Amelia County Elementary School

Student Handbook
2026 - 2027



8533 N. Five Forks Rd.
Amelia, Virginia 23002

Telephone: (804) 561-2433
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In any organization freedom comes only with acceptance of responsibility. This is certainly true of Amelia County Public Schools. It is important that our students begin to develop a better understanding of themselves, utilize their talents and abilities and accept responsibility for their actions.

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

The complete Amelia County Public Schools Policy Manual may be reviewed by visiting the Amelia County Public School Website @ www.amelia.k12.va.us

Action Speaks

At Amelia County Elementary School, we work to promote ROAR expectations, wherein we expect students to be Respectful, Organized, Appropriate, and Responsible. Behaviors that do not align with our ROAR expectations can be addressed. Please use the form on our webpage to report any behavior or activity (such as bullying, harassment, vandalism, etc.) you feel negatively impacts a safe, positive learning environment for our students.

Arrival Time

The doors open at 8:05 am. Students are not to arrive at school before the school day begins as supervision of students does not begin prior to 8:05.

Assemblies

Assemblies will be held periodically for educational, cultural, and business purposes. Students are to sit with their teachers in an assigned area. Courtesy and attentive behavior are expected at all assemblies.

Attendance

It is important for students to attend school regularly. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. It is a parent's responsibility to contact the school for a child's absence. Parents can call the school office the day of the absence or send a note the day after. If the parent does not contact the school, the absence will be considered unexcused.

After 5 absences, a conference will be requested by an administrator and an attendance plan will be put into place.

Chronic Absenteeism is defined as missing 10 percent or more of the school year, regardless of reason. Chronic absenteeism is a factor for school accreditation.

Tardiness to School

Students who arrive after classes have begun must report to the office **accompanied by a parent/guardian**. Students who arrive on a late bus will not be considered tardy. Students will be counted tardy after 8:25 a.m. each day.

Early Dismissals

- If a student will be leaving school early, the student must bring a note to school signed by the parent. The note must give the date, time and reason for dismissal and telephone number where parents can be reached. The note must also state the person picking up the student if other than the parent.
- The parent/person designated on the note must come to the office to pick up the student. Parents will be contacted if there is a question concerning the note.
- Students are encouraged to be at school for the entire school day. Early dismissals have an impact on academic performance.
- Early dismissals will not be granted within 30 minutes of the beginning of student dismissal in order to ensure that all students are transported to their appropriate destination each day. The "cutoff" time for early dismissal is 2:45 p.m.

*****Students who are either habitually tardy or accumulate excessive early dismissals may be placed on an attendance plan with administration.**

Bus

Student conduct guidelines for the bus can be found in the Amelia County Public Schools *Standards of Student Conduct.* Violations of the bus guidelines can result in loss of privileges temporarily or permanently. Parents are required to be visible when a student is dropped off.

Cafeteria

- An allergy-aware table is provided for students with allergies. Students may select one classmate to join them for lunch at this table.
- Students are not allowed to share snacks, food or drinks with other students.
- Parents are welcome to eat lunch with their children. A table is provided for parents and their children to dine together.

Beverages and Snacks

Students may bring canned or carton drinks to school in their lunches. They may be consumed only at lunchtime in the cafeteria. **No beverages in glass containers will be allowed.** Students may bring water bottles to school.

Birthday Celebrations

- We prefer <u>non</u>-food items as birthday treats (stickers, pencils, temporary tattoos, etc.)
- If you would like to bring in an edible treat, birthday cupcakes **must** be small (mini-sized) and **must** be store bought due to student food allergies.
- Parents must inform the teacher at least 24 hours in advance.
- Parents must only pass out cupcakes to students within the birthday child's class.

Cell Phones

Students are required to turn off their cell phones and keep them out of sight at all times during the school day from the first bell to the closing bell. The consequence for failure to follow this will be confiscation of the cell phone with a parent-required phone pick up from school. Repeated incidents will subject the student to In School Suspension (ISS) or Out of School Suspension (OSS) and contact with parents.

