

AMELON ELEMENTARY SCHOOL
"Home of the Bulldogs"
132 AMER CIRCLE
MADISON HEIGHTS, VA 24572
Phone: 434-528-6498
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Ms. E. Duke, Principal
Mrs. C. Copp, Assistant Principal
Mrs. S. Thomas, Administrative Assistant/Bookkeeper
Mrs. S. Carter, Health Assistant



The student agenda is designed to serve as a communication resource for parents, students, and teachers. It contains useful information about the school and explains important school policies. Please read the handbook portion of this agenda and share its information with your child.

This and the other portion of the agenda must be used throughout the year as a reference tool.

If you have any questions, please feel free to ask anyone on the staff for additional information.

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





ELEMENTARY SCHOOL PHILOSOPHY

The purpose of our elementary schools is to provide rich and varied experiences that meet all students' intellectual, social, emotional, and physical needs. We recognize that students are unique individuals with differing levels of achievement, cultural backgrounds, and interests. Therefore, the progress of all students is continuously evaluated and appropriate placement and learning opportunities are provided. Instructional emphasis is focused on students becoming competent in reading, communication skills, and fundamental skills of mathematics.

We believe all students are capable of learning and that high teacher expectation assists students in reaching their fullest potential. We strive to create an atmosphere which challenges all students to become active, independent, motivated learners who think critically and creatively with confidence in their abilities and self worth. Furthermore, we believe open communication between the home and school is essential to help ensure success for all students.

Amherst County elementary students have the opportunity to explore their environment, to develop respect for themselves and others, and to become productive citizens prepared to meet challenges of a changing world.

MISSION STATEMENT

The mission of the Amherst County Public School Division is to focus and excel in student achievement, school safety, leadership, communication, and responsibility.



SCHOOL HISTORY

Amelon Elementary School was constructed in 1964 opening to students in August of that year. The building contained fourteen classrooms, two each for grades one through seven, a library, cafeteria, and kitchen facilities.

In 1966 an addition of seven classrooms was made to the facility and a resource room was partitioned providing two additional classrooms to accommodate the increasing enrollment.

The school was now at capacity as far as the heating system was concerned so mobile units were used to meet the need of the rapid growth in enrollment. One was placed in 1970, two in 1973, and one more in 1978. All of these units have since been removed.

In 1995-96 six new classrooms were added, the existing building was renovated and air conditioning was installed. In 1998-99 new floor tiles were laid throughout the Amelon building. The parking lot was enlarged during the 1999-2000 school year in an effort to meet the needs of our student/parent and staff population. To continue with capital improvement plans, in 2000-2001 the ceiling tiles and lights were replaced throughout the school.

The most recent project which began in February 2003 was the addition of the multi-purpose building at Amelon. The main office area was renovated to allow access to the office from the front entrance and our computer lab was upgraded.

Since 1964 our facility has undergone several organizational changes. When the school first opened, it housed grades one through seven. In 1970 the seventh grade was transferred to Amherst Elementary School leaving grades one through six. In 1973 a new kindergarten program was added. In 1978 the sixth grade was moved to Monelison Middle School, leaving Amelon with grades K-5.

GRADING SYSTEM

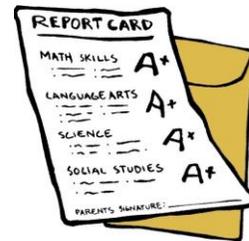
Kindergarten through Fifth Grade

Grades K-1

S-Satisfactory=meets standards more than 85% of the time at grade level

P-Progressing=skill not yet mastered

N-Needs Improvement



Grading Scale

Beginning this school year (2016-2017), our teachers will be using 10-point grading scale when grading students' work in grades 2-12. Students taking Advanced Placement (AP) Courses will earn letter grades without a plus or minus.

Scale	Symbol	Standard	Pre AP	AP
98-100	A+	4.0	4.5	5.0
93-97	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	5.0
87-89	B+	3.3	3.8	4.0
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	4.0
77-79	C+	2.3	2.8	3.0
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	3.0
67-69	D+	1.3	1.8	2.0
64-66	D	1.0	1.5	2.0
60-63	D-	0.7	1.2	2.0
0-59	F	0	0	0

Other changes include:

Students will earn a minimum of two grades per week, per content area.

