



STUDENT HANDBOOK

575 Union Hill Road
Amherst, VA 24521

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Principal: Mr. Derek Adam

Assistant Principal: Mrs. Melissa Ferguson

School Secretary: Mrs. Nina Ferguson

Cafeteria Manager: Mrs. Bobbi Hamlet

School Counselor: Mrs. Lauren Kershner

Health Assistant: Ms. Olivia Snyder

Librarian: Ms. Nancy Johnson

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Dear Parents,

Welcome to the 2021-2022 school year. The student agenda is a valuable 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 see families as our partners in education, so please help us teach your child. You are important to your child which makes you important to us.

Sincerely,

Derek Adam
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.

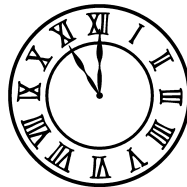
MISSION STATEMENT

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. We desire to inspire, engage, and prepare each student for tomorrow by encouraging creativity, developing character, building strong minds, and promoting healthy bodies.



STUDENT MOTTO

I am a unique individual who is capable of achieving great things.



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 9:00 a.m. to 4:00 p.m. There is no waiting place for students before 8:40 a.m. or after 4:00 p.m. **Students who are brought to school by parents cannot arrive before 8:40 a.m. and they must be picked up by 4:00p.m.**

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

The Y.M.C.A. operates a before and after School Programs currently at Amherst Elementary. **All students who arrive at school before 8:40 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. **Incentives and positive check-ins are given to students who attend school on a regular basis.**

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. **Please use the notes that can be found in this agenda beginning on pages 19 to submit notes. No need to tear them out. Just inform your child to show the note to his/her teacher upon their return to school.**

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. **If you send it after the trip, it will not be excused.**
 - c. Verified student illness by a parent, guardian, or doctor.
 - d. Documented court appearance
 - e. Death in family
 - f. Extenuating circumstances which are determined by the principal
 - g. After written notes are submitted by a parent/guardian for 10 days of a personal illness of a student, a doctor's note or other documentation will be required to excuse any further absences.

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

- a. 5th excused absence will result in a check-in between the parent and a school staff member.
 - b. More than 10 excused absences may result in a referral to the Student Accountability Coordinator.
- *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 Meeting after 5 unexcused** absences, and potential court filing for continued unexcused absences. Once a student reaches 6 unexcused absences an Attendance Meeting will need to be held with the administration at CES. If your child has to have an ARM held this will disqualify them from attending field trips. If you want to prevent this from happening **YOU MUST SEND A NOTE IN within 3 days of them returning to school.** Using the pages for notes in their agenda can prevent them from being lost. Sending an email to the principal or secretary can be done as well.

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, other photo identification, or a blue car rider and sign the student out on the computer. Blue car rider passes must be shown to staff in the car rider pick up line or you will have to come into the Front Office to sign the child out.**

Bus riders will arrive and dismiss through the front entrance. Car riders will dismiss from the cafeteria. Staff members will be on duty to supervise the arrival and dismissal process to ensure that our students come and go safely.

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:

Go directly to the office to sign in and receive a badge to be worn while in the building.

Utilize the computer check-in system.

Exceptions are not made.

Schedule conferences with all staff **in advance**. Conferences cannot occur after 8:40 am or before 4:00 pm unless previously scheduled with the teacher.

Treat 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. Threatening 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.

While in our building during lunch.... **DO NOT TAKE PICTURES OF STUDENTS WHO ARE NOT YOURS OR ALLOW THEM TO USE YOUR CELL PHONE.**

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 with after-school clubs.
11. Assist with picture day.

LOST AND FOUND

Lost and found items will be kept on the stage 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, field trips, fundraisers, book fairs, and any other purposes should do so by securing it in a sealed envelope. **The student's name, 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. Parent signatures on the folders are expected weekly in order for students to earn rewards and incentives. The signature proves to us that a parent has received and read the material. It may also count as a homework demerit, so please sign the Monday folder sheet. 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 28, January 26, April 6 and the last day of school (June 8)**. 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 21, December 1, February 22 and May 9**. 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-1st-

S- Satisfactory

P- Progressing

N- Needs Improvement

Grades 2nd- 5th-

Grading scale:

98-100 – A+

93-97 – A

90-92 – A-

87-89 – B+

83-86 – B

80-82 – B-

77-79 – C+

73-76 – C

74-76 – C-

69-69 – D+

63-66 – D

60-62 – D-

59-Below – F



2. Make-up Work

- All work must be completed within five school days from the return to school.
- When a student is absent, if a parent requests, assignments will be available within one school day.
- Students are required to complete make-up work regardless of the reason for an absence.

