



Elon Elementary School
"Home of the Eagles"
147 Younger Drive
Madison Heights, VA 24572

(434) 528 - 6496

(434) 386 - 9300 (FAX)

Mrs. Kim Scott, Principal

Our Elon Elementary Students will S.O.A.R. in 2021-2022!
Our students will Be Safe, Be On-Task, Be Accountable, and Be Resilient!

Welcome to the 2021-2022 school year! I am thrilled to be welcoming your children back to school! We eagerly anticipate reopening school with all students returning safely. Our commitment to fostering resilience, perseverance, empathy, and communicating effectively in diverse learning partnerships continues to be a priority. With this in mind, we will undoubtedly help our students S.O.A.R. academically, socially, and emotionally. You will hear more about VTSS implementation during the 2021-2022 school year. We encourage you to make sure you review the blurb within this handbook to learn a little more about VTSS.

Our faculty and staff will continue to embed critical thinking and collaboration across all content areas. We will also continue working diligently to meet the diverse needs of our students through small group instruction across all grade levels, school-wide implementation of other numerous instructional strategies and methods, and emphasize meaningful, timely feedback to help students work towards academic mastery. In light of numerous challenges as a result of the pandemic we will plan to continually use a team approach to learning the personal narratives of each student in our care while working in partnership with their respective families to determine how best to meet the needs of our students.

The 2020-2021 school year pushed us all to new limits, as we worked together to navigate a difficult time in our community and nation. The Covid-19 pandemic has clearly challenged and ultimately changed how we do "business" in schools in the near and distant future. We are confident entering this school year with a sound plan to face lingering challenges with our students and school in the foresight of all our decisions and efforts.

As the Amherst County Public School Division works to grow our capacity for teaching and learning within our schools, our decisions and actions are based on the changing conditions within our community and guidelines set forth by the CDC, Virginia Department of Health and the Virginia Department of Education. Elon Elementary will be here to support, communicate, and assist our students and community as we tackle the difficulties created by this pandemic.

Working together and maintaining sound communication will aid in smooth transitions and support student success as we work toward more "normal" schooling conditions. Please stay connected with your child's teachers, and be attentive to school and school division communications sent out.

We thank you for trusting us with the education of your children. The upcoming school year will be marked by great success and continued improvement. One of the greatest characteristics of our Elon Elementary learning community is the genuine care and compassion shared between staff, students, and parents. Thank you for being our partner in this journey. We look forward to an amazing year!

Sincerely,

Mrs. Scott,
Principal, Elon Elementary School

ELON ELEMENTARY SCHOOL

PARENT & STUDENT HANDBOOK 2021-2022

**ELON ELEMENTARY SCHOOL
147 YOUNGER DRIVE
MADISON HEIGHTS, VA 24572**

PHONE: (434) 528-6496

FAX: (434) 386-9300

SCHOOL WEBSITE: <http://elon.amherst.k12.va.us/>

Mrs. Kim Anderson Scott, Principal
Mrs. Lelia Saunders, Assistant Principal

GENERAL INFORMATION & OPERATING PROCEDURES

SCHOOL MASCOT & COLORS
Bald Eagle, Turquoise and Black

SCHOOL FACULTY AND STAFF

Office Staff:

Kimberly Anderson Scott, Principal
Lelia Saunders, Assistant Principal
Joy Foster, Secretary
Paige Breeden, School Counselor
Laurie Terry, Health Assistant
Darryl Maddox, Custodian
Carson Warrick, Part-time Custodian
TBA, Custodian

General Education Teachers:

Stephanie Mitchell, K Teacher
Jennifer Morcom, K Teacher
Lakin McLaughlin, K Teacher
Camille Wilson, K Teacher
Charity Brown, 1st Grade Teacher
Makayla Amburey, 1st Grade Teacher
Kristy Mays, 1st Grade Teacher
Jill Herr, 2nd Grade Teacher
Kaitlyn Thomas, 2nd Grade Teacher
Veronica Tuggle, 2nd Grade Teacher
Melissa Busse, 3rd Grade Teacher
Patti Givens, 3rd Grade Teacher
Jessica Reichard, 3rd Grade Teacher
Katie Bunch, 4th Grade Teacher
Mary Merat, 4th Grade Teacher
Sonya Sharpe, 4th Teacher
McKayla Hansen, 5th Grade Teacher
Greg Lipscomb, 5th Grade Teacher
Sydney Weeks, 5th Grade Teacher
Maura Peters, Instructional Assistant
Michelle Douthat, Instructional Assistant
Sara Primm, Instructional Assistant

Special Education Staff:

