies are available via the ACPS website. The address is <http://www.amherst.k12.va.us/>.

## **SCHOOL PROGRAMS & ACTIVITIES**

### **GUIDANCE PROGRAM**

Our school guidance counselor is committed to implementing a school counseling program that will support the mission and vision of Central Elementary School. The school counselor helps resolve problems that interfere with learning, counsels individuals and groups, conducts classroom guidance activities, facilitates educational activities that help students understand the responsibilities of work and participation at school. In addition, the school counselor provides opportunities for students to work cooperatively, coordinates with school staff and community resources, supports students with special needs, and offers crisis intervention and prevention.



### **ACPS Talented and Gifted (TAG) Education Program**

The Amherst County Public School Division is committed to an educational program that recognizes the special value and needs of the individual student. We believe that gifted students need a qualitatively differentiated K-12 program that takes into consideration individual learning styles and special abilities.

Referrals are accepted on an ongoing basis for students in grades K-12 from teachers, parents, guardians, students, peers, and individual members of the community. Each school's identification

committee, which is composed of teachers, counselors, and administrators, handles the referrals. This committee is responsible for the screening and assessment process which includes collecting parent checklists, teacher observations, standardized and informal testing results, classroom performance data, and portfolios; a student profile is developed for each candidate. This process must be completed within 65 working days of receipt of parental permission to assess the student. Any decision regarding information or placement may be appealed by parents through a formal process.

### **YEARBOOK**

The school yearbook is published annually, in full color. Pricing for the yearbook the past few years has been about \$20.00 with discounts when yearbooks are pre-paid. Parents and students are encouraged to watch for news of yearbook sales. Purchasing a yearbook is not required.



### **LIBRARY**

Our library/media center is one of our greatest strengths. A rich collection of children's books is maintained by a competent and talented librarian, Mrs. Johnson, who is especially strong in children's literature. The media center is comprehensive and supports a wide array of student interests, and teaching strategies.



### **LUNCH & BREAKFAST**

Central Elementary School has an excellent cafeteria staff that serves not only balanced, but also appealing breakfasts and lunches. Breakfast is served from 8:30 a.m. to 9:00 a.m. daily. Milk is available for students who bring lunches.

Applications for free and reduced food service will be available at registration and will be sent to all

homes not coming to registration. Prices for lunch, milk, and ice cream will be provided at registration.

### **CHARGING COST OF LUNCH, BREAKFAST**

Despite a parent's frequent reminders, students sometimes forget to bring books, homework, and lunch money to school. Our cafeteria uses a Point of Sale (POS) electronic breakfast and lunch system. Each student has an individual account. Parents may prepay for breakfast and lunch. A notice will be sent home if money is owed on a child's account. County policy requires charges to be repaid immediately.



### **SCHOOL PICTURES**

Student photographs are taken each year as a service to parents. The purchase of school pictures is not required. Parents will be notified when pictures will be taken.

### **SUPPLY LISTS**

School supply lists for each grade level are published each spring, sent home, kept in the office, and posted on the school website.



### **PARENT -TEACHER ORGANIZATION**

CES PTO organizes annually, sharing duties to coordinate volunteer support and family-centered activities at the school. All parents are encouraged to participate.

## **Student Achievement**



### **TEACHING & ORGANIZATION FOR LEARNING**

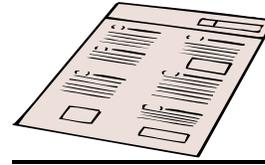
Central Elementary faculty work diligently to continuously improve the quality of learning experiences for students. We place a strong emphasis on students gaining the necessary skills in the basics and we involve them in learning experiences that contribute to each student becoming a self-directed, motivated learner who practices self-discipline and thoughtful behavior.

