

# *Appomattox Elementary School*

176 Kids Place  
Appomattox, VA 24522  
Phone Number: 434-352-7463  
Fax Number: 434-352-8134

**Karen Cyrus**

*Principal*

[klcyrus@appomattox.k12.va.us](mailto:klcyrus@appomattox.k12.va.us)

**Jason Bowyer**

*Assistant Principal*

[jabowyer@appomattox.k12.va.us](mailto:jabowyer@appomattox.k12.va.us)

**Mission Statement:**

Appomattox Elementary School is committed to providing instruction, direction, and support necessary for students to develop the fundamental skills and processes essential for success in school and for a productive life in years beyond.



**2015-2016**

*This Student Planner Belongs To:*

*Name:* \_\_\_\_\_

*Homeroom:* \_\_\_\_\_

*Bus Number:* \_\_\_\_\_

*Please follow directions from teacher, if using this as your reading calendar.*

*Student planner replacement will cost \$5.00.*

## *AES Student and Parent Handbook*

Dear Parents:

Welcome to a new year at Appomattox Elementary School. Our faculty and staff are committed to providing the best possible education for your child and to be a valuable resource to you for a successful year. We hope that this planner will serve as one of the tools that will encourage your child to reach ultimate success.

### AES Contact Numbers:

Office 352-7463  
Fax 352-8134

Clinic 352-5411  
Cafe 352-5583

Cafeteria 352-0531

### **I. GENERAL INFORMATION – (Listed Alphabetically)**

**ACCIDENTS** – Every accident in the school building, on the school grounds, or during activities sponsored by the school must be reported immediately to the adult in charge and to the school office or clinic.

**ACCREDITATION** – *SCHOOL ACCREDITATION-SCHOOL RENEWAL* - Appomattox Elementary School is fully accredited by the Virginia Department of Education. As a part of this process, we participate in an Academic Review Process, which is based on current research of effective schools.

**ANNOUNCEMENTS** – Announcements of general interest to the school will be made daily at 8:25am and 3:00pm.

**ARRIVAL TIME** – **Students should not arrive to school before 8:00am.** Parents may be contacted to return to school to pick-up children who arrive prior to 8:00 a.m. Appomattox County School employees are required to report to work at 8:00 a.m. Supervision before 8:00 a.m. is not available and we cannot be responsible for the safety of your child before this time. The instructional day begins promptly at 8:25am.

**ASSEMBLIES** – Assemblies are an important enrichment addition to the curriculum and a child's education as well. Parents are invited as guests to all assemblies.

**BREAKFAST PROGRAM** – The school breakfast program is available to students on a free, reduced, or paid basis. Breakfast is served from 8:00 to 8:25am daily. Students are supervised to encourage appropriate behavior.

**CAR RIDER/PARENT TRANSPORTATION** – Pupils riding with parents are not to report to school before 8:00 a.m. Parents who pick up or leave children at AES should do so in the designated student drop off area with the flow of traffic in front of the parking lot. Please do not pass other cars in the student drop off/pick up lane. All students coming from the parking area or leaving to the parking area must be accompanied by an adult across the traffic lane. Dismissal for car riders is at 3:00 p.m.

**CARE OF SCHOOL PROPERTY** – Students are responsible for the proper care of books, supplies, and furniture. Students who damage or lose school property or equipment will be required to pay for the damage/loss or replace the item.

**CELL PHONES** – Students who have cell phones will be required to register these devices with the office. Parents will need to file a cell phone registration form with the school office in order for a child to carry a cell phone in his/her backpack. Cell phones must be turned off while on school grounds.

**CHANGE OF ADDRESS** – If you move or get a new phone number, immediately notify the office in writing.

**CHILD ABUSE AND NEGLECT** – State law mandates the reporting of suspected child abuse and/or neglect to local agencies by school personnel.