Jim Battle, SpEd Lead Teacher
Brandy Hall-Matson, SpEd Teacher
Stephanie Quirk, SpEd Teacher
Carrie Johnson, SpEd Instructional Asst.
Debbie Wendland, SpEd Instructional Asst.
Sandra Overstreet, SpEd Instructional Asst.
TBA, Speech Therapist
Colleen Fletcher, Occupational Therapist

Resource Teachers:

Lauren Balint, Art Teacher
Martha Blanks, Music Teacher
Gail Moore, Instructional Technology Resource Teacher
Lona Jackson, Physical Education Teacher
Wendy Gordon, Library Media Specialist
Joy Kurko, Reading Specialist
Mark Sampson, Reading Specialist

Cafeteria Staff:

Melissa Gilbert, Cafeteria Manager
Becky Coles, Cafeteria Worker

Harvest Staff:

Bethany Henry, Mr. Jason Lutes

SCHOOL OFFICE HOURS

The school office is open Monday through Friday from 8:00 a.m. to 4:00 p.m. The school telephone number is 528-6496. The school fax number is 386-9300. Please feel free to contact the office with any concerns or questions you may have.

STUDENT HOURS

Student hours for the 2021-2022 school year are 9:00-4:00.

Car riders should be dropped off no earlier than 8:40.

Elon Eagles SOAR

Be SAFE
Be ON-TASK
Be ACCOUNTABLE
Be RESILIENT



SCHOOL SAFETY and VISITOR GUIDELINES

For the safety of students and staff during the COVID-19 pandemic, ACPS has put in place the following guidelines for visitors to ACPS facilities:

- Visitors should make appointments prior to visiting the school whenever possible.
- Visitors who come to the school without an appointment will not be allowed past the office without permission from an administrator.
- All visitors must wear a mask and practice social distancing.
- All visitors must complete a health screening, to include temperature check, prior to meeting with any staff members.
- Administrators have the right to deny entry to visitors for the safety of their students and staff at any time.
- **Dismissal/Car Rider Procedures**
- Due to new guidelines, all car riders will be dropped off in the car rider circle. There will be no AM walk-up drop-offs or PM walk-up pick-ups.

Please make sure you have secured an EES car rider hang tag. Contact the school if you need one.

ATTENDANCE One of the characteristics of a good school program is that students want to come to school. We hope each day's instructional program is rich enough that if a student misses one day, he/she has missed some very important learning. Two of the most important times during the instructional day are the first thing in the morning, when the day's plans are being established, and the last thing in the afternoon, when the day is being summarized and learning is being solidified.

Attendance Procedures

When a student is absent he/she must provide a written note from their parent/guardian within three days of returning to school stating the reason for the absence. An excused absence is an absence for one of the following reasons:

- Medical Condition or appointment verified by a doctor's note.
- An approved school-sponsored event.
- Death or serious illness in immediate family. The Principal or designee will

also consider each individual case and any extenuating circumstances.

- Personal required court appearances with documentation from the Court.
- Approved pre-planned absences – must have documentation from school's principal.
- Extenuating circumstances which are determined by the principal or designee.
- Personal illness verified by written notice from a parent/guardian.

After written notes from a parent/guardian for 10 days of personal illness, a doctor's note or other documentation will be required to excuse any future absences.

UNEXCUSED ABSENCES

All other absences not included in the list above will be unexcused absences.

- When a student accumulates five unexcused absences, the school will contact the parent to obtain an explanation for the student's absences and to explain the consequences of continued nonattendance. An attendance plan is discussed and developed with the parent.
- On the sixth unexcused absence, the school will notify the parent/guardian and the student that they need to attend a truancy review conference. At this conference, a plan shall be developed to resolve the student's nonattendance.
- On the next unexcused absence, the parent must meet with the county's Interagency Truancy Review Team to discuss the student's nonattendance.
- On the 10th unexcused absence, the Student Accountability Coordinator shall file a truancy petition with the Juvenile and Domestic Relations District Court. This proceeding may be

against both the parent/guardian and the student.

Attendance is an important part of your child's learning. When children are absent for an average of just two days of school per month, even when the absences are excused, it can have a negative impact. These absences can affect children as early as Kindergarten. Getting your child to school on time, every day, unless they are sick, is something that you can do to ensure your child has a chance to succeed in school.

ELECTRONIC REGISTRATION is now available through Parent Portal for Amherst County Public Schools. Parent/Guardians can now update student information through a web portal that is accessed through the parent account and clicking on the eCollect forms icon on the left hand menu bar. In order to proceed with the electronic registration process, parent/guardians will need to have already set up an account on Parent Portal, or you can contact the school office to receive instructions on how to set up your account and associate your student with that account. You will still be required to provide proof of residency for any address changes.

We are requiring Proof of Residence information now for students who are newly enrolling at any Amherst County Public School, and also those students in transition years. I.e. all Kindergarten students entering school, all 6th grade students and all 9th grade students.