Teachers who teach credit bearing courses (Algebra 1, Earth Science, Spanish 1, etc.) at the middle school or high school will follow consistent grading procedures. Categorical weights for the same course will be consistent at middle school and high school.

If a teacher chooses to drop the lowest grade, it cannot include the nine-week assessment or semester exam.

Grading and Attendance

High school students will receive a 59% F or earned grade (if it below 59%) whenever they have four or more unexcused absences during a nine-week period.

It is the responsibility of the student to see the teacher on the day he or she returns to school to receive assignments and schedule 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 are to be available at the school by the end of the next school day. Students are required to complete make-up work regardless of the reason for an absence.

Zeros

If a student willfully refuses to complete and turn in assigned work within a reasonable timeframe, 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 will make multiple attempts to have the student complete the work. If student's failure to turn in work is justified, it may be turned in late with an appropriate grade assigned.

Homework

All homework may be graded and averaged as part of a grading-period grade, at a maximum of 10%.

Semester Exams and Nine Weeks Assessments

Semester exams will not be given, with the exception of college-credit and Advanced Placement courses. SOL Test results will not be included in the course grade. Culminating activities may replace the nine weeks assessments. The grade for the culminating activity or nine weeks assessment should count no more than 15% of the nine-week grade for any credit bearing course.

Weighted Grades

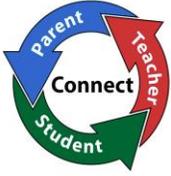
The following courses will be weighted and included on the high school transcript: Pre-Advanced Placement (Pre AP) Courses, Advanced Placement (AP) Courses, Central Virginia Community College Dual Enrollment Courses, Early College Core Courses, Lynchburg Regional Governor's STEM Academy Courses, and Central Virginia Governor's School Courses. Weighted courses will have 1.0 added to the quality point value, with the exception of Pre-Advanced Placement (Pre AP) Courses. Pre AP Courses will have 0.5 added to the quality point value.

REPORT CARDS

Report cards will be issued at the end of each nine-week period on the following dates: **October 21, January 17, March 23 and the last day of school (June 1, 2017).**

INTERIM REPORTS

Interim Reports will be issued at the middle of each nine-week period on the following dates: **September 15, November 18, February 10 and April 25.**



PARENT & TEACHER CONFERENCES:

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 528-6498 to schedule a time. Parent/Teacher Conference Nights are scheduled **on September 20, November 29, February 14 and April 27** for the 2016-17 school year.

GROWTH ASSESSMENTS (2nd – 5th grades)

First Nine Weeks

**refer to school calendar for dates*

Second Nine Weeks

**refer to school calendar for dates*

Third Nine Weeks

**refer to school calendar for dates*

Fourth Nine Weeks

**refer to school calendar for dates*

STATE TESTING PROCEDURES

All students in grades 3, 4, & 5 will take SOL tests in the late spring to determine their levels of proficiency in Reading, Math, Science (5th) Social Studies (4th). In addition to SOL tests, students in grades 2-5 have nine week growth assessments administered at the end of each nine week period. During the fall, winter, and again in the spring, kindergarten through fifth grade students will be given the PALS (Phonological Awareness Literacy Screening) tests.

To prevent any conflicts, please avoid appointments for students during the district's SOL testing schedule as data supports that students perform better when they take a test at the scheduled time with their peers.

SCHOOL HOURS

Parent and student cooperation is requested in observing the daily school schedule.

1. Car riders **may arrive at school at 8:40 a.m.**, no earlier. If your child eats school breakfast, they should be here no later than 8:40 a.m.
2. The instructional day **begins at 9:05 a.m.** following attendance marking and the observed moment of silence. If your child arrives to school after 9:00 a.m., please bring the student to the main office to receive a tardy slip before going to homeroom.
3. Car riders will be dismissed at 3:45 p.m. and bus riders will begin dismissal at 3:47 p.m.
4. 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.



STUDENT ATTENDANCE

Every parent/guardian, or other person having control or charge of any child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as described in § [22.1-254.1](#) of the Code of Virginia.