**CLINIC** – The clinic is located in the front office complex and is open from 8:00am until 3:30pm daily. A nurse serves students who become ill or injured at school. The parent, not the school, should handle injuries or illnesses sustained at home. The nurse or substitute nurse administers all medicine to students. (See medications) Students should not be sent to school if they are ill. A temperature of 100 degrees is usually a sign a child should not be in school. Should a child become ill during the school day and needs to be picked up, the nurse will contact the parent or another designee as listed on the emergency medical information provided by the parent.

**CRISIS MANAGEMENT PLAN** – The school crisis management plan specifically addresses procedures for emergencies for a number of crisis incidents. School authorities work in coordination with local law enforcement, fire and rescue squads to provide protection and response to all situations as appropriate. Evacuation, weather and lock-down drills are practiced throughout the year.

**DRESS CODE AND APPROPRIATE GROOMING** – AES adheres to policy JFCK adopted by the Appomattox County School Board and can be found on the Appomattox County Public Schools website in its entirety. Students at Appomattox County Public Schools are expected to dress in a manner that is respectful and supportive of a positive learning environment free of distractions and disruptions while at school and on the school bus. Apparel that is unsafe or disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment until acceptable apparel can be secured for the student. The administration will be the final authority to determine if a student's clothing is appropriate for school, is unsafe or whether it will create an environment climate that is distracting to learning and instruction. Principals, faculty and staff members will enforce the dress code. The principal may waive the dress code or specific sections for school spirit days, field trips, field day, and other special occasions. *Parents and students* are responsible for following the dress code.

1. Students should dress in clean, neat, and appropriate attire, free of offensive graphics or inappropriate language.
2. *Shirts/Blouses/Dresses* – Muscle shirts/tank tops spaghetti straps, tube tops, halter tops, mesh tops, sheer tops, strapless tops, and backless tops are unacceptable unless worn over or under a shirt with sleeves that meets the dress code.

Shirts/blouses must not expose cleavage, low back lines, midriffs, or undergarments. No bare skin is to be exposed at the waist, chest or abdomen area.

3. *Dresses/Skirts/Skort/Jean/Sweatpants/Pants* – For students in grades pre-K through 5, all garments should reach mid-thigh or the longest fingertip, length, whichever is longer. Skirts, skorts, shorts, jeans, sweatpants and pants shall be worn at waist level. No holes, tears, frays, or patched holes are permitted above the knee. Leggings and tights must be worn with garments that meet the dress code.

#### *Unacceptable*

1. Costumes, shoes with rollers or cleats, lounge pants, pajamas, bedroom slippers, stretch Lycra, Spandex or nylon tights, leotards, biker pants or underwear worn as outer garments.
2. Head wear (except for religious reasons) including but not limited to hats, hoods, wavecaps, sweatbands, bandannas, do-rags, skull caps, surgical caps, scarves, stocking caps, visors, baseball caps, picks and combs.
3. Sunglasses and gloves (unless student has valid medical documentation).
4. Tights or leggings worn alone.
5. Jogging, biker or Spandex shorts.
6. Hoodies are acceptable; however, students may not wear the hoods during school hours.
7. Lettering across the buttocks of a garment.
8. Trench or duster type coats
9. Heavy chains, spiked necklaces, spiked collars and spiked bracelets.
10. Saggy, baggy, low riders or oversized clothing.

#### *Please Remember*

1. Shoes must be worn at all times.
2. Athletic shoes must be worn for physical education classes, and closed toed shoes may be required for protection in certain educational settings.
3. Body piercings may not be worn where they are a safety issue.
4. All clothing, jewelry, tattoos, hair styles, grooming, body adornments and dress, and all other items that are brought into the school setting shall be free of the following: offensive pictures or logos depicting nudity, references to violence, profanity, vulgarity, alcohol, illegal drugs, tobacco products, gangs, criminal activity, race, sexual preferences, and derogatory statements about physical, emotional, or intellectual abilities.

#### *Consequences*

1. Students who violate provisions of the dress code will not be allowed to attend class and will be given the opportunity to have a parent/guardian bring appropriate clothing to school or pick up the student.
2. School administration may provide proper attire on a loan basis, in the event the parent/guardian is unable to be contacted.
3. Continued violations of the dress code will subject the student to disciplinary action as defiance of school rules.