Student Recognition

Elon Elementary recognizes students for their accomplishments throughout the

school year. Ways that students are recognized:

- Awards Assemblies each nine weeks
- Character Counts Recognition
- Teacher/Grade Level created classroom incentives & recognition
- Attendance Recognition
- Extracurricular activities & acknowledgements

MANAGEMENT OF STUDENT RECORDS

Elon Elementary School maintains a cumulative record on each of its students, grades PK-5. This record contains scholastic and attendance information, and may contain special education information, and Title I Reading information. All parents have the right to review their child's scholastic records.

Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): A-8 Copyright © 2019 by Virginia Foundation for Educational Leadership, Inc.

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Amherst County School Board Policies can

be located on the ACPS web site. To request information concerning your child's scholastic record, contact the main office or Mrs. Kim Scott, Principal.

Parking & Traffic Pattern

Please be reminded that in order to get buses and cars in and out safely and quickly, please follow the planned traffic pattern. All parents picking up their children should enter Younger Drive on the west end (closest to Campbell's and Antique Car Restoration) and all buses should enter Younger Drive on the east end. Be sure to enter the correct end of Younger Drive each afternoon. Also, remember that ACPS school buses should be given the right of way when entering or exiting the school parking lot, so that we can dismiss bus riders in a timely fashion. Car rider parents should be sure to loop through the church parking lot in order to prevent cars waiting on Younger Drive. Thank you for your patience and cooperation in assuring our children's safety at dismissal time.

PARENT TEACHER ORGANIZATION

Elon Elementary Parent Teacher Organization needs the support and participation of every parent and teacher. Meetings will be held throughout the year, and you will receive advance notification. Please plan to join us for these very important meetings.

OUT-OF-ZONE STUDENTS

Requests for out-of-zone students to attend Elon Elementary School must be completed each year between May 1st and July 15th and are to be submitted to the office of the principal. The principal will approve based on attendance, discipline, and teacher to student ratios. Final approval for all out-of-zone requests rests with the Superintendent.

MOMENT OF SILENCE

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

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

individual choice.

LOST AND FOUND

Lost and found items will be kept in the office for a period of one month. Whenever a student finds or loses an item, the office should be notified. Students are encouraged to check lost and found regularly, for missing items.

RETURNED CHECK FEE

Amherst County Schools has contracted with the Federal Automated Recovery Systems (FARS) for the electronic collection of checks returned for insufficient funds (NSF). The District will gladly accept your checks. **When you provide a check as payment, you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process the 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 the following on your check:

**Full Name Street Address
Phone Numbers**

WITHDRAWAL PROCEDURES

If a student moves out of the school zone or out of the county, the parent is to notify the school of the intent. Upon request from the receiving school, a transcript will be forwarded. The parent or guardian must sign an authorization for the release of confidential information.

COMMUNICATION

SCHOOL CONCERNS Parents should direct concerns about their child(ren) to the specific teacher involved. Please call in advance or email your student's teacher to make an appointment. **Teachers cannot conduct parent conferences during instructional times.** In addition, teachers cannot discuss other students due to confidentiality.

Conferences may be scheduled and held as necessary with the principal. Parents are welcome and are encouraged to bring concerns, ideas, and suggestions.

COMMUNICATION FOLDERS

Student folders are sent home each week. All notices, communications, and weekly reports are

included in this folder. Remember to ask your child for his/her folder each Monday!

EAGLE'S EYE MONTHLY NEWSLETTER

A school newsletter will be sent home in students' Monday folders on the first Monday of each month. Please read through this in its entirety to ensure you are kept up to date with school events and other pertinent information.

INVITATIONS/GIFTS

Parents should not send invitations to parties to be distributed at school. We have found this disrupts our learning time and causes hurt feelings among students.

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

GRADING SCALE

In the 2016-2017 school year we began using a 10-point grading scale when grading students' work in grades 2-12. Another change includes students earning a minimum of two grades per week, per content area.

98-100 A+	73-76 C
93-97 A	70-72 C-
90-92 A-	67-69 D+
87-89 B+	64-66 D
83-86 B	60-63 D-
80-82 B-	0-59 F
77-79 C+	

Grading and Attendance:

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 end of the next school day. Students are required to complete make-up work regardless of the reason for an absence.

****REPORT CARDS & INTERIMS**

Report cards are sent home at the end of each nine weeks. Interim reports will be sent home mid-way through each nine weeks.

Report cards will be sent home:

- October 28, 2021
- January 26, 2022
- April 6, 2022
- June 8, 2022

Interims will be sent home:

- September 21, 2021
- December 1, 2021
- February 22, 2022
- May 9, 2022

Student Planners

All students in grades (K-5) are required to use this planner. This planner has many features that enable students to become more responsible for their assignments, help identify and set student goals, and communicate with parents.