Faculty Lounge Area

The faculty lounge is strictly off limits to all students. The snack and soda machines are also off limits to students.

Field Trips

Field trips will be held periodically to enhance the instructional experience. To attend a field trip, all students must have a signed permission form. Fees may be required for field trips. All field trip fees are **non-refundable**. Staff will share information regarding chaperones and volunteer approval.

Grading Practices

The following guidelines shall be followed regarding grading practices among all schools for grades Kindergarten through 12th Grade. Grade level teachers (grades K-5) and department level teachers (grades 6-12) are not required to have consistency regarding the same number and type of graded assignments; however, all teachers must meet the minimum number of formative and summative assessments.

Formative Assessments

Formative assessments evaluate how a student is learning instructional material presented throughout a course or unit of study. Examples of formative assessments may include, but are not limited to, classwork, quick checks, observations or exit tickets. A minimum of one (1) formative assessment shall be graded per week, with a minimum of nine (9) formative assessments for each marking period. Elementary (grades K-5) formative assessments for Science and Social Studies may vary based on the number of units covered in a marking period.

Summative Assessments

Summative assessments evaluate how much a student has learned of the instructional material presented throughout a course or unit of study. Examples of summative assessments may include, but are not limited to, tests, quizzes, essays, and unit projects. A minimum of one (1) summative assessment shall be graded per unit of study, with a minimum of three (3) summative assessments for each marking period. Elementary (grades K-5) summative assessments for Science and Social Studies may vary based on the number of units covered in a marking period.

Grading of Assignments

A student's grade shall reflect earned progress. Teachers shall work with students and provide differentiated instruction with additional assessment opportunities when students receive a failing grade. The school principal shall have the flexibility to authorize a grade change if needed based on extenuating circumstances on an individual student basis. Teachers shall provide a variety of assessments that accurately assess a student's knowledge and mastery of instructional content. When students are not being academically successful, teachers are strongly encouraged to provide multiple and varied opportunities to build success. The impetus to receive remediation and reassessment at the elementary level (grades K-5) is on the teacher. At the elementary level (grades K-5), students may have one (1) attempt to improve a failing summative grade. The better of the two grades shall be entered into the gradebook with a comment so that the parent is aware of the original grade and that the final grade is based on a retake. For example, a student earns a 25 on a summative assessment. The student receives

remediation from the teacher and retakes the assessment. If the student earns a 90 on the second attempt, the better score of 90 shall be inputted into the grade book.

Homework
Homework is for practice and may be assessed for a formative grade at the secondary level (grades 6-12). Practicing concepts and skills learned in the classroom is a key component for students' overall academic success. Teachers are strongly encouraged to review homework and provide ongoing, daily feedback. Examples of homework may include, but are not limited to, studying for tests and quizzes and reading for 20 minutes per night.

Compliance Grading
Compliance grading practices shall not be permitted. Such practices include, but are not limited to, earning a 100/A for turning in a syllabus signed by the parent or turning in a reading log signed by the parent. Extra credit may be offered to all students in a class based on teacher discretion.

Students with Disabilities
Students with disabilities participating in regular education classes in the general education curriculum will be graded using the same standards. Grading for students with disabilities who are instructed using different course content or a modified or alternate curriculum will be determined by the IEP team, in agreement with the parent, and reflected in the IEP. Goal progress reports will be measured and reported at the same intervals as non-disabled peers.

Pre-Kindergarten Students
Pre-Kindergarten students shall not receive a traditional report card with grades. Pre-Kindergarten students will receive an age-appropriate progress report at the end of each marking period that includes information on both academic and developmental areas of growth.

Grading Scale
Amelia County Public Schools utilizes a ten (10) point grading scale. The grading scale is as follows:
A 90 - 100
B 80 - 89
C 70 - 79
D 60 - 69
F 0 -59

Weighting of Graded Assignments
There shall be consistent weighting for graded assignments at both the elementary and secondary levels. Graded assignments shall be weighted at 40% for summative assessments and 60% for formative assessments.