Amherst County Public Schools believes that school attendance is directly related to academic achievement. Optimum student attendance is a cooperative effort. The Amherst County School Board and Amherst County Public Schools expect parents and students to take active roles in accepting that responsibility.

Attendance Procedures

I. Absences: For each day a student is absent, the parent/guardian MUST provide a written note stating the reason for the absence. Notes must be submitted within three days of the absence. Notes submitted after three days will only be excused by the Principal or his designee.

Excused absences will only be granted for the following reasons:

- a. Medical Condition or appointment verified by a doctor's note.
- b. An approved school-sponsored event.
- c. Death or serious illness in immediate family. The Principal or designee will also consider each individual case and any extenuating circumstances.
- d. Personal required court appearances with documentation from the Court.
- e. Approved pre-planned absences.
- f. Extenuating circumstances which are determined by the principal or designee.
- g. Personal illness verified by written notice from a parent/guardian. Please note that after 10 written notes are submitted by a parent/ guardian for the personal illness of a student, a doctor's note or other documentation may be required to excuse any future absences.

Please note: All other absences not included in the list above will be classified as unexcused absences. As a result, there are consequences for unexcused absences as described in the Compulsory Attendance Procedures in § [22.1-258](#) of the Code of Virginia. Amherst County Public Schools must ensure that all students are compliant with the Code of Virginia as it relates to school attendance.

II. Attendance Reporting and Action for Unexcused Absences:

- a. For each day the student is absent, a phone call, text, or email shall be sent to the parent/guardian to advise them that the student is absent.
- b. If a student reaches four unexcused absences, a letter of concern may be sent home alerting parents to the number of unexcused absences.
- c. On the fifth unexcused absence, direct contact should be made with the parent/guardian, either in person or by phone, to obtain an explanation for the student's absences and to explain to the parent the consequences of continued nonattendance.

- d. On the sixth unexcused absence, the school shall notify the parent/guardian and request an attendance review meeting. The student accountability coordinator, school personnel and the student's parent/guardian shall develop a written plan to resolve the student's nonattendance. **An overnight suspension may be used to ensure the appearance of the parents but only after other efforts to set up the conference have failed.**
- e. On the 7th unexcused absence, the Student Accountability Coordinator may file a truancy petition with the Juvenile and Domestic Relations District Court. This proceeding may be against both the parent/guardian and the student.

II. Excessive Tardiness and Early Dismissals:

The academic standards, which have been set by the SOL's make it very important that your child attend school all day every day. Two of the most important times during an instructional day are first thing in the morning, when students are settling in and preparing for learning and the last minutes of the afternoon, when the day is being summarized and learning is being solidified.

- a. The instructional day begins promptly at 9:05 a.m. If your child arrives to school after 9:00 a.m. you will be required to come to the main office to sign your child in. Your child will be counted as tardy.
- b. Students are expected to remain at school until 3:45 p.m. If a physician's appointment requires a child to be picked up early, **the parent/guardian will be required for each occurrence to show a license or other photo identification and sign the student out on the computer.**

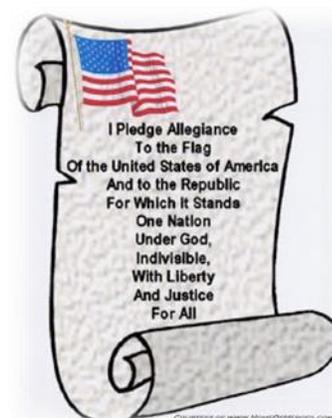
Excessive tardiness and early dismissals will be monitored and addressed by the principal or his/her designee.

MOMENT OF SILENCE

Teachers and students will observe a daily minute of silence in accordance with Virginia State law. During the one-minute period of silence, students are to remain seated and silent without making any distracting display so that each student 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 students in the like exercise of individual choice (Virginia Code 22.1-203). Disciplinary action will result if students fail to adhere to the policy.

PLEDGE OF ALLEGIANCE

State regulations require that students stand (if able) and recite the Pledge of Allegiance while facing the flag with their right hand over their hearts (SB 1331, amendment to 22.1-202 of the code of Virginia). If a parent or legal guardian objects on religious, philosophical, or other grounds, he/she may conference with the principal to seek an exemption from this requirement.