It is the student's responsibility to record homework assignments and other important information each day. Teachers have a designated area in each classroom where all assignments are written and visible to students.

Classroom teachers will determine how to implement this into the routine. It is good practice to review the planner each evening to determine what assignments your child has. Each day also has a designated space for parent comment.

SCHOOL PROGRAMS & ACTIVITIES RESOURCE INSTRUCTION

Elon Elementary students participate in the following resource classes:

PHYSICAL EDUCATION – A physical education

teacher is assigned to our school. Instruction is focused on integrating Health and Physical Education SOL objectives into the program. Students in kindergarten through fifth grade explore physical fitness, games, movement education, manipulative activities, and good sportsmanship.

MUSIC – Students kindergarten through fifth grade are provided with general music instruction which integrates elementary music SOL objectives and some core SOL objectives into the music curriculum. Students will learn basic music skills and theories through movement, songs, listening activities, instrument activities and other hands-on activities. Students will develop an interest in music and the ability to express themselves musically.

ART - Students kindergarten through fifth grade are provided with art instruction which integrates elementary art SOL objectives and core SOL objectives into the art curriculum. The art curriculum is broken into four strands which include: visual communication and production, cultural context and art history, judgement and criticism, and aesthetics.

LIBRARY- A full-time library/media specialist provides instruction in library skills and literature appreciation, integrating core SOL objectives into the library curriculum. Classes visit the library/media center at least once each week for instruction as well as an opportunity to check out material.

SCHOOL COUNSELING -The school counselor conducts classroom guidance lessons on a variety of topics focused on developing students' character. In addition, the guidance counselor is available to provide large group, small group, and individual sessions geared toward specific student needs.

CHARACTER COUNTS Character education is intended to educate students regarding the core civic values and virtues needed for becoming a productive citizen in a civilized and democratic society. Specific character traits which are emphasized include: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Character education will be interwoven into the instructional program.

Elon Elementary students will be recognized for showing character by staff members submitting their name to the office and then be recognized on a leaf which will be placed on the character counts tree in the school's foyer. At the end of each nine weeks, students recognized on the tree will be rewarded with a pizza party.

DARE INSTRUCTION: Specially trained uniformed officer from the Amherst County Sheriff's Department provides instruction in Drug Abuse Resistance Education (DARE). The DARE curriculum will be taught in fourth grade. These lessons require up to an hour of interactive instruction once a week for a semester.

FAMILY LIFE Amherst County Public schools has a Family Life curriculum based on the state guidelines. Parents are invited to preview and discuss the specific grade level objectives with the teacher. Parents who wish for their child to opt out of the program must specify this desire in writing to the classroom teacher.

Intervention Support Team Our Intervention Support Team is comprised of staff from Elon Elementary. Lead by our IST chair, the committee is charged with assisting teachers with students having difficulty in the classroom. These difficulties may stem from academic, emotional, behavioral, or physical concerns. Students are referred to the committee by a teacher, other faculty member, or parent. Teachers and parents are given strategies to accommodate the child. If the child continues to demonstrate a lack of progress in any of the areas mentioned above then a recommendation will be made by the committee for a further investigation to determine the source solutions, and resources for student success.

SPECIAL EDUCATION SERVICES

Students who are referred to Child Study may end up qualifying for special education services through an eligibility hearing. Students who qualify will be enrolled and receive an Individualized Education Plan.

Personnel for Amherst County Public Schools serve Elon Elementary students needing interventions in vision, speech, physical therapy, and occupational therapy.

TAG PROGRAM The Amherst County Public School Division is committed to an educational program that recognizes the special value and needs of the individual student. TAG, or "Talented & Gifted," is the school division's name for the gifted education program. Referrals are accepted on an ongoing basis for students in grades K-12 from teachers, staff, parents, guardians, and students. The school's identification committee, which is composed of teachers, and assessment process, which includes collecting parent checklists, teacher observations, standardized and informal testing results, classroom performance data, and portfolios. Any decision regarding information or placement may be appealed by parents, through a formal process which begins with the parent contacting the building principal.

STUDENT RESPONSIBILITY Students should be sure to take all possession as well as assignments home with them on a daily basis. Once students have left the building by way of bus or car, they will not be able to return to school to retrieve their assignments or possessions.

Students are expected to ride their assigned buses. Permission to ride another bus will only be granted if a parent sends a note to school or contacts transportation more than 24 hours in advance, and **room is available on the bus.**

FIELD TRIPS

The teacher, with the approval of the principal, schedules field trips only after their educational value has been well established. Parents must sign a permission form and a medical release form before a student takes a field trip. Chaperones for field trips must accompany the students on any chartered bus trips. Chaperones will need to be fingerprinted and will be responsible for the students assigned to them and therefore should not bring any children other than those officially participating in the trip. Disciplinary action may result in the loss of the privilege of a student participating in field trips.