**FEES** – School fees are required to be paid before registration is considered complete. Inability to pay school fees due to financial hardships should be brought to the attention of the school principal for confidential consideration. Required school fees and any school related debt, shall be paid prior to attending field trips.

**FIELD TRIPS** – Field trips are planned by teachers to supplement the instructional program. Written parental permission is required for all students prior to participating in field trips. Students should remember that while they are on field trips they represent not only themselves but also the student body of Appomattox Elementary School. All rules of conduct applicable at school shall apply to all students on field trips. Certain behaviors by students may deem it necessary for parents to accompany students on field trips or cause students not to participate. All school fees and charges should be paid prior to field trips.

**FIRE DRILLS/EMERGENCY DRILLS** – The school is required to have fire drills throughout the year to ensure proper evacuation. The building is equipped with an alarm system for use if there is an actual fire. Tampering with or setting off these alarms except in case of an actual fire will result in suspension from school and possible prosecution under the provision of the Code of Virginia.

**GRADING SYSTEM** – Teachers will use class work, observation, homework, papers, quizzes, tests, and examinations to determine student achievement. *Grading Scale:* A (93-100) B (85-92) C (77-84) D (70-76) F (Below 70) I (Incomplete)

**GUIDANCE SERVICES** – Appomattox County offers a comprehensive guidance and counseling program to all students in grades K-12. The curriculum focuses on skill development in the areas of academic guidance, career guidance, and personal/social counseling. Curriculum and instructional materials are available for review by parents in each school. After reviewing the program, parents may request that their child be removed from all or part of the personal/social portion by notifying the principal in writing, annually.

**HOMEWORK** – The amount of homework will vary based on the performance level of the students. Concerns about homework, either related to amount of time or content, should be brought to the teacher's attention. The homework assignments shall be a continuation, practice, and reinforcement of what has been taught in the classroom. Homework shall be promptly graded and/or evaluated, returned to students, and used as part of the marking period grades. Parents who wish to obtain

homework and /or assignments for absent students may do so by calling the school office. **Please be sure you call before 10:30 so that the teacher has time to get the work together.** Typically, teachers will need to collect these assignments during their planning periods. **Teachers will have until 3:30pm to leave requested homework in the office for parent pick up.**

**SCHOOL GUIDELINES** - Reading – A reading calendar which documents at-home reading homework by students is included in this planner. A parent’s signature verifies assignment completion. The reading calendar is a homework grade of students.

**LOST and FOUND** – Students who find lost articles are asked to take them to a collection area. Students may check this area for their lost items. Items not claimed at the end of each semester will be donated to local service agencies.

**MEDICATIONS** – If a child must receive a prescription medication during school hours, a “Physician’s Request” for administering prescription medication must be completed and signed by the physician as well as signed by the parent. It must accompany the prescription medication to be given. The medication must be sent to school in the original container with the child’s name on it. If a child must receive additional over the counter medications not included on the emergency medical card during school hours, a note from the parent granting permission to administer this must accompany the medication to be given. All medications will be managed and administered by the school nurse.

**NOTES FROM HOME – IMPORTANT – Notes from home prevent confusion.** When situations arise which change a child’s normal care or routine during the school day, notes from home provide important information. **Written notes are necessary for the following situations:**

- When a child will be riding a different bus in the morning or afternoon or if he/she is getting off at a different location, **written** permission is needed. **We cannot change what a child is doing over the phone.** You may fax or bring a note to the office. If a person other than the regular caretaker has permission to pick up your child, please send a note to let the teacher and office know that this is approved by you. We refer to names on the student database for those who may pick up the child.
- In the case of doctor or dentist appointments, a note lets the teacher know to expect early dismissal for a child. **Remember to come to the school office and check out your child if he or she will be leaving during the school day.** This release procedure is needed to provide security and safety.
- Please inform the school and/or nurse if special or unusual health concerns arise during the school year.
- Custody orders must be on file in the school office that are current. Please bring a copy of any custody changes to the office as soon as possible.
- If addresses, phone numbers, or emergency contact persons change during the year, written notification is needed.
- If conferences are requested, or if clarification is needed about programs, policies, or assignments, send a brief note to your child’s teacher.
- In addition to calling to notify the school whenever a child is absent from school, a note to the teacher when the child returns is **required**. Otherwise, the absence will be recorded as unexcused. If we are not notified of an absence, we are required to call and check on the child’s absences. (see Attendance III.)