### **CURRICULUM GUIDES & NINE WEEKS TESTING**

Amherst County has created and implemented curriculum guides for math, English, writing, science and social studies. In addition, nine-weeks instructional pacing guides are followed to ensure students receive instruction in all of the required content over the course of the year. In order for us to document student progress and provide remediation and intervention to those students who need it, students in grades 2-5 take benchmark tests each nine weeks on the standards covered during that grading period. Results are used to improve instruction and to provide remediation for those needing extra time to reach mastery. In grades K-1, frequent individual monitoring occurs to ensure students receive appropriate support for mastery learning.

### **ENRICHMENT & INTERVENTION**

Central Elementary School includes in the daily schedule a thirty-minute intervention and enrichment period at each grade level. Title I reading assistance, Gifted and Talented Education Program services, enrichment, small group tutoring, and in-class re-teaching and remediation are provided during the intervention period.



### **STATE TESTING PROCEDURES**

All students in grades 3, 4, and 5 take SOL tests in the late spring to determine their levels of proficiency in each content area.

Parents can help their children prepare for these tests by:

1. encouraging them to take schoolwork seriously each day, by being a good listener, and asking questions when they don't understand.
2. insisting that they read daily beyond the school day.
3. helping them memorize basic addition, subtraction, multiplication, and division facts, which are the cornerstones of more sophisticated learning in math.
4. insisting they complete homework assignments.
5. maintaining regular contact with their teachers.

### **PROMOTION/RETENTION**

A multiple set of criteria will be used when promoting or retaining students in grades kindergarten through five that include but are not limited to the following:

- A. Standards of Learning test results
- B. Progress on grade level subject matter
- C. Early skills and knowledge achievement record, including PALS testing
- D. Attendance
- E. Age
- F. Maturity
- G. Prior retention
- H. Other factors specific to the student

## PARENT TIPS



### TIPS FOR HELPING YOUR CHILD AT HOME

1. **READ** to your child. Every time you read to your child, you are building an appreciation of books and reading. A child who has been read to is usually more excited about reading.
2. **HELP** your child with his/her reading. Tell him/her words if he/she is in the beginning stages of reading. Help your child to work out the word if he/she is in a later stage by:
  - a. Looking at the picture
  - b. Skipping over the unknown word and reading the rest of the sentence to see if context helps with word identification.
  - c. Checking to see whether the word makes sense in the sentence.
3. **BUILD** a reading atmosphere at home. Have books, magazines, and newspapers around the house and let your child see you reading frequently.
4. **BUY** books and children's magazines for your child for birthdays and holidays. Try to get books at his/her reading level so he/she can read these books with fun and pleasure.
5. **SEE** that your child has good habits of attendance. When your child is absent from school, he/she misses work and may not be able to keep up with the class.
6. **CHECK** your child's report card. If your child is having trouble with any subject, consult his/her teacher to find out how you can help.
7. **SET** aside a regular time for homework. Help your child develop the habit of daily attention to homework routines.
8. **MAKE** games. Play games with math flash cards or with word cards containing troublesome words.

## PARENT RESOURCES

Central Elementary has a host of literacy resources including terrific games and books that parents may check out from the Parent Resource Center to use at home. All of the items are engaging, colorful, and useful to support development of students' literacy skills.

### SCHOOL SAFETY

#### CRISIS PLAN

The Central Elementary School Crisis Plan is updated annually. Each staff member is given a copy of the plan and ongoing training is provided. Included in the plan are procedures for fires, power outages, accidents, fights, tornados, suicide, bomb threats, threatening persons, missing students, and death of a student or staff member.



#### FIRE DRILLS

Fire drills are held once a week for the first month of school and once a month thereafter. The purpose of the drill is to practice safe and quick evacuation procedures in the event of an emergency. Students should walk quickly and quietly to their designated building exit, leave the building going to a destination directed by the teacher, and stand with their backs to the building until further directions are given.



#### TORNADO DRILLS

Tornado drills are held once a year. Upon hearing the announcement, teachers will lead students to a designated part of the building where students

assume a squatting position with hands and arms covering their heads.



## **EMERGENCY CLOSING**

The Superintendent of Schools determines when conditions warrant the cancellation or early dismissal of school. Whenever a decision has been made, local news media will be notified. Local radio or television stations or the Amherst County Public Schools website and Info Source service may be used to obtain information on emergency closings.