*** Field trips are not being planned at this time; However, parents will be notified as health mitigation strategies and procedures are updated.

SCHOOL PROPERTY

Students are expected to care for textbooks, library books, and any equipment or materials at their disposal. If items entrusted to a student's care are lost or damaged, a fee will be charged. Additionally, a fee may be charged for any school property that is damaged or broken through carelessness or malicious intent.

SCHOOL PICTURES Student photographs are taken each year as a service to parents. Advance notification of the date for snapshots will be sent home by students. The purchase of school pictures is not required. Parents will be notified when pictures will be taken.

LUNCH & BREAKFAST Elon Elementary School serves not only balanced, but also appealing breakfasts and lunches. Breakfast is served from 8:40 a.m. to 9:05 a.m. daily. Milk is available for students who bring lunches. *Applications for free and reduced food service will be available at registration and will be sent to all families not present at registration. Prices for lunch, milk, and ice cream will be provided at registration

CHARGING MONEY FOR LUNCH, despite a parent's frequent reminders, students will often forget to bring books, homework, and lunch money to school. County policy dictates that students should repay their debt immediately. No money will be loaned to students who have not repaid money they have borrowed for breakfast, lunch or milk.

STUDENT ACHIEVEMENT

TEACHING & LEARNING Elon Elementary faculty works diligently to constantly improve the quality of learning experiences offered to our students. We have a self-contained heterogeneous classroom organization.

We will not be satisfied until we have an instructional program that is so effective that every student becomes a thinker who is learning at his/her top potential, and he/she views school and learning as exciting and important. We will place a strong emphasis on students gaining the necessary skills in the basic subjects, but we also hope to involve them in learning experiences that will contribute to each student becoming a self-directed, motivated learner who practices self-discipline and thoughtful behavior.

CURRICULUM GUIDES & NINE WEEKS TESTING

Amherst County has created and implemented the use of curriculum guides for math, English, writing, science and social studies. These curriculum guides have been developed, on a system level, to guide teachers in teaching the SOL objectives. In order for us to document students' progress and provide remediation and intervention to those students in need, students will be given nine weeks tests assess the standards covered during that grading period. Students will not be given a grade on the test. Results will be used to improve instruction and determine which students need remediation.

STATE TESTING PROCEDURES

All students in grades 3, 4, and 5 will take SOL tests to determine their levels of proficiency in reading, math, science, and social studies. SOL testing for grades 3, 4 and 5 will take place in May throughout the entire month. Please be on the lookout for communication and scheduling so that you can plan appointments accordingly. The ideal situation is for the student to test with their class on the scheduled day. We thank you in advance for your cooperation.

Help your child prepare for these tests by:

- ❖ encouraging him/her to take schoolwork seriously each day, by being good listeners, and asking questions.
- ❖ insisting that he/she reads daily, beyond the school day.
- ❖ helping him/her memorize basic addition, subtraction, multiplication, and division facts, which are the cornerstones of more sophisticated math skills/concepts.

- ❖ insisting he/she complete homework assignments.
- Maintaining regular contact with teachers.

PALS ASSESSMENTS

Kindergarten through 5th grade students participate in the Phonological Awareness Literacy Screening (PALS). PALS testing is administered in the fall as a benchmark for all students. Instruction is then geared toward areas of weakness throughout the year. PALS tutors work in conjunction with classroom teachers to provide additional assistance for students who do not perform up to the benchmark standards as dictated by the PALS program. Students are reassessed in the spring.

PROMOTION/RETENTION

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

1. Standards of Learning test results
2. Progress on grade level subject matter
3. Early skills and knowledge achievement record
4. Attendance
5. Age
6. Maturity
7. Prior retentions
8. Learning issues
9. Other factors specific to the student

Parents will be notified in writing at the beginning of the third nine weeks if their child is in fear of being retained due to not having mastered the required skills to be promoted at the end of that school year.

HOMEWORK In order to commit new learning into long term memory, students need to practice. Homework is an excellent vehicle for reinforcement and practice of new skills. Homework provides essential communication link between home and school, and assists students in developing good work habits and using time wisely. Homework, however, should not be excessive. General time frames for homework assignments for the average student should adhere to the following: Suggested time limitations: All homework with the exceptions of grades K-2 may be graded and averaged as part of a grading-time period, at a maximum of 10% of the student's grade.