**PHYSICAL EDUCATION EXCUSES** - Students unable to participate in physical education due to temporary illness or injury must present to their physical education teacher a written excuse, signed by a parent, or physician, stating the reason for non-participation.

**PTO** – The Appomattox Elementary School Parent-Teacher Organization (PTO) will meet regularly throughout the school year. Parents are encouraged to participate as officers and members in this vital organization.

**RADIOS, CD PLAYERS, TOYS, VALUABLES, ETC.** – (Video games, baseball or other card collections, radios, cd or mp3 players, toys, yo-yos, beepers of any kind, etc.) These items are **not** to be brought to school. Items of this nature are disruptive and provide strong temptations for theft. These items will be confiscated by the staff and kept until a parent can come and claim them. The school is not responsible for the loss or damage to any such items.

**SCHOOL PICTURES** – All students should have their pictures taken during the first semester by school photographers for the purpose of placing a file picture in each student’s permanent record and yearbook. Student portraits may be purchased.

**SELLING ITEMS** – The sale of any items at school without the permission of the school administration is prohibited.

**SNOW CANCELLATION** – Whenever snow or other inclement weather makes it necessary to close school, the Appomattox County School Board Office will notify local radio and television stations to announce the cancellation. Please listen to your local stations for this information. You may also call the School Board Office @ 352-8251 or [www.appomattox.k12.va.us](http://www.appomattox.k12.va.us) to access information regarding closing and delay. You also have the option to sign up for email notifications of school closing or delays. This service is free and you may sign up at [www.schoolsout.com](http://www.schoolsout.com). (Special closing codes relate to school personnel.)

**STANDARDIZED TESTING** – According to state standards and requirements, students in various grades will be tested through standardized testing, including such assessments as Otis Lennon, and SOL tests.

**SCA** – The Appomattox Elementary School Student Council is an organization of students and faculty that acts as a sounding board for student proposals and ideas and a liaison between students and faculty.

**TEACHER ASSISTANTS** – At various times such as arrival, dismissal, meal time, and small group or individual tutoring, students may be supervised by teacher assistants during the school day. Assistants are classified personnel and are to be treated with the same respect as teachers and other adults. Refusal to obey an aide will be considered defiance of authority and may result in disciplinary action.

**TELEPHONE** – **Personal calls for students will not be taken on school phones.** Students must be supervised by an adult to use any phone in the school. In case of sickness or emergency, students should go to the clinic and have a staff member contact parents.

**TEXTBOOKS** – Textbooks are issued to each student and are school property. A complete record for each book is maintained by the teacher in his/her classroom. Normal book wear is expected during the school year. If a textbook is lost or abused, some or all of the cost is charged to the student.

**TORNADO SAFETY PLAN** – See Crisis Management.

**VISITORS TO SCHOOL** – All visitors are required to report to the school office. Visitors arriving at school must obtain a Visitors Pass and obtain permission from the main office before going anywhere in the building. Parents wishing to have a conference with a teacher should make arrangements by calling the school office or sending a note to the teacher. **No one may be in the building without proper identification (employee badge, visitors pass).**

**WHERE TO GO IF – Students Go With Teacher Permission –**

Attendance, Excuse – Homeroom Teacher	Lost Textbook – Teacher
Bus Changes – Homeroom Teacher, Office	Lost Lunch Money or Forgotten Lunch Concerns – Teacher, Office
Early Dismissal - Office	Sickness or Injury - Clinic
Lost and Found – Commons A	Tardy Slip – Office

**II. BUS SAFETY AND CONDUCT** – Riding on the school bus is a privilege, and it is necessary for all students to adhere to bus safety rules. Persistent problems on the bus may result in that privilege being taken away. Refer to the Appomattox Code of Student Conduct booklet for guidance. (See Transportation). Video cameras are used on buses to monitor student conduct.