CLINIC

The Health Assistant is available to assist students throughout the day. If a student becomes ill at school, he/she should report to his/her teacher who will send him/her to the clinic with a written pass. Should a student need to be sent home, the nurse will contact the student's parent or emergency contact.

Students who need medication during the day must have a written order from a physician as well as a parent's signature before any medication will be administered. A form is available in the office or clinic.

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. Parents are requested to tune in to local radio or television stations or use the Info Source service listed below to obtain information on closings.

- Call 946-9386 choose 7
- Visit the Amherst County Public schools website to access Power Announcement in order to receive a phone call, text message, or email alert notifying you in case of an emergency or school closing. Prior to accessing Power Announcement you must visit your school and present your identification to receive a set of numbers to setup your personal account.

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.

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

If school should open two hours late, students should not arrive before 10:45 a.m. and breakfast will not be served.

EMERGENCY FILE CARDS

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

GUARDIANSHIP AND SCHOOL COMMUNICATION

The school will communicate solely with the physical custodial parent/guardian. In cases of separated family members we ask that you coordinate communication concerning student progress with one another. We do not mail extra copies of school reports to noncustodial family members. Exceptions are only made for a Guardian ad Litem.

DRESS CODE

Students are encouraged to dress in a neat and attractive manner that reflects pride in themselves and their school. We rely on parents' good judgement as to what students should wear. However, we are listing some clothing that is not allowed in school because it may be offensive to some or disruptive to the learning environment. **Closed toe shoes such as tennis shoes are preferred** because of their conduciveness to physical activity and play as well as protecting the feet from injury.

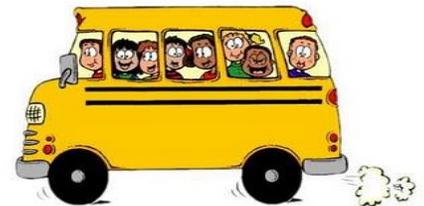
Clothing not allowed

1. Halter tops or tank tops
2. See-through shirts
3. Bare midriffs
4. Clothing that advertises tobacco, alcohol, and the like
5. Clothing with offensive language, symbols, or pictures
6. Clothing displaying weapons
7. Shorts, dresses or skirts that do not reach as far down the legs as the fingertips when arms are hanging straight down
8. Pants that do not fit at the waist, but hang
9. Hats or head dresses except on SCA days
10. Sundresses that are styled with halter or tank tops
11. Apparel that can imply gang membership
12. Apparel that can cause a significant disruption to the classroom learning environment

TRANSPORTATION BY BUS

For the safety of your children the following behavior is required by the Code of Virginia:

1. Students will remain seated while on the bus.
2. Students will not fight or use obscene language.
3. Students will keep heads, hands, arms, etc. 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 places on time.
8. Students must use the same loading and unloading place, unless they have a note from their parents co-signed by the principal.
9. Students must cross the street 10-15 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 a school bus.
12. Students will not obstruct the aisle or exits with any objects.
13. **Parents, guardians, custodians, or other persons responsible for students in kindergarten through fifth grades are to be visible to the bus driver when students are picked up and dropped off at home.**



Note:

We will work closely with parents to ensure that school bus behavior is carefully controlled. The bus will need to be free from noise and distractions, so that drivers can safely transport students to and from school.

BUS TRANSFERS

Students are expected to ride their assigned buses. Permission to ride another bus will be granted only if a parent sends written permission. All changes in a student's transportation must be made to the school in writing by letter or through the agenda, preferably in the morning. In cases of extreme emergency, you may fax information to 929-1547 or email the office staff.

VIOLATIONS OF BUS CONDUCT RULES

Amherst County School Board policy requires all students to conduct themselves in a manner that will permit the safest possible transportation for all passengers. Any occurrences violating bus conduct rules could result in the student's bus privileges being revoked for the remainder of the school year.