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

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

SCHOOL SAFETY

VOLUNTEER REQUIREMENTS

All parents are encouraged to become involved in our volunteer program. The primary requirement is an interest in the education of children. When volunteering, Amherst County Public Schools has a requirement to assist in meeting one of our primary goals – ensuring the safety of all students. All persons who volunteer to work with students, at all Amherst County Public Schools, must also be fingerprinted and complete DSS paperwork prior to volunteering. This requirement extends to all parents who attend field trips.

Background checks for chaperones and volunteers will be conducted in the Office of Human Resources Monday– Friday (except holidays) from 9:00 to 10:00 a.m. and 2:00 to 3:00 p.m. and on select Saturdays from 9:30 to 11:30 a.m. Background checks are done at no charge for ACPS chaperones and volunteers.

CRISIS PLAN Yearly, the Elon Elementary Crisis Plan is updated. Each staff member is given a copy of the plan and ongoing training is provided.

Included in the plan are procedures for: fires, power outages, accidents, fights, tornados, suicide, bomb threats, threatening persons, missing students, and death of student or staff member.

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

TORNADO DRILLS Tornado drills are held once a year. Upon hearing a school wide announcement, students will leave their classrooms, and form line in an interior hallway. There they should assume a squatting position, with hands and arms covering their heads.

EMERGENCY CLOSING

The Superintendent of Schools determines when conditions warrant the cancellation or early dismissal of school. Whenever a decision has been made, local news media will be notified and the ACPS Alert System will be activated. Parents are encouraged to sign up for the ACPS Alert System, tune in to local radio or television stations, or use the Info Source service listed below to obtain information on emergency closings. In Madison Heights and Amherst: ♦ Call 946-9386 ♦ Select #7 for school closing Information ♦ Message will play
***Please do not call the school to receive information about the closing of school. Our telephone line needs to be available to receive information from the Superintendent's Office and the Transportation Department**
***Parents are asked to make specific plans with students so they will know where to go and what to do in case of early closings.**

ACPS Alert System Parents are encouraged to sign up for the ACPS alert system on our Amherst County Public Schools website. Information will also be sent home. These valuable alerts are FREE. You can receive alerts through email, text messages, and recorded alerts by phone.

DELAYED OPENINGS At times, inclement weather necessitates a late opening of school. Information concerning late openings is provided by local TV and radio stations.

If school should open two hours late, students should not arrive before 10:45. Breakfast will not be served.

If the radio or TV indicates that schools are on a two-hour delayed schedule, please continue to listen. A two-hour delayed schedule can mean that the school system needs time to determine if weather conditions are severe enough to close schools for the day.

ILLNESS AND MEDICATION

We ask parents to keep sick students at home. We also request that you call the school office by 9:30 a.m. to report that your child will not be in attendance. When your child returns to school, please send an excuse for the absence. All absences which are not explained by a parent note or phone call are deemed unexcused absences. When students become sick at school, a parent or designated sitter will be called. Children who are vomiting, or who have a fever of 100° F or more, cannot remain at school and should not return for another 24 hours.

*** Please note this criteria may change over the course of school year based on recommendations from the CDC, Virginia Department of Health, or the Virginia Department of Education. ***

MEDICATIONS PRESCRIPTIONS Amherst County Public School personnel may give prescription medication to students only with a licensed prescriber's written order or current prescription and signed request from parent/guardian. Such medication must be in the original container. The label on the box/bottle must read: Child's name Doctor's name Time to be given Dosage amount Name of medication Reason for taking

NONPRESCRIPTIONS: Amherst County Public School personnel may give nonprescription medication to students only with written permission from the parent/guardian. Such permission shall include the name of the medication, the required dosage, and the time the medication is to be given. Such medication must be in the original container. In order for nonprescription medication to be given to a student beyond five consecutive days, written permission from the child's physician shall be required. Dosages may not exceed that recommended by the manufacturer unless accompanied by a licensed treating physician's order specifying that the recommended dosage of the manufacturer is to be exceeded on the physician's instructions.

Except in rare instances and under a written order from a physician, a student may not administer drugs or medications to himself.

Medication to be used at school must be delivered to the school by the parent and not brought with students on the bus.

1. Over-the-Counter Medicines Over-the-counter medication may be given to students when:

- a. The medicine is provided by the parent in the original bottle/box.
- b. Medication Authorization form must be completed and signed by the parent/guardian (form is provided by school). A note from the parent may be accepted for the first day's dose only, but a Medication Authorization form must be received before any additional doses will be given.

c. The dose and time is clearly stated on the Medication Authorization form. Dosages may not exceed the manufactures recommended dosage, unless in writing by a licensed prescriber.

d. Medication may not be administered for longer than 5 consecutive days, unless in writing by a licensed prescriber.