**REQUESTS FOR BUS CHANGES:**

1. School bus routes and stops are established by the School Bus Transportation Supervisor. Students are not allowed to leave their bus at any stop other than their own stop. Nor are they allowed to ride a different bus than their regular bus *except with written permission from a parent/guardian on file in the AES office.*
2. Students who misbehave on the bus may be suspended from riding all Appomattox County Public School Buses to and from school.
3. For specific information about bus routes or specific transportation issues, call the bus supervisor at 352-7441.

**III. ATTENDANCE:**

Appomattox County Public Schools Attendance Guidelines

*Recognizing that regular attendance is critical to a student's achievement in school, the school division has developed the following guidelines for attendance.*

1. **Parents are to notify the school by 9:00 am on any day their student is absent from school.**
2. **Students returning from an absence are required to have a written note from the parent.**
3. **Definition of terms regarding attendance**
  - a. **Administrator**  
Refers to the building principal or assistant principal
  - b. **Excused absence** –  
Students must present proof and a reason for an absence in writing by a statement from the parent/guardian, health care provider, or court official. This documentation is expected on the day the student returns to school. Students shall make up class and homework for an excused absence. An absence may be excused due to the conditions noted below. The school reserves the right to require additional documentation of absences before designating an absence as excused.
    - i. **Personal illness or appointment verified by written documentation from a physician, dentist, or mental health professional**
    - ii. **Religious holidays**
    - iii. **Subpoenaed court appearance or legal appointment**
    - iv. **Extenuating circumstances** - The administrator reserves the right to approve as excused special circumstances that require a child to be withheld from attending. The parent should notify the school immediately of such circumstances. The administrator will take the student's overall attendance into consideration when making a determination of excused or unexcused.
  - c. **Pre-arranged absence**  
A pre-arranged absence is one that is known in advance by the parent and is not one of the types noted above under "excused absence." The administrator will designate absences known in advance as excused or unexcused. A parent requesting a pre-arranged absence, shall, prior to the absence, notify the school administrator of the circumstances requiring absence from school.
  - d. **Unexcused absence** – An unexcused absence is designated by the building administrator.

#### **4. Make-up work**

- a. Students shall make-up work missed due to an absence and are responsible for securing the assignments to the teacher for grading. Make-up work for an unexcused absence may be discounted a letter grade.
- b. Refer to the individual school handbook for details and time lines by which make-up work must be returned to the teacher. (Teachers are reminded to be mindful that the student has several teachers to work with and current work to be maintained during this time.)

#### **5. Follow-up with parents for attendance and truancy issues.**

- a. All parents will be notified when their student has been absent from school (excused and unexcused) for a total of 10 days during the school year.
- b. After 5 unexcused absences, a conference will be held with school officials to create a school attendance plan.
- c. Referrals will be made to the Juvenile and Domestic Relations Court as required by law for students violating school attendance plans.

Appomattox Elementary School – 8:25 – 3:00

Appomattox Middle School – 8:20 – 3:05

Appomattox County High School – 8:15 – 3:15

Approved by the Appomattox County School Board –2011-2012

**IV. STUDENT CONDUCT -AES SCHOOL RULES-DISCIPLINE – School Safety** – It is the policy of the Appomattox County School Board to maintain a learning environment for all its students which provides for fair and equitable treatment, including freedom from racial or sexual harassment. The Appomattox County Public Schools Code of Student Conduct is the guideline for general school conduct and discipline at Appomattox Elementary School. Teachers have the major responsibility for student discipline and classroom management. Teachers are expected to develop a positive climate within their classrooms and use both preventive and corrective measures of discipline. In addition the classroom teacher, all staff members are responsible for the discipline within the school. An orderly environment promotes learning, safely, and success. Good citizenship is expected of all Appomattox Elementary School students.