TRANSPORTATION BY CAR

A number of Amelon Elementary School students are transported to and from school by car. **Students who do not ride to school on school buses should arrive at school no earlier than 8:40 a.m.** Staff members are not available to supervise children until that time. Parents who pickup their child(ren) at the end of the school day should remember that dismissal time is 3:45 p.m. Only in emergency situations should students be picked up before that time. If it is necessary for parents to bring their child(ren) earlier than 8:40 a.m., or if they cannot pick them up at the 3:45 p.m. dismissal time, they should enroll these students in the YMCA Before/After School Program.



Please be mindful that our car rider policy is designed with the safety of Amelon students as a top priority. Please read and follow the rules below for car rider pick up. We appreciate your concern about our students and your effort to make this policy work.

Mornings

- ◆ Enter through the stoplights from Rt. 29.
- ◆ Cars will be directed to pull up to the sign and staff members will unload vehicles from the sign. Students should always unload the car from the side closest to the sidewalk not into the parking lot.
- ◆ Cars should stay in a single file line. **Please do not pass the vehicle in front of you even though you may have unloaded your student(s).**
- ◆ Please no parking or double stacking in the car rider lane.
- ◆ Exit through the gates at the shopping center and stay to the outside of the complex. **The gates will be locked at 9:15 am and reopened at 3:30 pm in preparation for dismissal.**

If you walk your child in the school, please park in the parking lot closest to the shopping center and closely monitor your child to avoid crossing through the moving traffic. Once in the building we encourage students to walk to class independently after the first week of school. Parents please say your "goodbyes" at the front entrance.

Afternoons

- ◆ Enter through the stoplights from Rt. 29 and park in the lot closest to the shopping center.
- ◆ Enter the building through the back cafeteria doors no earlier than 3:45 pm. Be prepared to present a "bulldog" key tag pass to the staff members on duty. Find a seat at the table assigned to your child's grade level and wait for them to meet you there. If you forget your key tag pass, please report to the office to sign your child out and secure a temporary dismissal pass for that afternoon.
- ◆ Exit through the back cafeteria doors.
- ◆ Exit through the gates at the shopping center and stay to the outside of the complex.

Student Release

Any changes to a student's dismissal routine including a parent requesting that a relative or friend pick a child up from school must be submitted in **written form** to the school office in the **morning**. The office staff is busy with dismissal in the **afternoons, so please avoid giving them student dismissal 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 e-mail us the information. Parents are encouraged to establish and maintain regular dismissal routines for the stability of their children and to avoid confusion.

GENERAL STUDENT REGULATIONS

The following rules are for your general information:

1. The use or possession of tobacco, alcohol, and drugs is forbidden.
2. No fighting is allowed.
3. As a safety measure the following items are not permitted at school:
 - a. firecrackers, matches, cigarette lighters
 - b. glass containers of any kind
 - c. radios, boom boxes, walkmans, and personal cassette players
 - d. beepers or cellular phones
 - e. footballs
 - f. guns, knives, or other weapons and their facsimilesThe Amherst County School Board Policy and Virginia law state that it is unlawful to bring a firearm or other weapons or facsimiles (look-a-likes) to school. This includes bringing them on the buses. If any of these are brought, the parent will be contacted immediately and the offense will be grounds for suspension and or expulsion.
4. 22.1-203 of the Code of Virginia was amended to require a minute of silence at the opening of each school day. This will afford each student a moment of quiet reflection before beginning the day's activities.
5. **Birthday invitations** may not be handed out at school because of the distraction from instruction that results. ***Birthday celebrations at school should be limited to the birthday child. Because of food allergies and other medical conditions, please do not bring treats for the entire class.***
6. 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 pick them up after school.

Sexual Harassment

Sexual harassment includes any unwelcome verbal or physical advance or suggestion of a sexual nature, a sexually explicit derogatory statement, or any pattern of sexually discriminatory remarks. Sexual harassment may include verbal abuse or jokes, subtle pressure for sexual activities such as leering or brushing against a person's body, patting, pinching, or unnecessary touching, lifting up skirts or pulling at clothing, whistling or catcalling, cornering or blocking the victim's passage, or requesting sexual favors.

Vandalism

When any student destroys or defaces any school property, the student or his/her parent or guardian will be required to pay the cost of the damaged or destroyed property. In addition, the student will be subject to whatever disciplinary action is deemed appropriate by the school's principal.