Updating Grade Books/ Reporting of Graded Assignments
Grades shall be updated each week. All grades from the previous week are due in PowerTeacher Pro no later than 11:59 P.M. each Monday. This deadline will allow both students and parents to view progress on graded assignments each week. Grades shall be labeled only as a formative assessment or a summative assessment. A zero (0) may be used as a placeholder in PowerTeacher Pro for a missing formative or summative assessment. Teachers shall work with

students to encourage them to complete all assignments within the course of each marking period.

Title IX

Amelia County Public Schools (ACPS) is committed to a learning and working environment free from all forms of discrimination and does not tolerate acts of sexual or gender-based misconduct. Any student who believes that he or she has been subjected to sexual or gender-based misconduct, any parent of such a student, or any student who believes that another student is being subjected to sexual or gender-based misconduct is encouraged to report the misconduct to the Title IX Coordinator, Dr. Jan Medley, via email, phone, or in writing.

Hours of operation

The Amelia County Elementary School main office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

In-School Suspension

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

A student who has difficulty maintaining acceptable behavior will be referred to the administrator.

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

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

OSS

Virginia law states that students may be suspended from attendance at school for sufficient cause. At ACES, administration uses this as a last resort to address behavior. A student may be suspended by the administration for behavior which interferes with the education of others, prevents the orderly operation of the school, threatens any individual's physical well-being, or

knowingly violates a rule for which the penalty is suspension. Suspended students are not allowed to attend any function in which ACES is participating or be on school property at any time without administrative permission. These lists are neither all-inclusive nor exclusive. Each offense will be evaluated on an individual basis and judged according to the severity and duration. A single incident of disobedience may be considered a minor problem while a series of disobedient acts by the same student could be a major issue. The parent/guardian of a student who has been placed on OSS will be required to attend a re-admittance conference with administration before the student can return to school.

Racial Slurs

Students are not permitted to use language that is intolerant of individual differences, including racial slurs. Student use of racial slurs or racially related incidents result in a 3-5 day minimum OSS and parent conference.

RESET Program

The purpose of the program is to provide an alternative class setting for students who are experiencing over stimulation in a large classroom setting and/or demonstrating behaviors that impede their instruction or others. Students enrolled in the program will complete assignments to remain on track with their grade level peers. This program is designed to reduce out-of-school suspension by keeping the student in a school based program where the student can receive support for academics, remain in a structured environment where the student can be supported socially and emotionally, and allow the student to refocus on appropriate and acceptable behaviors that are necessary to receive instruction in a classroom setting.

Lost and Found

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

Notes

Notes must be given to the homeroom teacher and approved for the following reasons:

- Early dismissal.
- Excuses from physical education due to illness.
- All transportation that is different from the student's usual routine requires a **written note** signed by the parent/guardian making the request. Notes will not be accepted for a change of bus route. Telephone calls and emails will not be accepted for transportation changes. When a child is picked up for an early dismissal, the adult must sign the child out in the office.

Retention Policy

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

- overall reading level/performance in math
- attendance (see attendance policy)
- grades
- performance on SOL assessments and/or benchmark assessments

- Light's Retention Scale

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

Returned Checks

A $20.00 fee is required for all returned checks. No future checks will be accepted if a prior returned check fee is not paid.

School Counseling Services

School guidance and counseling services are available to all students enrolled in Amelia County Public Schools. Each school provides the following guidance and counseling services to all students:

- Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
- Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
- Personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.

No student is required to participate in any counseling program to which the student's parents object.
The guidance and counseling program does not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Counseling programs available to students include 1:1 counseling, small group counseling, classroom counseling lessons, and college and career counseling. Parents may contact their child's school and speak with the counselor about specific programs. Parents who do not wish for their student to participate in guidance and counseling lessons may opt the student out.

Student Dress

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

focus on instruction and to encourage and promote professional and responsible dress for all students. School administrators shall use their discretion when there is any question about appropriate or inappropriate dress. Principals may also designate days for students to wear particular attire in recognition of school-wide events such as "Dress-Up Day", Spirit Week, etc. The following guidelines apply to all students in Amelia County Public Schools and apply to students while in attendance at school or school-sponsored events (i.e. sporting events, academic competitions, field trips, etc.).