**PHILOSOPHY** – An orderly environment is essential for learning to take place. Therefore, students are expected to display good citizenship and appropriate behavior at all times. The school-wide discipline plan has been developed as a general guide for school rules, rewards and consequences. Teacher discretion and intervention are necessary in considering office discipline.

**SCHOOL RULES** – The following school rules were developed cooperatively by teachers, administration, parents, and students.

**A - Always Respect Others**

**E - Exercise Self Control**

**S - Stay on Task**

#### **GUIDELINES FOR TICKET REMOVAL:**

1. Tickets will be removed consistently for failure to follow school rules.
2. If a student is referred to the office for a behavior problem, a loss of five tickets may result.
3. In-school suspension or suspension from school by the principal or assistant principal will result in the loss of the reward activity for the given nine weeks.

#### **GUIDELINES FOR DISCIPLINE REFERRALS:**

1. A written discipline report will be completed and submitted to the principal or assistant principal by the supervising personnel at the time of the incident.
2. The principal or assistant principal will confer with the student to discuss the report. The student will be given an opportunity to explain the incident. If necessary, related information will be gathered.
3. A decision regarding consequences will be made based on the circumstances of the referral, the incident, the student's discipline record, individual information, and information provided by the child's teacher. The student will be informed of the action.
4. Parents will be notified of action taken. In all cases of out of school suspension, a parent conference with the principal or assistant principal will be requested prior to the child's return to school.
5. In some cases the school guidance counselor may also receive notification of discipline referrals and work cooperatively with parents and students to encourage appropriate behavior.

#### **GENERAL CATEGORIES OF REFERRALS:**

1. Fighting and/or causing harm to others.
2. Bringing dangerous items to school such as: knives or sharp, potentially harmful items of any kind, beepers, lasers, fireworks, matches, alcohol, tobacco, bullets, etc., or other items in violation of school or school division policy.
3. Destroying school property.
4. Repeated infractions of school rules; e.g., repeated occurrences of uncooperative behavior, refusal to follow rules, disrespect to adults or other students, and loss of tickets.

#### **POSSIBLE CONSEQUENCES:**

1. Conference with the student with discussion of appropriate behavior. Often, a parent conference is scheduled or a phone call is made to the parents.
2. Referral to the guidance counselor for counseling and/or behavior modification.
3. Phone call to the parent by the student, the teacher, and/or the principal.

4. Letter or written assignment by the student. Letter may be taken home to be signed by a parent.
5. In-school detention. (Student is assigned to another school area for the day. Privileges are restricted.) All regular classroom work is given and completed during the school day.
6. After-school detention – Parent may be called to pick up child from school after school hours.
7. Overnight suspension – Student will not be allowed to return to school until a parent conference is held.
8. Out of school suspension – **Students who fight or threaten harm to others at school can expect out of school suspension for one or more days.** In order to promote an atmosphere of safety and security at school, physical handling of conflicts will not be acceptable. Classroom disruption, disrespect to school personnel or repeated infractions of school rules may also result in suspension.
9. Students found violating this Code of Conduct will be subject to reasonable and appropriate consequences as outlined in the section on corrective measures.

**WEAPONS POLICY INFORMATION:** A student shall not use or have possession or on his person any pistol, shotgun, rifle, dart, bowie knife, switchblade, knife, pocketknife or similar item, razor or razor blades, slingshot, brass or metal knuckles, blackjacks, explosives, other dangerous articles, or a look-alike weapon. Any weapon possessed in violation of this policy shall be forfeited to the Commonwealth. The provisions of this section shall not apply to persons who carry such weapon or weapons as part of the curriculum or other programs sponsored by the school or any organization permitted by the school to use its premises.