2. Prescription Medications Prescription medication may be given to students only with a licensed prescriber's written notice or current prescription, and signed permission form from the parent or guardian. Prescription medication must be in the original bottle. **A note from the parent may be accepted for the first day's dose, but a signed consent form must be received before any additional doses will be given. Forms will be provided by the school.**

3. A medicine log is kept with the student's name, medication, dose, and time given, with the signature of the person giving the medicine. Parental notes and forms will also be kept on file. No medication of any kind will be kept in the student's possession unless ordered by a physician, with parental permission and authorization of the school nurse and principal.

HEAD LICE Occasionally, young children will contract head lice. A school nurse will examine students suspected of head lice. Students found

to have lice will be immediately excused from school until the condition is completely remedied. Students will be kept confidential and will be revealed only in accordance with state law.

To avoid exposure, they should be cautioned against using someone else's comb or brush, wearing someone else's hat or hair bows, and wearing someone else's coat or sweater. If your child should contract head lice, consult your doctor or pharmacist for treatment advice. In addition, inform the school so necessary action can be taken.

STUDENT CONDUCT

STUDENT DRESS CODE Attire must be suitable for school. Clothing that may be offensive to some or otherwise disruptive to the educational environment is not permitted.

TOYS Toys, playing cards, and other objects that will distract from learning should be kept at home.

Examples of such clothing can include but are not limited to:

1. Halter tops
2. *Tank tops
3. *Spaghetti straps
4. See-through shirts
5. Low riding jeans
6. Any clothing which advertises tobacco, alcohol, or illegal substances
7. Any clothing with offensive language, symbols, or pictures
8. Excessively tight or short skirts or dresses
9. Excessively tight or short shorts
10. Any apparel that can imply gang membership
11. All shirts and blouses that do not cover the midriff area.

**Tank tops & spaghetti straps may be worn with a jacket-type covering.*

DEFIANCE OF PERSONNEL Students should comply with any oral and written instructions made by school personnel within the means of their authority.

TRADING OR SELLING Students may not trade or sell items at school, on the bus, and at the bus stop.

TECHNOLOGY DEVICES Students should not bring beepers, cell phones, IPODS, or any other communication device with them to school due to the interruption they cause to the learning environment. Any communication device that is brought to school can result in disciplinary sanctions. The device will be held in the office until a parent can come to school to pick it up.

THEFT Students should not intentionally take the personal property of another person without consent.

CHEATING Students should not cheat, plagiarize, or knowingly make a false statement on any school assignment.

TOBACCO , ALCOHOL, AND OTHER DRUG USE The use of all alcohol and tobacco products, and other drugs, or other is prohibited on all property or vehicles owned, rented, or leased by the Amherst County Public Schools. Such prohibition shall apply at all times, day or night. This policy shall apply to all students, employees, visitors, volunteers, or other persons conducting business with the schools.

GANG ACTIVITY Students should not engage in gang activity on school property. Students that are found to be engaging in gang activity on school property will be subject to disciplinary action.

THREATS Students cannot make any verbal or physical threat of bodily injury or use of force directed to another person for the purpose of intimidation.

ASSAULT AND BATTERY Students can not physically injure another person such as hitting, kicking, shoving, pushing, and fighting.

VANDALISM When a student injures, destroys, or defaces any school property, the student and/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 disciplinary action.

WEAPONS Carrying, bringing, or having any type of weapon will result in serious disciplinary consequences. Such weapons include, but are not limited to:

1. Guns, rifles, or knives (including toy or look-alike guns and knives)
2. Slingshots
3. Firecrackers or other explosives
4. Slingshots
5. Laser pointers

BULLYING "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

If a bullying situation is identified, parents of the bully and victim will be notified of the ongoing issue by teacher, school counselor, or principal.

We believe several things are important for us as we address bullying at Elon Elementary.

First, to educate all staff members on recognizing and addressing bullying to assure the behavior stops.

Second, to explicitly teach students what bullying is and ways to respond if they are bullied. One method we use at Elon Elementary is our "I Messages."

Third, to address any bullying issues that arises with individual students and their parents when needed.

Fourth, we encourage students to communicate with school personnel immediately when a bullying situation occurs so that it can be addressed in a timely manner. Finally, to empower all students to stand up and address students that are bullying even if they are not the ones being bullied. We want students to know there is power in numbers.

SCHOOL BUS RIDERS Students are to conduct themselves, on a school bus, in a manner that will permit the safest possible transportation for all passengers. Illegal or improper behavior will be reported, in writing, to the principal, by the bus driver. The principal will inform parents and request their assistance in correcting behavior. Students who continue causing problems on the bus will have their riding privileges suspended. In such cases, parents will be responsible for their safe transportation to and from school.

1. Students shall remain seated.
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 and unloading places on time.
8. Students must use the same loading and unloading place, unless they have a note from parents, cosigned by their principal.
9. Students must cross the street 10 to 15 feet in front of the school bus.
10. Students may only ride on the bus that they are assigned by the Division Superintendent, or his duly authorized agent.
11. Students are not permitted to cross a dual highway when loading or unloading from a school bus.
12. Students will not obstruct the aisle or exits with any objects.