- ❖ **Please do not call the school to receive information about the closing of school. Our telephone line needs to be available to receive information from the Superintendent's Office and the Transportation Department.**
- ❖ **Parents are asked to make specific advance plans with students so they will know where to go and what to do in case of early closings.**



## **DELAYED OPENINGS**

Inclement weather at times necessitates a late opening of school. Information concerning late openings is provided by local TV and radio stations.

If schools should open one hour late, students should not arrive before 9:30. Breakfast will be served between 9:30 – 10:00. If school should open two hours late, students should not arrive before 10:30.

**Breakfast will not be served.**

If the radio or TV indicates that schools are on a two-hour delayed schedule, please continue to listen. Occasionally, weather conditions change resulting in a decision to close schools for the day.



## **HOMEWORK**

In order to commit new learning into long term memory, students need to practice. Homework is an excellent vehicle for student practice. In addition to reinforcement/practice, homework also serves other worthwhile purposes such as extension, enrichment, and teaching of responsibility. Homework provides an essential communication link between home and school, and assists students in developing good work habits and the wise use of time. Homework, however, should not be excessive. General time frames for homework assignments should adhere to the following:

- Kindergarten – 15 minutes or less daily
- Grades 1-2 – 30 minutes or less daily
- Grades 3-4 – 45 minutes or less daily
- Grade 5 – 1 hour or less daily

*If homework for your child exceeds these time parameters, please contact your child's teacher.* It is further suggested that parents set aside the appropriate amount of time for homework each evening, Monday through Thursday. If there is no written assignment, insist that your child study or read for that period of time each night.

# STUDENT CONDUCT

Educational research suggests that the most important contributor to student achievement is a focused academic environment, free from disruptions. The faculty and staff of Central subscribe to this philosophy, supporting high expectations for student behavior. General school rules include the following:

1. Respect the property and rights of others.
2. Follow adult directions the first time they are given to you.
3. Keep hands, feet, and objects to yourself.
4. Refrain from abusive language, cruel teasing, and any form of harassment at all times.
5. Walk quietly in the hallways.

In addition, each classroom teacher has an individual classroom discipline plan, which includes these general rules and others, which are specific to the needs of the individual classroom. Classroom discipline plans also incorporate rewards and consequences for infractions. General consequences, which are accrued on a daily basis, include:

1. First infraction – warning
2. Second infraction – time out
3. Third infraction – loss of a privilege
4. Fourth infraction – notification of parents
5. Fifth infraction – referral to principal

Some infractions are severe or disruptive in nature and warrant immediate intervention from the office. These infractions include:

1. Fighting
2. Possession of weapons/facsimiles
3. Possession of tobacco/alcohol
4. Destruction of school property

In the event a student is referred to the office, students may receive consequences. Consequences include but are not limited to:

1. Conference and problem-solving plan completed with principal or counselor.
2. Parent phone call or letter.
3. Timeout in the office.
4. Silent lunch
5. Parent conference.
6. After-school detention
7. In-school suspension
8. Overnight suspension (Requires a parent conference with the Principal)
9. Out of School Suspension.

\*\*If a student inflicts bodily injury to another person or is in possession of weapons or facsimiles, he/she faces immediate suspension from school.

## VANDALISM

When any student injures, destroys, or defaces any school property, the student or his/her parent or guardian is required to pay the cost of the property damaged or destroyed. In addition, the student is subject to whatever disciplinary action is deemed necessary and advisable by the principal.



## DRESS CODE

Students at school are expected to be neat and well-groomed. Attire should be suitable for school. Clothing that is disruptive to the educational environment is not permitted. Examples of such clothing include:

1. Halter tops
2. Tank tops (no spaghetti straps) least 1 ½ inch in width straps
3. See-through shirts
4. Any clothing which advertises tobacco, alcohol, or illegal substances
5. Any clothing with offensive language, symbols, or pictures
6. Excessively tight or short skirts or dresses
7. Extremely tight or short shorts
8. Any apparel that can imply gang membership
9. All shirts and blouses must cover the midriff area.