**The above procedures will routinely be followed unless the nature of the infractions requires an exception.**

**DRUG POLICY INFORMATION-** Appomattox Elementary School is committed to providing a drug free environment for students. The use and possession of illicit drugs are wrong and harmful. The unlawful possession, use, or distribution of illicit drugs, alcohol, or anabolic steroids by students or employees on school premises or as part of any school activity is prohibited. Disciplinary sanctions including expulsion or referral for legal prosecution will be imposed on students or employees who violate the policy. **The use of all forms of tobacco, including smokeless tobacco, on the school premises is prohibited.**

**NOTE: In compliance with Virginia State Law, a copy of the student's cumulative records accompany students when the student progresses from one school to another within a given division or when the student transfers to another school division.**

#### **V. HARASSMENT –**

##### **1. Policy Statement**

The Appomattox County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Appomattox County School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student of school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity, by students, school personnel or third parties participating in, observing, or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to supervision and control of the School Division.

The School Division shall: (1) promptly investigate all complaints, written or verbal, of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel and students.

##### **2. Definitions**

###### **A. Harassment Based on Sex.**

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include the use of cell phones or the internet, of a sexual nature when

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
- Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex and formal complaint procedures can be found on the Appomattox County Public School's website. Please refer to policy JFHA/GBA for more information.

## B. Harassment based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's on race, national origin, disability or religion when the conduct

- Creates an intimidating, hostile or offensive working or educational environment;
- Substantially or unreasonably interferes with an individual's work or education or
- Otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion and formal complaint procedures can be found on the Appomattox County Public School's website. Please refer to policy JFHA/GBA for more information.

## C. Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal harassment or retaliation may nevertheless be unacceptable for the educational environment of the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

## **VI. CURRICULUM AND INSTRUCTION – PROGRAMS AND GENERAL INFORMATION (AS APPROPRIATE)**

Appomattox Elementary School is committed to a strong sequential educational program to meet the needs of its students. Teachers prepare and follow regular daily lesson plans based on the Standards of Learning of the Virginia Department of Education and schedules. Numerous methods and materials are used in the instructional program including textbooks, media, and technology. The basic curriculum in grades three through five includes the following subject areas: reading, math, language, spelling (word study), writing, handwriting, science, social studies, health, and physical education. Drug Education and Family Life Education are also integrated into these curricula areas. Team-teaching takes place at most grade levels.

**ADVANCED LEARNERS** – Students who qualify for academically gifted services are served through the Advance Learners Program. A diversified program of activities is included in this instructional program. Referral information is available from any teacher. A county gifted plan is followed.

**COMPUTER AND TECHNOLOGY** – Computer labs and classroom computers are available for use. Software to enhance instruction and to reinforce concepts at each grade level is available in the lab. Students are required to sign an "Acceptable Use Policy" to use the internet at school. This policy ensures that it will be used appropriately and for educational purposes only. Violation of this policy will result in the suspension of this privilege.

**INTERNET ACCEPTABLE USE POLICY** – Internet access is designed for educational purpose. The school division has taken precautions to eliminate controversial materials: However, it is impossible to restrict access to all such material. The school requires parent/student signatures on the Internet Acceptable Use Policy regarding permission and adherence to guidelines. If you have questions, or need more information, please contact your child's homeroom teacher.

**DRUG EDUCATION** – Drug education is included in the curriculum at all grade levels. Grade five will receive drug awareness instruction in the DARE Program.

**FAMILY LIFE EDUCATION** – Family Life Education is taught in the Appomattox County Public Schools to students in grades kindergarten through ten. In grades 3-5, the regular classroom teacher, the elementary guidance counselor, and/or the school nurse and physical education teacher teach the program. Upon request, materials to be used with the program will be made available for parent viewing prior to use with students. Parents may make arrangements to view the materials by calling 352-7463. **NOTE:** During the school year, parents who wish to change the status of a student's participation in the program may do so. Written notification of the change should be sent to the school guidance counselor or teacher. Once written notification is received, the student will be removed from instruction during the current academic year only. Parents must notify the school each year they intend to opt students out of the program. State guidelines require that students who opt out of the family life program will be engaged in meaningful instruction. This will vary depending upon the grade and class.