Dress Code:

- Headgear will not be permitted to be worn in the building except for educational, religious, or medical purposes. Headgear refers to a covering for the head including, but not limited to, hats, caps, bandannas, sweatbands, hoodies, and scarves. Hats are not to be worn during the instructional day.
- Pajamas are not to be worn in school. Sunglasses are not to be worn in school.
- Appropriate footwear must be worn in the building at all times. Heelies, Bella Ballerinas, bedroom slippers, sock feet, and bare feet are not permitted. In instances when particular footwear is deemed to be unsafe, the principal shall make the decision regarding appropriateness.
- Shorts, skirts, skorts, and dresses must NOT be shorter than three inches above the knee for elementary school students. For Middle School and High School students, the length must NOT be shorter than four inches from the top of the knee.
- Pants must be worn high enough up to not expose undergarments or backsides.
- Rips, tears, or holes shall be no higher than four inches above the knee. Spandex or leggings may be worn underneath pants with rips, tears, or holes higher than four inches.
- Shirts and tops must cover the torso. The midriff may not be exposed at any point including while seated or standing.
- Spandex, jeggings, or other form fitting clothing are permitted as long as the material is opaque, does not expose undergarments, has an accompanying tops that is lower than the waist, and complies with the requirements in the previous bullet.
- For middle and high school students, necklines shall be modest, not revealing, and shall not allow cleavage to show. Shirt straps must be at least 3 inches and extend to the shoulder. Spaghettis straps or tops not meeting the 3-inch rule are not allowed. For students in elementary school, shirts with straps must be at least one inch in width on the shoulder. Mid-drifts cannot be exposed and long arm holes are not permitted.
- Students' clothing, haircuts, or tattoos may not display any of the following: weapons, pictures of tobacco products, drugs, alcohol, nudity, vulgarity, obscene, lewd, or profane words, inflammatory racial statements, and/or other prohibited expressions as outlined.
- Any clothing that has a likelihood of causing a substantial disruption of or material interference with school activities is prohibited.

Willful violation of the student dress code regulation will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation, to various in-school actions, to suspension from school for continued willful violations.

Visitors

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

up a conference during planning time or after school hours. The school reserves the right to deny any visitor permission to visit the school.

Positive Behavioral Interventions and Supports (PBIS)

To promote positive behavior in all areas of our school, students are expected to demonstrate ROAR expectations at all times. The following matrix outlines student behavior expectations.

	R RESPECTFUL	O ORGANIZED	A APPROPRIATE	R RESPONSIBLE
CLASSROOM	Follow teacher's instructions the first time given	Keep all items neatly in their place for a clean learning space	Keep your hands, feet, and other objects to yourself	Own your choices Complete your work DO YOUR BEST
HALLWAY	Walk quietly down the right side of the hallway	Maintain safe spacing 	Keep your hands, feet, and other objects to yourself	Know where you are going and go directly to your destination 
RESTROOM	Give other people their privacy 	Use the restoom, wash your hands, and leave 	Do your share to keep the restroom clean 	Behave safely and only flush toilet paper
CAFETERIA	Speak politely and quietly	Get utensils and drinks before sitting down	Stay seated and eat your lunch quietly 	Leave the lunch area clean 
PLAYGROUND	Be considerate by including others in play 	Line up safely when you are called 	Keep unkind words and hands to yourself	Use playground equipment properly 

Students who are not exhibiting appropriate ROAR expectations can be sent to ISS by an administrator. During this time, students will reflect on behavior and then return back to class. Our goal is to keep students in the classroom as much as possible.

Vehicular Traffic Pattern/Control Plan

- Vehicles other than school buses are prohibited from entering the bus loop during student drop off and dismissal times. Violators will be reported to the sheriff's department.