## INVITATIONS/GIFTS

Please do not send invitations to parties to be distributed at school. We have found that this disrupts learning time and causes hurt feelings among students.

Non-instructional items such as, but not limited to flowers and gifts, are not to be sent/brought to schools to be delivered to students. Any such items will not be given to students and parents will be contacted to come and pick them up after school.

## ARTICLES INAPPROPRIATE FOR SCHOOL SETTING

1. Glass bottles or containers
2. Guns or knives (including toy guns and knives)
3. Tobacco or alcohol products
4. Firecrackers or other explosives
5. Slingshots
6. Beepers and cellular phones
7. Toys
8. Radios, CD players, boom boxes, or other electronic devices
9. Laser pointers



## THE DEPARTMENT OF TRANSPORTATION REGULATION FOR SCHOOL BUS RIDERS

The Board will require students to conduct themselves on the bus in a manner that will permit the safest possible transportation for all passengers. Illegal or improper behavior will be reported to the principal in writing by the bus driver. The principal will inform parents and request their assistance in correcting behavior. Students who continue causing problems on the bus will have their riding privileges suspended. In such cases parents are responsible for their safe transportation to and from school. **Riding the bus is a privilege NOT a right.**

1. Students shall remain seated, face front, and keep feet and objects out of the aisles.
2. Students will not fight, or use obscene language.
3. Students will keep heads, hands, arms, and belongings inside the bus.
4. Students will not eat, drink, smoke, or chew tobacco on the bus.
5. Students will not litter.
6. Vandals will pay for bus damage.
7. Students will be at loading and unloading places on time.
8. Students must use the same loading and unloading place, unless they have a note from their parents cosigned by their principal.
9. Students must cross the street 10 to 15 feet in front of the school bus.

10. Students may only ride the bus that they are assigned by the Division Superintendent or his duly authorized agent.
11. Students are not permitted to cross a dual highway when loading or unloading from a school bus.

## VIOLATIONS OF BUS CONDUCT RULES

The Amherst County School Board requires all students to conduct themselves in a manner that will permit the safest possible transportation for all passengers. In cases of serious misbehavior or continued violations of safety regulations, students have their riding privileges suspended. In such cases, parents are responsible for transporting their students to and from school.

## BUS TRANSFER

Students are expected to ride their assigned buses. Permission to ride another bus may be granted if a **parent sends a signed note and room is available on the other bus.**

## FIELD TRIPS

Field trips are a great extension of the learning taking place in the classroom and are designed to be educational and fun. Please be aware that disciplinary action may result in the loss of the privilege of participating in field trips.



## TOBACCO USE ON SCHOOL PREMISES

The use of all tobacco products, including cigarettes, cigars, pipes, chewing tobacco and snuff, is **prohibited** on all property or vehicles owned, rented, or leased by the Amherst County Public Schools. Such prohibition shall apply at all times, day or night. This policy shall apply to all students, employees, visitors, volunteers, or other persons conducting business with the schools.

# ILLNESS AND MEDICATION

## ILLNESS AT SCHOOL



**We ask parents to keep sick students at home. We also request a phone call to the school office by 9:30 a.m. to report the absence. Following an absence, students are to bring a note with parent signature listing the date and reason for the absence, for the attendance record.**

When students become sick at school, a parent or designated caregiver will be called. Children who are vomiting or who have a fever of 100° F or more cannot remain at school.