NOTE: We hope parents will work closely with us to assure behavior is carefully controlled, so that the bus driver can be free from noise and distractions.

*** Consequences can be applied for behavior on the bus, such as OSS, or ISS, in addition to a bus suspension.

GENERAL CONDUCT Students should not engage in any conduct which would disrupt the ongoing educational process or which is a violation of federal, state, or local law.

The faculty and staff of Elon Elementary set high expectations for student behavior. Each classroom teacher will have individual classroom discipline plans, which includes general rules, and is specific to the needs of the individual classroom. Classroom discipline plans should also incorporate rewards for proper behavior and consequences for infractions. Some infractions are extremely severe in nature and warrant immediate intervention from the office. These infractions include but are not limited to:

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

When violations of school rules occur, the student will be made aware of the accusations against him/her, have the opportunity to present his/her side of the story, and will be notified of his/her right to appeal. The consequence will be based on the seriousness of the offense.

Communication Devices

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher.

At no time may any device be used with an unfiltered connection to the Internet.

The division is not liable for devices brought to school or school activities.

If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student parent.

Cell phone use on ACPS transportation (school buses and vans)

Cellular phones may be used by students being transported on ACPS buses and vans. Students may use their phones to send text messages, access social media, access the internet, listen to music, or to watch videos. Students are required to utilize earbuds or headphones when viewing videos or listening to music. Students are NOT allowed to make phone calls, record images or sound, or take pictures. All content being accessed must be within the guidelines of the ACPS acceptable use policy. Students must NOT wear earbuds or headphones while boarding or disembarking the school bus or while crossing the road in front of the bus.

Students and/or their parents may request for the reconsideration of any learning resource utilized with the curriculum. Policy KLB and KLB-E should be used when providing this request to the school principal.

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

VIRGINIA TIERED SYSTEM OF SUPPORT- VTSS:

The Virginia Tiered Systems of Supports aligns academics, behavior, and social-emotional wellness into a single decision-making framework to establish the supports needed for schools to be effective learning environments for all students. Elon Elementary will be using the VTSS model in order to support student learning. Below you will find a copy of our behavior matrix to be used as a guide. This matrix will be taught to students through classroom lessons. As the school year progresses, this document may be updated based on CDC, VDH, or VDOE recommendations.

	All locations	Classroom	Hallway/ bathroom	Bus	Outside	Hybrid locations -- gym, cafeteria, library
Be Safe	Social distancing (personal space) Hands and feet to self Wear a mask Identifying a trusted adult to share concerns Practice good hygiene (hand washing, cleanliness)	Stay in your designated space Walk quietly Use materials appropriately	Use the space appropriately Walk quietly to your new location Always wash hands after using the facility Report problems to staff Remain in your own stall	Remain in your seat Face forward Keep items inside of your backpack Talk quietly	Use equipment appropriately Respect others' space Adhere to game rules Take turns	Stay in your designated space Appropriate volume level
Be On-Task	Appropriate voice volume Know and attend to expectations Organized for success	Work quietly and neatly Come prepared to class	Use facility quickly and quietly Take care of your own business Respect the privacy of others	Be ready when the bus arrives Board and exit promptly	Line up quickly when it is time to go and stay in line	Work quietly and neatly
Be Accountable	Doing the best you can do every day Taking responsibility for your actions Being honest Setting goals Respect yourself and others Be kind to all personnel and students	Take pride in your work Turn things in on time Do your own work Follow directions the first time they are given	Keep water in sink Put paper towels in trash can Clean up after yourself	Respect and obey the bus driver Keep your area clean Greet and thank the driver	Stay within boundaries Be a team player Positive interactions with peers	Work to solve your own problem and if help is needed be patient (red, yellow, and green cards if wanted)
Be Resilient	Flexibility and adapting Doing hard things/ endurance Press on Coping Working through mistakes Encourage one another *SEL instruction	Complete assignments entirely and on time Learn new things Encouraging classmates Show appreciation to others Try, try again Cooperate with others	Make positive choices	Accept consequences Learn from your mistakes	Have a positive attitude Be a good sport Try new game Play with new friends Include others Solve conflicts peacefully	Use the resources available to you (text aid) to complete the assignments Be open to change

Amherst County Public Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs, activities or employment practices, as required by Title VI, Title VII, Title IX, and Section 504. Dr. William Wells, Assistant Superintendent is designated as the Compliance Officer responsible for assurances of non- discrimination. He may be reached at the following address: P.O. Box 1257, Amherst, VA 24521, and telephone number (434) 946-9387