- There is a parking lot for parents, faculty, staff and visitors outside of Pod C. All students must be dropped off and picked up from designated areas. There is no parking allowed in the drop off/pick-up areas. The front loop along the curb is a fire lane. Vehicles parked in any fire lane on school property at any time may be towed at the owner's expense.
- **Parents bringing their children to school instead of sending them on the bus must use the car drop off in the front of the school**. Students should be self-sufficient enough, even in kindergarten, to be dropped off and walk to class by themselves. Students who arrive tardy to school must report to the office accompanied by a parent/guardian.
- Buses will release students onto the sidewalk. Students will walk on the sidewalk to the building.

Weapons Detectors

Student personal items including but not limited to backpacks, purses, lunch boxes/bags, and beverage containers are subject to search daily upon entering school or upon request. Passive open gate security towers are used for security at public entry points for the building ahead of the school instructional day and select events after school instructional day hours.

Title I Parent Notifications

The federal legislation of the *Elementary and Secondary Education Act,* as amended, is being implemented throughout Amelia County, the state, and the nation. It provides funding, support, and assurance that all students have opportunities for success in school and beyond the classroom. Schools receiving Title I funds are equipped with additional resources to help students achieve this success. Parent engagement in education is also a key component to the future success of all children. Under the law, parents of a child in a Title I school have the right to request the following information regarding staff qualifications:

- Whether the child's classroom teacher has met Virginia qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the child's classroom teacher is teaching under emergency or other provisional status;
- Whether the child's classroom teacher is teaching in the area of his/her certification; and
- Whether the child is provided services by a paraprofessional and, if so, the qualifications of that paraprofessional

Under the law, parents of a child in a Title I school also have the right to request the following information regarding assessments:

- What assessments are required by the state of Virginia, including information about the assessments
- What assessments are required by the school division, including information about the assessments

- What division policies exist to opt students out of required state assessments
- What division policies exist regarding student participation in required state assessments

In the state of Virginia, elementary Standards of Learning assessments are made available for:

- Reading in third, fourth and fifth grades;
- Math in third, fourth and fifth grades;
- Social studies in fourth grade
- Science in fifth grade

Specific information about these assessments is available through the Virginia Department of Education's assessment website, found at http://www.doe.virginia.gov/testing/.

Please reach out to Principal Lisa Davis at davisl@ameliaschools.com, with any questions.

PARENT INVOLVEMENT POLICY

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

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

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

Amelia County Elementary School pledges to:

- ✔ Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards through the use of proven research based instructional methods including small group instruction and the modification of instructional practices as needed based on the results of frequent assessments.
- ✔ Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's

achievement. Specifically, those conferences will be held at days and times set by the Amelia County School Board and at other times mutually agreed upon by individual parents and school staff members.

- ✔ Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports at days and times set by the Amelia County School Board and as requested by individual parents.
- ✔ Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents in person, via phone call, and/or via electronic mail during the staff member's resource or planning periods or during contractual hours when the staff member is not supervising students.
- ✔ Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities by completing the joint ACES/ACES PTA Volunteer Form, being approved by the principal or their designee to volunteer after being checked against the Virginia State Police's Crimes Against Minors and Sex Offender Registry, and by making arrangements with either their child's teacher or the school's administration.
- ✔ Be responsive to your concerns and to address them in a professional and courteous manner.

In accordance with the provisions of Title I, parents of students at Amelia County Elementary School have the right to request information about the professional qualifications of both the teachers and paraprofessionals who teach and work with their children.
A copy of Amelia County Public Schools' Title I plan is available to view in the principal's office at Amelia County Elementary School.

For questions about the Title I program, parent notifications, and/or the parental involvement policy, please contact Dr. Courtney Browning, Director of Instruction at 804-561-2621.

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

Date: _____

Student's Name: _____

Grade: _____ Teacher's Name: _____

I have read the **2026-2027** ***Amelia County Elementary School Student Handbook*** and have discussed all the information in this handbook with my child.

_____
Signature of Parent/Guardian

******Please **sign and return** this page to your child's homeroom teacher as soon as possible.