## MEDICATION

1. Over-the-Counter Medicines – The medicines may be given to students only if accompanied by written parental consent with the dose and time to be given clearly stated. **Over-the-counter medication must be in the original bottle.** Dosages may not exceed the manufacturers recommended dosages unless in writing by a licensed prescriber. Written permission from a physician is required if the medication is to be given for longer than 5 consecutive days. **Signed medical consent forms must be received before medication can be given at school.**
2. Prescription Medications – Prescription medication may be given to students only with a licensed prescriber’s written notice or current prescription and signed permission form from the parent or guardian. Prescription medication must be in the original bottle. **Signed medical consent forms must be received before medication can be given at school. Forms will be provided by the school.**
3. A medicine log is kept with the student’s name, medication, dose and time given with the signature of the person giving the medicine. Parental notes and forms are also kept on file.
4. Students are not to carry medications to school. All medications are to be delivered to the school by the parent or appropriate adult.

## HEAD LICE

Occasionally young children will contract head lice. To avoid exposure, they should be cautioned against using someone else’s comb or brush, wearing someone else’s hat or hair bows, and wearing someone else’s coat or sweater. If a child contracts head lice, parents are to consult a doctor or pharmacist for treatment advice. Parents are also asked **to inform the school so necessary action can be taken.**

**Amherst County Public Schools subscribes to the following policy concerning head lice. Any child who has been infected with head lice must bring a note to school signed by a doctor or the Health Department, which states the child is lice free and nit free. Further, the parent is to bring the child to the clinic upon return to school so that the school nurse or health assistant may verify the student is lice free and nit free before the student is admitted to class. They should not be sent on the bus, but come in with a parent.**

## Business and Other Partners

Central Elementary School has been fortunate to benefit from partnerships with a variety of organizations and businesses.

The Amherst Rotary Club provides a globe to each student in second grade, annually.

The Amherst Women’s Club provides a beautiful, full-color, illustrated dictionary to each third grader, annually.

The Horizon Behavioral Health Center partners with Central Elementary to provide special counseling support to eligible students. In addition, the partnership provided a six-week anti-bullying program in kindergarten classrooms.

The Amherst County Education Foundation has provided grants in response to teacher applications that have afforded the school additional SMART Board technology, remote responders, and other technology.

Glad Manufacturing donates funds each year to support purchase of supplemental materials, special speakers, and arts programs.

The Lions Club donates funds, most recently in the amount of \$500.00 for books and literacy support for the school library.

The Amherst Cares program continues to partner with the school to provide nutritious meals and snacks to students in need, for weekend use.

The Amherst Food Lion has hosted Family Math Night and supported several school events including the science fair and the spring carnival with reduced pricing and donations.

Barnes and Noble Bookstores gives the school discounts.

Sylvan Learning Center donated a bicycle and several cash prizes for "Read Across America" and partnered with the school in the after school tutoring program.

Other businesses that have provided donations, discounts and/or other forms of support include:

Givens Books and Little Dickens, Mill Ridge Gifts, Subway of Amherst, Home Depot, Country Cookin', Dudley's Family Restaurant, Frito-Lay, GLAD Manufacturing, Harding's Clocks, Hillcats Baseball, Hill House, Kat's Kitchen, Kotos Grill, Kroger's, LaCaretta, Lifeway Christian Stores, Logan's Steakhouse, Lou's Antiques, Papa John's Pizza, Putt-Putt, Red-Door Photography, Signature Studios, Sundae Grill, The Tackle Box, Tractor Supply, Vintage on Main, Vito's and the Wooden Chair.

### **Amherst Schools Administrative and Instructional Staff**

**Dr. Steven Nichols, Superintendent**

**Dr. Julie Rogers, Assistant Superintendent of Human Resources**

**Dr. Dana Norman, Director of Academics**

**Dr. Brendon Albon, Instructional Supervisor (Math/ Science/ Gifted)**

**Mr. Wayne Lyle, Supervisor of Humanities**

**Mr. Jim Gallagher, Supervisor of Student Services**

**Mrs. Marymargaret Cardwell, Supervisor of Title I Services & Literacy K-12**

**Ms. Mary Mays, Supervisor of School Counseling and Assessment Coordinator**

**Mr. Joe Goldman, Supervisor of Technology**

### **ACPS Contact Information**

**Phone: 946-9386**

**Fax: 946-9346**

**Website: <http://www.amherst.k12.va.us/>**