3. Zeros

If a student willfully refuses to complete and turn in assigned work within a reasonable time frame, a grade of zero may be given. Parents will be notified when work completion becomes a problem. The teacher will seek to determine the cause of the student's failure to complete assigned work and make multiple attempts to have the student complete the work. This may include sending it home for completion. A late grade may be given with an appropriate grade assigned.

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. Dates for the 2021-2022 school term will be announced on our website, social media and newsletters.

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

EMERGENCY CONTACTS



Parents are asked to provide emergency information about their children at the beginning of each school year. Emergency contacts 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 updated in Powerschool. .

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 that 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

SCHOOL COUNSELING PROGRAM

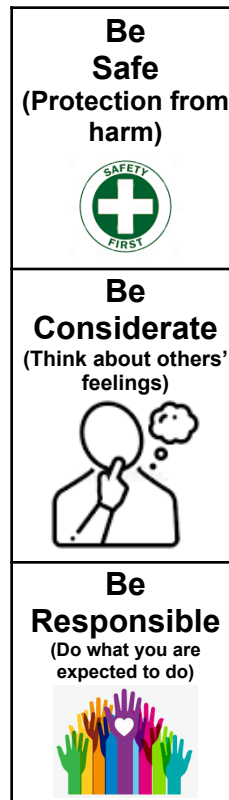
Our school counselor is committed to implementing a school counseling program that will support the mission and vision of Central Elementary School. The school counselor helps resolve problems that interfere with learning, counsels individuals and groups, conducts classroom guidance activities, facilitates 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.



VTSS

The Virginia Tier System of Supports integrates academics, behavior and mental health into a single decision-making framework for establishing the supports needed for a school to be an effective learning environment for all students. Here at Central we have 3 school wide behavioral expectations for all students: ***Be Safe, Be Considerate and Be Responsible.*** For consistency, these 3 rules are taught to all students beginning in PreK.



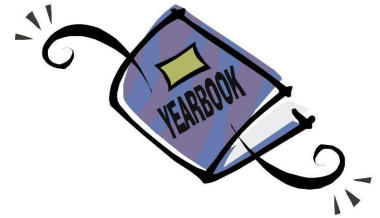
ACPS Talented and Gifted (TAG) Education Program

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, 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 \$25.00 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. We will be selling yearbooks from previous years throughout this school year for a discounted price. Be on the lookout during evening school events.



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, Ms. 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. Makerspace and online activities will be introduced this year to selected grade-levels and classes.

LUNCH & BREAKFAST

Central Elementary School has an excellent cafeteria staff that serves not only balanced, but also appealing lunches. Breakfast is served in the classroom until 9:05 a.m. daily. Please arrive on time so your child can receive breakfast. Milk is available for students who bring lunches. **For health reasons, students are not permitted to bring soda or energy drinks to school. The items will be held and returned to the student at dismissal if brought to school.**



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

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 lunch system. Each student has an individual account. Parents may prepay for 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. Money needs to be paid online or given directly to the photographer using the correct form and envelope.

SUPPLY LISTS

School supply lists for each grade level are published each May, sent home with report cards, kept in the office, and posted on the school website. Expect the need for supplies to be replenished sometime during the mid-year.

PARENT-TEACHER ORGANIZATION (PTO)

The CES PTO organizes annually, sharing duties to coordinate volunteer support and family-centered activities at the school. All parents/guardians are encouraged to participate. PTO Meetings are held the 2nd Monday of each month 5:30-6:30PM. Check them out on Facebook: **Central Ele PTO**



Student Achievement

TEACHING & ORGANIZATION FOR LEARNING

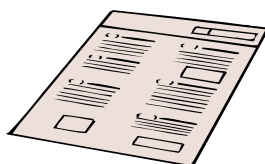
Central Elementary faculty work diligently to continuously improve the quality of learning experiences for students. We place a strong emphasis on students gaining the necessary skills in the basics and we involve them in learning experiences that contribute to each student becoming a self-directed, motivated learner who practices self-discipline and thoughtful behavior. **Students and/or their parents may request for the reconsideration of any learning resource utilized with the curriculum. Policy KLB and KLB-E should be used when providing this request to the school principal.**

CURRICULUM GUIDES & SEMESTER 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 K-5 take MAP tests 3 times a year on the standards of learning. Results are used to improve instruction and to provide remediation for those needing extra time to reach mastery. In addition, frequent individual monitoring occurs to ensure students receive appropriate support for mastery learning.