Bullying

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct includes verbal conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person.

DISCIPLINE

One of the most important lessons education should teach is discipline. It is the shared responsibility of the home and school to accomplish this goal. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that promotes a safe, orderly learning environment.

School and classroom rules and expected behavior are explained to the children. Any behavior or inappropriate language which causes a disruption to the learning atmosphere or which infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures. Acceptable correction may include, but is not limited to the following:

1. Teacher-student conference
2. Deprivation of privileges or preferred activities
3. Time-out in the classroom or office
4. Communication with parent via note, telephone, or conference
5. Referral to counselor
6. Referral to principal
7. Overnight Suspension (requires a parent conference with the principal)
8. In School Suspension
9. Suspension from school
 - a. Please refer to the policy manual on the ACPS website for further details



HOMEWORK is given to reinforce classroom instruction or as preparation for the next day's lesson.

Long-range projects are assigned far enough in advance so that they can be completed in the scheduled time. Teachers attempt to coordinate their assignments so that no student is overloaded on any given night.

Below are approximate times for homework for the different grade levels. Your child may work a little faster and require less time or he/she might require a little more than the time estimated. These times do not include incomplete class work or make-up assignments.

Kindergarten-10 to 15 minutes per night

First grade-15 to 20 minutes per night

Second grade-30 minutes per night

Third, fourth and fifth grades-45 to 60 minutes per night

Kindergarten through fifth grade students **will use agendas to log in their homework and other important dates and messages. Please check your child's agenda on a nightly basis.** Second through Fifth grade parents also have the option to view assignments and/or grades from the **Powerschool Parent Portal.** To access the Parent Portal visit the main office with your driver's license to receive a set of codes in order to create a personal account.



MEDICATION/HEAD LICE POLICY

MEDICINE

The Amherst County School Board discourages the administration of medication during school hours. We do, however, recognize that there are certain prescriptions, which must be given during the school day by our health assistant. Our regulations for dispensing such medication are as follows:

1. We must have on file a completed authorization/consent form for administering prescription medication. The parent/guardian must complete the top section while the licensed prescriber completes the bottom portion. Whenever there is a change of any kind to the medication or the way it is administered a new form must be completed. These forms must be renewed every school year.
2. The medication must be in the prescription bottle, which shows the specific written order of the physician (name of medication, exact dosage and method of administration).
3. **Medication can not be transported on the bus.** If a child is required to take medication the parent/guardian will be required to bring it in and/or pick it up.
4. It is the parent/guardian's responsibility to be aware of when prescriptions are getting low and to renew them in a timely manner. We will accept up to a month's supply of a prescribed medication to store at school.

HEADLICE

Occasionally young children will contract head lice. To avoid exposure, please caution your child against using someone else's comb or brush, wearing someone else's hat or hairbow, or wearing someone else's coat or sweater. If your child should contract head lice, consult your doctor or pharmacist for treatment advice. In addition, inform the school. If your child is found to have head lice during the school day, someone on the student's emergency contact form will be called to come pick him/her up immediately. A child must be rechecked and cleared by the school health assistant prior to returning to class.



GUEST PROCEDURE-VOLUNTEER/VISITOR

Amelon 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 with the Department of Social Services. This requirement extends to parents who chaperone field trips.** The Human Resource Office at the school administration building in Amherst will be open Monday through Friday from 9:00-10:00 am and 2:00-3:00 pm for fingerprinting.

VOLUNTEERS NEEDED

The PTO will seek active parent volunteers all year.
Please watch the newsletters and website for opportunities to participate in school activities!

LUNCH AND BREAKFAST PROGRAM



The school has a central cafeteria and serves a hot lunch and breakfast each day. Breakfast begins at 8:40 am and ends at 9:00 am. Applications may be completed at the beginning of each school year to determine if a household is eligible for free/reduced lunch and breakfast. Before a student can receive these services, the household must receive written notification that the application has been approved. No carbonated soft drinks, canned or bottled, are permitted for students. We also discourage the frequency of fast food being brought in for students. Parents wishing to have lunch with their child are asked to notify the school cafeteria prior to arrival, so an adequate number of lunches can be prepared. When packing your child's lunch, please ensure that you have included all necessary items-utensils, condiments, etc. as the student will not be allowed to use these items from the cafeteria.