The following requests are made of parents who choose to opt students out of family life instruction:

- Please tell your child that they have been opted out of the program and why.
- Please take the responsibility to teach your child the same information they would have received from the family life program.

**ALL OBJECTIVES FOR FAMILY LIFE WILL BE TAUGHT UNLESS PARENTS /GUARDIANS INDICATE OTHERWISE.**

**HANDWRITING** – Instruction in cursive handwriting begins in grade two and continues in grade three. Students in grades four and five are expected to use cursive handwriting as assigned by the teacher. Exceptions include students who may exhibit physical disabilities or have special extenuation conditions.

**HISTORY** – Students in Grades 3 and 4 receive history instruction on a regular basis as determined by Standards of Learning for each grade level.



**INTEGRATED LANGUAGE ARTS** – AES utilizes a program of integrating reading, writing, spelling, speaking, and listening to enhance student mastery of reading. This program includes the use of trade books and is correlated with the basal reading program.

**MATH** – All students receive math instruction based on Standards of Virginia as appropriate for each grade level.

**MATH FACTS** – Concerns have often been expressed about basic math skills for elementary school students. AES teachers and administration together developed the following minimum standards for math with the purpose of promoting the mastery of basic facts.

By the end of the year:

\* All third grade students will have spontaneous recall of addition, subtraction, and multiplication facts.

\* All fourth & fifth grade students will have spontaneous recall of ALL math facts. Failure to show expected mastery will be reflected in the student's grades. Parents can be very helpful in assisting students in practicing math facts. Flashcards, oral practice, and games at home can make learning the facts both fun and easy.

**PHYSICAL FITNESS AND PHYSICAL EDUCATION** – Physical education is part of the daily curriculum at AES. Since physical education is provided only once per week with the school's P.E. instructor, classroom teachers provide physical education activities for students for the remaining four days each week. Students in grades four and five participate in physical fitness testing each spring and fall. Field day activities are designed to encourage good sportsmanship, physical fitness, and fun.

**PROMOTION/RETENTION RECOMMENDATION** – Many factors must be taken into consideration when determining if retention would be beneficial for a child. Administration and staff representatives for grades K-5 have developed guidelines. Parents of students not meeting recommended criteria will be notified. Mastery of grade level subject matter, progress on SOL and other achievement factors are an important part of the promotion/retention determination. Acceptable attendance is also a consideration. Please contact your child's teacher for specific information.

**RESOURCE CLASSES** – Resource classes are provided to students in grade 3-5 in music, art, physical education, library, math lab and remedial assistance.

**SCIENCE** – Students in Grade 3 and Grade 5 receive science instruction on a regular basis as determined by Standards of Learning that are appropriate for each grade level.

**SPECIAL EDUCATION** – Self-contained, resource, collaborative and consult services are available for students who qualify. Related services such as speech and occupational and physical therapy are also provided to those qualifying. In accordance with IDEA, students in special education are provided for in the least restrictive environment with mainstreaming in regular classes as appropriate and in accordance with Individualized Educational Plans.

**STANDARDS OF LEARNING** – The Department of Education for the Commonwealth of Virginia requires evaluation documentation for the Standards of Learning Objectives in language arts, mathematics, science, and social studies. Each child should obtain these minimum skills before advancing to the next level.

Academic objectives: the teacher will share with students and parents academic objectives to be achieved at their child's grade level. At AES, the instructional objectives will relate to the state's Standards of Learning. A copy of the SOL in the core disciplines of language arts, math, social studies, and science for grades 3-5 will be sent to parents annually.

**TITLE I** – Title I is a federally funded program designed for students who need additional assistance in reading. To be considered for Title I-Reading Plus services in grade 3, students reading and /or spelling below grade level receive priority. Instruction is provided by reading specialists in coordination with the regular classroom teacher and through resource classes in the Title I classroom. Parents are notified if their child needs the services of Title I.

School Mate ref# 05211266611