ENRICHMENT & INTERVENTION

Title I reading assistance, Gifted and Talented Education Program services, enrichment, small group tutoring, and in-class re-teaching, intervention, and remediation are provided during the regular school day. Sometimes additional remediation time is given during student Resource classes.



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 **even when it is hard they can get credit for trying.**
5. maintaining regular contact with their teachers by email, phone call and **checking their agenda every day.**

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.

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. A letter will go home notifying parents of any drills or precautionary procedures.

LOCKDOWN DRILLS

Lockdown drills are held throughout the year. Some are announced while others are unannounced. Upon hearing an announcement, teachers will keep students in the classroom until it is clear to resume normal movement throughout the school.

FIRE DRILLS



Fire drills are held twice during the first month of school, and then 2 for the rest of the year. 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/Facebook page 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, as well as the ACPS and CES Facebook pages..

If schools should open one hour late, students should not arrive before 9:40. Breakfast will be served between 9:40 – 10:00. If school should open two hours late, students should not arrive before 10:40. **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.

HOMWORK

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 **grade-level team** has a 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 classroom consequences, which are accrued on a daily basis, may 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

When violations of school rules occur, the student will be made aware of the accusations against him/her, have the opportunity to present his/her side of the story, and will be notified of his/her right to appeal. 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 teacher or counselor.
2. Parent phone call or letter.
3. Timeout in the office, silent lunch, recess or Resource in the office.
4. Parent conference.
5. In School Suspension
6. Out of School Suspension.

****If a student inflicts severe 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 should have a strap equal to the width of 2 fingers (no spaghetti 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 (should reach the tip of the thumb)
Extremely tight or short shorts (shorts should reach the tip of the thumb)
7. Any apparel that can imply gang membership
8. 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/vape or alcohol products
4. Firecrackers or other explosives
5. Slingshots
6. **Cellular phones are only permitted to be used on the bus and NOT within the school**
7. Toys

8. Radios, CD players, boom boxes, or other electronic devices
9. Laser pointers

Items will be confiscated and remain in the Front Office for parent/guardian pick-up.



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.

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.
12. Students are allowed to use cell phones on the bus
13. Students may use earphones/ear buds when listening to music, videos, etc. while on the bus
14. Ear buds/earphones are not to be worn when entering/exiting the bus or walking to and from the bus
15. Students are not allowed to make phone calls, record images or sound, or take pictures
16. Students are not allowed to view inappropriate materials, all content being accessed must be within the guidelines of the ACPS acceptable use policy

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. In addition to serious bus violations, students can be suspended 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 used to enhance classroom instruction and as an incentive to students. All students will be encouraged to attend, however certain guidelines must be met in order to be eligible to participate in the field trips. **Academic performance and behavior will be considered when determining if students are eligible to participate in a field trip.** Chaperones on field trips will be requested as needed and will be limited.

To be eligible to participate on a school sponsored field trip:

- Any student who has received the following consequences will not be able to participate:

- Five (or more) incidents of In-School Suspension/bus suspensions for the school year.
- Two or more separate incidents of Out-of-School Suspension/Alternative to Suspension for the school year or one Out-of-School Suspension/Alternative to Suspension of five or more days.
- A combination of three or more incidents of In-School Suspension and one or more incidents of Out of-School-Suspension/Alternative to Suspension for the school year.
- **Excessive unexcused absences which have resulted in an attendance review meeting. (Please review attendance procedures on page 3)**
- **For end of the year field trips any student who has accumulated 16 or more absences (excused, unexcused, or suspended absences) will NOT be able to attend these field trips.**



TOBACCO USE ON SCHOOL PREMISES

The use of all tobacco products, including cigarettes, cigars, pipes, chewing tobacco, vape, 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 your student home if they have had any of the following symptoms within the last 24 hours: vomiting, diarrhea, or have had a temperature of 100 degrees or more. 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. If the student was seen in a doctor's office, we require an excuse note from the doctor's office for the absence



When students become sick at school, a parent or designated caregiver will be called to pick the child up from school. Children, who are vomiting, have had diarrhea, pink crusty eyes or who have a fever of 100° F or more cannot remain at school, they **MUST** be picked up.