FY 2016-17	Prices
Elementary Breakfast	\$1.00
Elementary Breakfast (reduced)	\$.30
Elementary Lunch	\$2.15
Elementary Lunch (reduced)	\$.40
Milk	\$.50
Ice Cream	\$.75

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are placed in the school's "Lost and Found" box located in the main hallway. Unclaimed property will be turned over to the Goodwill at the end of each month.

FIELD TRIPS

Field trips are an extension of learning and instructional activities of the classroom. Prior to a trip a note will be sent home with details about the planned event. A parent/guardian permission slip must be signed and returned to school in order for a student to participate in a field trip. **Money is not refunded for a student's absence on a field trip, especially if the student lost his/her privilege for poor behaviors at school.**



We do not encourage parents to drive separately to field trip locations as this can be problematic for the tour, the cost the school secured, and supervision of students. Younger siblings of students are not allowed to attend field trips due to liability concerns. In order to ensure student safety only those individuals who have completed the background check are permitted to attend field trips.

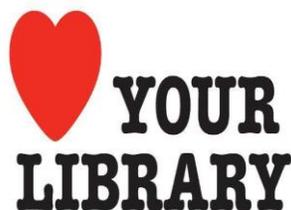
TAG EDUCATIONAL PROGRAM

Amherst County Public Schools is committed to an educational program that recognizes the special value and need of the individual students. We are therefore committed to providing students with a qualitatively differentiated K-12 program that takes into consideration individual learning styles and special abilities. Students in grades K-12 may be referred for evaluation by a parent/guardian, teacher, administrator, or friend. Students may also refer themselves. All second graders are screened by their teachers in the spring. Results from standardized and informal testing, portfolio assessment, honors and awards are also used in grades K-12 to refer students.

Transfer students who were identified in another school system must be referred for assessment by ACPS. Brochures describing program services and other details are available through the school's gifted coordinator.

LIBRARY POLICIES

Each student has a weekly library period in which library skills are taught, books are selected, stories are read and told. Students are also permitted to visit the library for return of overdue books and additional checkout of books during morning homeroom period. The library is open for research during all school hours.



Books are normally checked out for one week. They are due the next week at the student's regularly scheduled library period. Books may be renewed at that time. Any overdue books should be returned to the library immediately. A student should not wait until his/her next library period to return overdue books. Students are encouraged to keep their books in book bags when they are not being read to prevent damage or loss.

Few books are lost at Amelon; however, many are misplaced. If a book is more than two weeks overdue, a note will be sent home with the child's interim report and/or report card. This is just a reminder to the student and you to keep looking. If after several months the book is still missing a replacement fee will be requested. This charge is based on the replacement cost of the book. If the book is later found, your money will be returned. **Proper care of library books increases the effectiveness and appearance of the library collection. Handle books carefully, trying not to drop them, color or mark them, or fold their pages. Please help the school promote good library practice.**

RETURNED CHECKS

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 numbers** on your check.

YMCA BEFORE AND AFTER SCHOOL PROGRAM

The YMCA operates a Before and After School Program at Amelon Elementary. Hours for the Before School Program are 6:30-8:40 a.m. and 3:45-6:00 p.m. for the After School Program. All students who arrive at school before 8:40 a.m. or who need to stay after 3:45 p.m. will need to enroll in the program because no school personnel are available for student supervision outside of the regular school day. Information may be obtained by calling the YMCA childcare department at 847-8750.



ACCEPTABLE COMPUTER USE

The parent/guardian of each student is required to sign an Acceptable Computer System Use Agreement that defines the proper instructional use of school-owned computer technology. Failure to sign this form will result in loss of computer system privileges and failure to meet the terms of this agreement will result in loss of computer system privileges and/or disciplinary action. The Acceptable Computer System Use Agreement must be signed and returned in order for students to participate in the Accelerated Reader and Math Programs.

USE YOUR AGENDA EVERYDAY!