A child can return to school once they have been symptom free for 24 hours, without any medications alleviating the symptoms and in some instances must be cleared by a physician to return to school.

MEDICATION

1. **Over-the-Counter Medicines** – The medicines may be given to students only if accompanied by **Over-the-Counter Medication Administration Permission Form** which can be found on the Amherst County Public School website. **Over-the-counter medication must be in the original container.** 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 on the Prescription Medication Administration Permission Form or the Asthma Action plan for inhalers or breathing treatments. (Both forms can be found on the Amherst County Public Schools website). Prescription medication must be in

the original container and must have a current date on the prescription label. **Signed medical consent forms must be received before medication can be given at 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.

4. Students are not to carry medications to school. All medications are to be delivered to the school by the parent or appropriate adult. This includes a child bringing in cough drops, creams or any sort of medication to apply or administer to themselves, all medications must be kept in the clinic and have appropriate paperwork filled out by parent/medical provider to be given at school.

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 Harvest Behavioral Health Center partners with Central Elementary to provide special counseling support to eligible students.

The Amherst County Education Foundation has provided grants in response to teacher applications that have afforded the school additional books for reading, a color printer for art, and school counseling materials.

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 Valentine Family Dance and the spring carnival which have reduced cost with donations.

Clifford Baptist Church implements the Good News Club each Monday and provides meals to many of our evening events.

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

ACHS Athletic Program and Athletes, Advantage Tire, Applebee's, Angel's Nail, Salon, Amherst Domino's Pizza, American Beauty, Awakensense Massage Therapy, Blaze Pizza, Captain D's, Charlie's Chicken, Country Cookin', Downtown YMCA, El Marachi, Fairmont Crossings, Frito-Lay, GLAD Manufacturing Givens Books and Little Dickens, Depot Grill, Edith's Route 60 Diner, Great Clips, Golden Corral, The Hair Gallery, Hillcats Baseball, Hill House, IRON Lives (including Diamonds, Rubies and TIN Men), The Ice Cream Parlor, Jump n' Fun, Jersey Mike's Subs, Kathy's Nails, Krimson Salon, Kotos Grill, Kroger's, LaVilla, LaCaretta, Little Caesar's, Ledo's Pizza, Lola's Restaurant, Logan's Steakhouse, Lou's Antiques, Nails and Beyond, Number 1 Wok, Papa John's Pizza, Ollie's, One-Way-Out, Putt-Putt, Red-Door Photography, Regal Cinemas, Ritchie's Barbershop, SNAP Fitness, Signature Studios, Subway of Amherst, Travelers Food and Drink, Texas Roadhouse, Vintage on Main, Vito's, White Hart Café, Wailes Florist and Gifts, Wasabi Japanese Steakhouse and Restaurant, and the YMCA.

Guidelines for Parent Communications to Teachers & Staff

Below are some reminders to serve as a general guide for ensuring effective communication from parents to teachers, staff and administrators. Communication refers to both the sending and receiving of information, such as email and notes, and verbal communications such as telephone conversations and face-to-face meetings. In order to ensure a successful exchange of information, it is important that all parties follow a few key principles.

Maintain Respectful and Open Communication

- Always use a respectful and polite tone
- Request, don't demand.
- Be ready not just to provide information, but to listen to teacher/staff observations and perspectives.
- Enter the exchange with an open mind and assume a shared best interest for your child.
- Be prepared to work collaboratively to solve problems.

Time to Respond to Communications

- Teachers will make every effort to respond as soon as possible to parent communications, with the understanding that the teaching day sometimes precludes immediate responses.
- Teachers and staff may need some time to collect needed information before responding.

Whom to Contact

- Most communications of classroom and playground concerns should be directed at first to your child's teacher. They will have first-hand information regarding any incidents. Going to the Principal first will create an additional person who will need time to gather information before getting back to you.
- If you have an issue with a particular staff member, first try to address those concerns with that staff member directly.
- If you have had a discussion with your child's teacher and the issue has not been addressed to your satisfaction then contact the Principal, Mr. Adam or Assistant Principal, Mrs. Ferguson.

NOTICE TO STUDENTS, PARENTS AND STAFF REGARDING THE USE OF CAMERA SURVEILLANCE ON SCHOOL PROPERTY For the safety of our students, staff and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time. Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities. District surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices, or classrooms. Recordings are not public information.

Amherst County Public Schools Administrative and Instructional Staff

Dr. Robert Arnold, Superintendent

Dr. William Wells, Assistant Superintendent for Administration

Dr. Dana Norman, Director of Academics

Mr. Jim Gallagher, Director of Human Resources

Mrs. Robin Wheeler,, Supervisor of Literacy, Early Childhood, and Federal Programs

Mr. Joshua Neighbors, Supervisor of Student Services

Mr. Craig Maddox, Supervisor of History, CTE, and ITRT

Ms. Wanda Smith, Supervisor of Math, Science, Gifted, and Elective Programs

Mrs. Stephanie Moehlenkamp, Coordinator of Guidance and Assessment

Mr. Joe Goldman, Supervisor of Technology

Dr. Marvin McGinnis, Supervisor of Innovation

ACPS Contact Information

Phone: 946-9386

Fax: 946-9346

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

Reason: _____

Parent Signature _____ Approved: **YES NO** CES Staff: _____

PARENT ABSENCE NOTE FOR: CENTRAL ELEMENTARY SCHOOL DATE _____

Student Name _____

Teacher Name _____ Grade _____

Please excuse my child on

Absent _____ Date(s) _____

Reason: _____

Parent Signature _____ Approved: **YES NO** CES Staff: _____

PARENT ABSENCE NOTE FOR: CENTRAL ELEMENTARY SCHOOL DATE _____

Student Name _____

Teacher Name _____ Grade _____

Please excuse my child on

Absent _____ Date(s) _____

Reason: _____

Parent Signature _____ Approved: **YES NO** CES Staff: _____

PARENT ABSENCE NOTE FOR: CENTRAL ELEMENTARY SCHOOL DATE _____

Student Name _____

Teacher Name _____ Grade _____

Please excuse my child on

Date(s)

Absent

Reason:-----

Parent Signature _____ Approved: YES NO CES Staff:_____

PARENT ABSENCE NOTE FOR: CENTRAL ELEMENTARY SCHOOL DATE _____

Student Name _____

Teacher Name _____ Grade _____

Please excuse my child on

Date(s)

Absent

Reason:-----

Parent Signature _____ Approved: YES NO CES Staff:_____

PARENT ABSENCE NOTE FOR: CENTRAL ELEMENTARY SCHOOL DATE _____

Student Name _____

Teacher Name _____ Grade _____

Please excuse my child on

Date(s)

Absent

Reason:-----

Parent Signature _____ Approved: YES NO CES Staff:_____

PARENT ABSENCE NOTE FOR: CENTRAL ELEMENTARY SCHOOL DATE _____

Student Name _____

Teacher Name _____ Grade _____

Please excuse my child on

Date(s)

Absent

Reason:-----

Parent Signature _____ Approved: **YES NO** CES Staff: _____

PARENT ABSENCE NOTE FOR: CENTRAL ELEMENTARY SCHOOL DATE _____

Student Name _____

Teacher Name _____ Grade _____

Please excuse my child on

Date(s)

Absent

Reason:-----

Parent Signature _____ Approved: **YES NO** CES Staff: _____

PARENT ABSENCE NOTE FOR: CENTRAL ELEMENTARY SCHOOL DATE _____

Student Name _____

Teacher Name _____ Grade _____

Please excuse my child on

Date(s)

Absent

Reason: _____

Parent Signature _____ Approved: **YES NO** CES Staff: _____

PARENT ABSENCE NOTE FOR: CENTRAL ELEMENTARY SCHOOL DATE _____

Student Name _____

Teacher Name _____ Grade _____

Please excuse my child on

Absent

Date(s)

Reason: _____

Parent Signature _____ Approved: **YES NO** CES Staff: _____

Additional Communication: