

Accawmacke Elementary School

Home of the Otters

2023 – 2024 Student Handbook & Code of Conduct



Mr. Javan Thompson
Principal

Mrs. Carol Wheeler
Assistant Principal

Last Updated: Summer 2023

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Equal Educational Opportunity

It is the policy of this School to provide equal educational opportunities for all students, regardless of race, color, national origin, disability, age, religion, military status, or social or economic background. All students and other members of the School community are encouraged to promptly report incidents of discriminatory conduct to School Administration (757-787-8013) and/or Accomack County Public Schools School Board Office (757-787-5754). School and Division Leadership can provide additional information concerning access to equal educational opportunity and on District policy, which may be accessed at <https://accomack.k12.va.us>.

Title I Family Engagement Policy 2023-2024

Accawmacke Elementary School jointly developed this parental involvement policy in consultation with school personnel, community members, and parents and adopted it for the 2021-2022 school year. A list of committee members responsible for the writing of this policy can be found in **Appendix A**. This policy will be distributed to parents of participating children and to the extent practicable, provided in a language the parents can understand. This policy shall be made available by enclosure in the AES Student Handbook. If the Title I plan is not satisfactory to the parents of participating children, Accomack County Public Schools will submit any parent comments with the application when the plan is submitted to the state. This parent involvement plan will be updated annually to meet the changing needs of parents and the school.

Part 1. Policy Involvement

Accawmacke Elementary School

1. Convene an annual meeting to be recorded and linked to school website on Back to school Night (September) to which all parents of participating children shall be invited and encouraged to attend either virtually or in person, to inform parents of their school's participation in the Title I and to explain the requirements of Title I, and the right of the parents to be involved.
2. Offer a flexible number of meetings. A schedule of this year's meetings can be found in Appendix B.
3. Involve parents, in an organized, on going, and timely way, in the planning review, and improvement of the schools Title I Program, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan (if applicable).
4. Provide Parents of participating children
 - a. Timely information about Title I programs at Back to School Night in September, Diversity Night in October & Title I Events (October, November, February, and March)
 - b. A Description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - c. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and
 - d. Monthly technology training sessions provided by school ITRT designed for parents and posted to the school website.
5. If the school-wide program is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency (if applicable).

Part 2. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

(From Parent Involvement: Title I, Part A- Non-Regulatory Guidance, pp. 51-55)

SCHOOL-PARENT COMPACT

Accawmacke Elementary School staff and the parents of the students participating in activities, services, and program funded by Title I, Part A, of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the school staff, and students will share the responsibility for improved student academic achievement. Also, the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards. This school-parent compact is in effect during the school year 2022-2023.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

(Provisions bolded in this section are required to be in the Title I, Part A, school-parent compact)

School Responsibilities

Accawmacke Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:
 - a. Accawmacke Elementary School's curriculum is based on Virginia SOL guidelines. Enrichment is provided through art, music, library, physical education, special projects implemented by teachers, and our TAG program.
 - b. Title I, Special Education and the PALS program support students working below grade level. The English as a Second Language teachers provide services for limited English-speaking students.
 - c. Through the advanced use of technology, software including both our CCC and academic open computer labs and internet access, we provide varied supplemental instruction enhancing the basic SOL guidelines. Our school has a part time Instructional Technology Resource Teacher.
 - d. Assessment tools that are utilized to identify areas of strengths and weaknesses are the PALS, PALS Quick Checks, STARS Reading and STARS Math Tests, teacher made tests, district benchmark assessments, and SOL tests. Data is disaggregated to differentiate instruction and fill in gaps indicated by the results.
 - e. The School Improvement Team assigns teachers to committees in which they work diligently planning and implementing areas of focus for the school year.
 - f. Accawmacke Elementary School provides an effective quality curriculum through weekly grade level planning and collaborating with Title I and Special Education staff. Art, music, library, physical education teachers' lesson plans supplement and reinforce science, social studies and math content. Services are provided through the ESL program to enhance student's understanding of subject areas. Inclusion is a key component in the diversity at our school and our desire to provide the best education for all.
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
 - a. Two-hour early dismissal days (September and October) were scheduled specifically for Staff Development.
 - b. Teachers meet with parents throughout the year concerning their child's academic progress as well as behavior. At this time, teachers can reference objectives of the School-Parent Compact.
 - c. School staff are available to discuss the School-Parent Compact at the parent's request.
 - d. During the 2021-2022 school year, the compact will be introduced as part of the Back to School Night Presentation and will be reviewed once again at a Title I Parent's Event held in March 2022.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - a. Interim reports are issued every 4½ weeks. Report Cards are issued quarterly.
 - b. Teachers utilize a Parent Communication Log which is submitted to the office at the end of each month, providing documentation of open home/school communication which can include email, notes to parents, conferences and telephone calls.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with

parents as follows:

- a. Parents are able to request a conference during each teacher's planning time or directly before or after school. If a parent is unable to meet with a teacher during these times, arrangements for coverage will be made by a building administrator to ensure that teachers are accessible.
- b. Parents may contact teachers by email or telephone.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - a. Parents will learn about volunteer opportunities at Back to School Night, AES School Calendar, PTA newsletters, and through Otter Tracks, our school newsletter. Accawmacke Elementary School has an Open Door Policy. Parents are able to coordinate with their child's teacher to inquire about opportunities to volunteer or observe.

Parent Responsibilities

It is our belief that student performance will improve as a result of our cooperative efforts to support this compact. This is a two-way partnership with a specific goal in mind. It is imperative that each person assumes his or her responsibility to assure that every student attains high standards and a quality education.

We, as parents, will support our children's learning in the following ways:

- Promoting positive use of my child's extracurricular time.
- Show respect and support for my child, the staff, and school.
- See that my child attends school regularly and is on time.
- Provide a quiet place for my child to study and complete homework assignments.
- Support the school in developing positive behaviors for my child.
- Encourage my child to read at home and complete all assignments on time.
- Volunteer and provide support to my child's teacher.
- Help my child to resolve conflicts in positive, non-violent ways.
- Enable my child to follow the rules and regulations of the school.
- Provide my child with necessary materials for school and home to complete assignments.
- Look over all assignments to check for completion and understanding.
- Sign and return all papers promptly.
- Encourage a positive attitude toward school.
- Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serve to the extent possible, on policy advisory groups, such as being the Title I, Part A, the Principal's Advisory Committee, The Parent Teacher Association Executive Board, parent representative on the school's improvement team, and the Title I Policy Advisory Committee.

OPTIONAL ADDITIONAL PROVISIONS

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.

- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Additional Required School Responsibilities

Accawmacke Elementary School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A program, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A program. The school will convene the meeting at a convenient time to parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A program, and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A program that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Optional School Responsibilities

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, Accawmacke Elementary School faculty will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A program who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Program operating within the school, the district and the contact information.
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A program is provided to parents of students and to appropriate private school officials or representatives.

_____	_____	_____
School	Parent(s)	Student
_____	_____	_____
Date	Date	Date

Part 3. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Accawmacke Elementary School and Accomack County Public Schools assisted under this part:

1. Provide assistance to parents of children served by Accawmacke Elementary School and Accomack County Public Schools, as appropriate, in understanding such topics as the state's academic content standards and State student academic achievement standards, state and local academic assessments; also monitor a child's progress and work with educators to improve the achievement of their children.
2. Provide materials and training to help parents work with their children to improve individual achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents; and how to communicate and work with parents as equal partners, implement and coordinate parent programs, build ties between parents and the school.
4. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Program for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs; conduct other activities such as parent resource centers that encourage and support parents in more fully participating in the education of their children.
5. Ensure that information related to school and parent program, meetings, and other activities is sent to the parents of participating children in a format that is practicable and in a language that parents can understand.
6. Javan Thompson, Accawmacke Elementary School Principal, will recommend parents to serve on the Accomack County Public Schools Division Title I Parent Advisory. The advisory is scheduled to meet with Katie Farrell and with the Title I Coordinator and Federal Program Coordinator in October and February, during which time parents will have the opportunity to provide input on the development and training for teachers, principals, counselors, and paraprofessionals. At the school level, parents listed below serve on the School Improvement Team. This team meets bimonthly to develop and review progress of the school plan and to make adjustments throughout the school year as necessary. Teacher training is embedded in the School Improvement Plan and the parents on the committee are involved in its development and regular review of progress.
7. Offer a structured home reading program, customized for PK-2 and 3-5 with accountability/tracking features so that participation and effectiveness may be measured throughout the year.
8. Encourage active student involvement in setting learning goals and sharing academic progress with parents in grades 4-5 using student/parent/teacher conferencing.
9. Offer a Make & Take Workshop highlighting STEM and reading activities to involve parents and their children in science, technology, engineering, and math learning as well as reading.
10. Accawmacke Elementary School shall pay reasonable and necessary expenses associated with local parental involvement activities, such as free dinner, homework passes, and books for home libraries to encourage parents to participate in school related meetings and training sessions.
11. Accawmacke Elementary School requires teachers to keep a log of all parent contacts. Teachers are flexible with scheduling appointments both before and after school to meet parents' work schedules. Student planners are used for communication between parents and teachers as well as email and phone contact. Home visits may be set up as needed.
12. An AES parent will be recommended to serve on the Accomack County Public Schools'

Superintendent's Parent Advisory. In addition, one AES parent will be recommended to serve on the Accomack County Public Schools Title I Parent Advisory.

13. Accawmacke Elementary School has developed partnerships with community-based organizations and businesses, ESAA, PTA, the Food Bank, and local churches that provide school supplies and clothing for students in need.

At the school and division levels, parent involvement opportunities are provided during the following scheduled parent/school activities.

September	Labor Day-No School First Day of School Back to School Night (6:30) Otter Festival Fall Picture Day 3rd grade Farm Trip	October	Title I Breakfast (8:30am) Interim Reports Issued Parent Conferences (2 Hr. Early Dismissal) Pre-K Parent Workshop (3:30 PM) Goodies for Grans (9-10:15AM) Diversity Night (6:00PM) Haunted Hallways and Pumpkin Contest (6:30PM)
November	End of 1st 9 weeks Workday/Staff Development (No School) Joe Corbi's Orders Due In Report Cards Issued Fall Make up Pictures. Parent Advisory Meeting (5:30 p.m.) PTA Meeting/4th Grade Program (6:30 p.m.) Otter Awards (2:00pm) Lunch with Child TBA Thanksgiving Vacation	December	Treats with Dads (9-10:15AM) Pre-K Parent workshop (3:30PM) Interim Reports Issued Family Night (Movie or activity) Winter Vacation (Schools Closed)
January	Schools Reopen End of the 3 rd Nine Weeks Martin Luther King Jr. Day (No School) PTA/Grade Program (6:30PM) Treats with Moms (9-10:15am)	February	Report Cards Issued Otter Awards (2:00PM) Presidents Day (No School)
March	Interim Reports Issued Guest Reader Day (9:00am) Individual & Group Pictures Parent Advisory Meeting (5:30pm) PTA Meeting/1 st Grade Program (6:30pm)	April	Teacher Workday (No School for Students) Report Card Issued Paint Party Otter Awards (2:00PM) Spring Vacation (School Closed) Pre-K/Kindergarten Registration
May	May Learning Fair (literacy and math) Kindergarten Cap and Gown Pictures PTA Meeting/Second Grade Program 6:30PM Interims Issued Kindergarten Graduation Memorial Day (No School)	June	Fifth Grade Graduation (9:00am) Field Day Otter Awards End of 4 th 9 weeks / Last Day for students Teacher Work Day Staff Development Day Report Cards Issued
Due to weather and other circumstances dates are always subject to change.			

Part 4. ACCESSIBILITY

Accawmacke School, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format that is practicable and in a language that parents can understand.

APPENDIX

1. Parental Involvement Policy Committee Members
 - a. Javan Thompson-Principal
 - b. Miranda McGregor, Title I Teacher
 - c. Carol Wheeler, Assistant Principal
 - d. Rose Byelich, 1st Grade Teacher
 - e. Erin Beck, Speech Pathologist
 - f. Amanda Ellis, 4th Grade Teacher
 - g. Miranda Holland, 5th Grade Teacher
 - h. Lauren Jones, 1st Grade Teacher
2. Title I Meeting Schedule
 - a. Back to School Night in September 2023
 - b. Diversity Night in October 2023
 - c. Title I Events in the following months:
 - i. September, October, November, December, February, March, April, May.

A Message from the Principal –

Welcome to Accawmacke Elementary School!

I would like to take this opportunity to welcome you and your child to Accawmacke Elementary School. I feel certain you will find a staff that makes every effort to help provide students with the best education possible, while maximizing his/her potential to learn. We provide a learning environment that will help students develop self-esteem and skills necessary for continuous learning.

We encourage you to become an active part of your child's school life. Ongoing communication with your child's teacher is an important step in providing support for your child throughout the year. Joining the Parent-Teacher Association is another means of letting your child know that you will be a part of his/her educational life. We need you as a Partner in Education to help provide your child with a well-rounded learning experience.

"The school will teach children how to read, but the environment of the home must teach them what to read. The school can teach them how to think, but the home must teach them what to believe."

Mr. Javan Thompson
Principal

Accawmacke Elementary School Contact Information

26230 Drummondtown Rd, Accomack, VA 23301

Main Office: (757) 787-8013

Fax: (757) 787 – 8032

Webpage: <https://www.aes.accomack.k12.va.us/>

Facebook Page: Accawmacke Elementary

Front Office Staff

Team Member	Position / Role	Email Address (@accomack.k12.va.us)
Mr. Javan Thompson	Principal	javan.thompson
Mrs. Carol Wheeler	Assistant Principal	carol.wheeler
Mrs. Leigh Campbell	School Counselor	leigh.campbell
Mrs. Terrina Treherne	School Bookkeeper	terrina.treherne
Mrs. Alicia Saucedo	School Administrative Assistant	alicia.saucedo
Ms. Ramona Kellam, R.N.	School Nurse	ramona.kellam
Ms. Courtney Riggins	Assistant School Nurse	courtney.riggins
Mr. Eric Kellam	Head Custodian	

Accawmacke Elementary School Vision and Mission

Vision

Accawmacke Elementary School will be a community of diverse learners where all members are valued, challenged, and expected to grow.

Mission

Accawmacke Elementary School is committed to providing a positive and safe environment for students that will maximize their ability to learn and achieve while building self-esteem and skills necessary for the individual growth required to become productive members of our society.

General Principles Guiding Student Behavior at Accawmacke Elementary School:

1. Respect others and yourself.
2. Kindness - Speak it, practice it, live it.
3. Respect - your personal property, school property, and that of others.
4. Understand and respect differences between and among each other.
5. Be safe. Keep our school safe for you and others.
6. Comply with all School Board policies, local, state, and federal laws.
7. Take responsibility for your education.
8. Avoid disruptive dress by following the Dress Code.
9. Be honest and act with Integrity.
10. ALWAYS MAKE GOOD CHOICES and take responsibility for them.

Daily Operations

Student Arrival

Students may enter the building at 8:05 a.m. on regular school days. This time may be adjusted by any delays due to inclement weather. Students not riding a school bus to school may enter through the front office entrance. Upon entering the building, students will go to the cafeteria and wait to be dismissed at 8:30 a.m. to class.

Student Dismissal

Student dismissal begins at 3:40 pm. Students not riding a school bus home must be picked-up by 4:00 p.m. All parents picking up their child before dismissal time must enter the front office and sign-out their child with photo identification. Students will only be released to those approved family members as listed on the **REGISTRATION AND AUTHORIZATION FOR PICKUP FORM**, which is kept on file in the front office. Our number one priority is the safety of all students. Therefore, please ensure that this form is completed with designated individuals authorized to transport your child. Updates can be made by contacting the front office.

Moment of Silence

A moment of silence is observed in each classroom in the division every day. During such period of silence, the teacher responsible for each classroom takes care that all pupils remain seated and silent and make no distracting display so that each pupil may, in the exercise of individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice. Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-203.

Pledge of Allegiance

Virginia Code 22.1-202 mandates that each school board require the daily recitation of the Pledge of Allegiance in each classroom of the school division. Students shall not be compelled to recite the Pledge if they or parents/guardians object on religious, philosophical, or other grounds. Students who are thus exempt from reciting the Pledge shall stand or sit quietly at their desks while others recite the Pledge and shall make no displays that disrupts or distracts others who are reciting the Pledge. Students who cause disruption or distraction shall be subject to appropriate disciplinary action for disruptive behavior.

Restrooms

Students may use the restrooms before school and during class at the permission of the classroom teacher. All students will be issued a pass from their classroom teacher in such cases. Students should not hang out in the restrooms. Students should follow all expectations for restroom behavior as spelled out in our code of conduct.

Hallways

Students will use the designated hallways to transition between all classes. Students should move between classes in an orderly fashion and stay the right side of the hallway when moving to classes.

Classrooms

Students will be expected and required to follow the classroom teacher's management and discipline plans, accordingly. All classroom teachers will review and discuss classroom management and discipline plans during the first week of school.

Out of Area

Students are expected to be in their scheduled locations throughout the school day. Students who are out of area will be held to the consequences outlined in this code of conduct. Examples of out of area include:

- Wandering hallways
- Leaving school premises
- Hanging out in restrooms or any other unscheduled area (café, gym, etc.)
- In unscheduled classrooms without the teacher's permission

Cafeteria

Students will be expected and required to follow all cafeteria rules and directives of adults, accordingly. This includes upon entering the cafeteria, going through the lunch line, while seated, and dismissal from the cafeteria. Students are also expected to keep the cafeteria area clean and orderly.

Telephones

Office and classroom telephones are for emergencies only during the school day. If a student is sick, ill, or injured, calls will come from the school clinic. Students who stay for an after school activity will be allowed the use of the phone if a cancellation of the activity occurred.

Medications

All medication must be stored in the school clinic. Parents must complete the proper medical or parental documentation before students are allowed to receive medication from the clinic. Parents/Guardians must bring in any medications they wish their student to be available to them during the school day and be given to the school nurse. Students should not bring medications from home to school including but is not limited to: inhaler, acetaminophen, Ibuprofen, Midol, Aspirin, OTC Sinus medication.

Change of Address or Phone Number

Students and/or parents/guardians are to contact the school office **immediately** if your address, phone number, emergency contacts, or other family information changes. For the welfare and safety of all students, it is **critical** that the Accawmacke Elementary School front office have a **current** emergency phone number for each and every one of our students.

Emergency School Closure / Inclement Weather

If school is closed or delayed to weather, check local news outlets including WESR and Wavy10. Notifications will also be provided on all ACPS and AES Social Media Channels (Facebook)

In School Suspension Environment (ISS)

When a student is assigned in-school suspension (ISS), he/she will be assigned work that is designed to provide a positive learning and educational experience that is reflective of what is being taught in the class he/she is missing.

Teachers are expected to send work to the ISS Monitor for any student who is assigned ISS during their block. They will be contacted by the ISS monitor for this work. If a student is assigned ISS for an entire day, that student should report to class will be picked up by the ISS monitor and taken to the ISS Room.

When a student is assigned to In-School Suspension (ISS), the following rules and regulations must be followed:

1. Teachers are to provide students' assignments to the ISS monitor. Students will be given credit for all class work completed. Students must complete all work during ISS to the satisfaction of the teacher and the ISS monitor.
2. Absences from school does not excuse students from assigned days to ISS.
 - a. Example: If Student A is absent on Monday and is assigned ISS for this day, Student A will serve this ISS when he/she returns to school.
3. Bring all necessary materials to ISS: chrome book / charger, books, pens, paper, pencils, notebook etc.
4. NO TALKING. After the second warning, students will be referred to the office.
5. NO gum or food allowed in ISS (Breakfast and Lunch ONLY)
6. Students are permitted to use the restroom once in the morning, at lunch time and once in the afternoon.
7. During lunch, you will get your lunch to go and will eat in the ISS room.
8. Refusal to do work assigned by your regular teacher, will result in out-of-school suspension and when you return to school, you must make up your days in ISS
9. Respect the rights of others at all times
10. Failure to abide by these rules will result in extra days in ISS or suspension from school
11. ISS will not be assigned for any of the following:
 - a. Fighting
 - b. Possession of alcohol or drugs
 - c. Possession of firearms
 - d. Threats
12. Students are not allowed the use of any electronic devices while in ISS unless approved by an Administrator.

Personal Property

Students are advised not to bring large sums of money, expensive clothes/jewelry, and/or other items of value such as smart watches or other electronics to school.

Accawmacke Elementary School is not responsible for lost or stolen personal property.

Chromebooks

Acceptable Use Policy – 22.1-70.2

AGREEMENT of USE:

I and my parent or guardian understand and agree:

- The Chromebook is preloaded with School Board approved software and at no time will I install software on this Chromebook.
- The purpose of the Chromebook is for instructional use only and will not be used for purposes which:
 - Violate any federal, state, or local law, statute, ordinance, policy, procedure, or regulation including privacy or copyright laws.
 - Disrupt or affect the performance or integrity of the Division's computing network or for gaining unauthorized access to protected and private network systems, services, and applications.
- I will return the issued Chromebook and any issued accessories in the same condition as I received it. This includes the provided hard-shell case/cover and AC power adapter.
 - The hard-shell case is to remain on the device at all times.
 - I will not allow the issued Chromebook to be used by any other person(s) for any reason whatsoever.
- I am entrusted with the safeguard and care of the issued Chromebook until I am no longer enrolled at ACPS.
- I understand the following fees will be assessed for the issued Chromebook if it becomes lost/stolen or damaged while in my care and that I will not be reissued or allowed to take a Chromebook off school premises until all fees are paid in full.
 - Tier 1: \$25.00
 - Missing keys on keyboard
 - Minor chassis/casing damage (not impacting other parts of the device).
 - Broken camera.
 - Broken or lost/stolen power adapter.
 - Broken speaker.
 - Additional damages, as applicable.
 - Tier 2: \$50.00
 - Moderate chassis/casing damage (impacting other parts of the device).
 - Additional damages, as applicable.
 - Combined Tier 1 damage.
 - Tier 3: \$180.00
 - Damaged screen.
 - Major chassis/casing damage (impacting other parts of the device)
 - Additional damages, as applicable.
 - Combined Tier 1 and Tier 2 damage.
 - Tier 4, Device Replacement: \$350.00
 - Device replacement due to being damaged beyond repair.
 - Device replacement due to being lost or stolen.

Violation of this acceptable use policy, which includes improper use of technology, destruction of Computers/Chromebooks, and/or improper use of Email services can result in forfeiture of student device privileges for a period of up the remainder of the year. This includes improper use of email to message other students for non-academic purposes and using the computer/device for unauthorized purposes as stated above.

Email correspondence and internet usage/searches is to be for academic purposes only and is monitored by the ACPS Technology department.

1st Offense – Documented warning from Administration

2nd Offense – Documented warning and parent contact

3rd +Offense – Loss of Privilege – all work is done paper pencil, possible check in / check out for assessments.

Accomack County Schools and Accawmacke Elementary School have established appropriate measures to be taken against persons who violate the Acceptable Use Policy.

Cell Phones & Other Electronic Devices

Accomack County Public Schools recognizes that cell phones are an integral part of our student and family's way to communicate. Therefore, we have made the following amendments to our cell phone policy to meet the needs of our student body and curtail cell phone related discipline infractions. Please sign, date and return this document as acknowledgment of reading and understanding the policy with your child(ren).

Elementary School students with cell phones must keep them off, and out of sight, during the school day.

The process for cell phones/air pods/wearable technology in class will be as follows:

- Teacher will ask student to turn phone off and put it away.
 - If student puts phone away – students resume class as normal. Teacher will contact parent(s).
- If student refuses or is asked a second time by the teacher– the referral will be immediate and removal from class to Administration, this action constitutes the **first** referral. If a student complies with Administration, the student will be subject to ISS for the remainder of the day. If a student does not comply with Administration, they can be subject to 1-3 days OSS.
 - The **second** referral will be the consequence of 1 full day of ISS.
 - The **third** referral/continued referrals will result in the following:
 - Parent conference
 - OSS Days

If students use their phones to record events including fights, teachers, etc. on school campuses or school sponsored events, they will be subject to an immediate 3-day OSS. Use of device to record and share illicit materials such as but not limited to threats, air drops, private adult content, will be subject to the following consequences:

1. Long-term suspension of 45 days.
2. Possible Accomack County Sheriff involvement (threats/sharing of illicit pictures/videos of themselves and or other students).
3. Possible Expulsion for repeated offenses.

****Accomack County Public Schools personnel assume no responsibility in any circumstance for bills for cell phones or other electronic devices, or any damage/theft of student device(s). Students assume all risk should they chose to bring cellphone/wearable technology to school.**

Attendance

(See Appendix A for full ACPS Policy)

Student attendance is mandatory and compulsory by the state and federal department of education. Accomack County Public Schools and Accawmacke Elementary School will work with parents/guardians to encourage and promote good student attendance at school. Besides the research documenting the correlation between good attendance and good grades, the Standards of Quality of the State of Virginia require a minimum number of seat hours of instruction to pass a full year course.

Mandated ACPS Procedures: A letter will be sent to the parents/guardians at three (3), five (5), and ten (10) absences. After ten (10) absences, parents will be required to meet (phone/in person) for an attendance conference with Guidance and/Administration regarding student attendance. If chronic absenteeism continues, the student/parent will be referred to the ACPS Truancy Coordinator.

Absences – Excused and Unexcused

If a student is absent from class, he or she will be marked as Absent by the teacher. Please see Accomack County Public Schools attendance policy for further details. Accawmacke Elementary School follows this policy.

Make Up Work

Arrangements for make-up work and tests are the responsibility of the student and their parents or guardians when absent. The full cooperation of a student's teacher(s) shall be expected in this task. All written work missed can be made up. For each day a student is absent due to illness, they will have the same number of days to complete any missing or make-up assignments. Example – out 2 days, 2 days to complete missing work. Please see ACPS attendance policy for further details. Accawmacke Elementary School follows this policy.

TARDIES

A student is considered tardy for school or a class if he/she is not in the classroom by 9:00 a.m.

After School Hours

All students remaining at school after dismissal at 3:40 pm must be under the supervision of an adult. There will be no hanging out in the building or on the grounds. The only students permitted to use the after school buses are those participating in supervised after the school program.

Food, Snack, & Beverage Policy

(not including lunch if in classrooms)

Food, snacks, and beverages are not permitted in classrooms unless it is during breakfast or lunch periods. Students may carry store bought water bottles that are opened on school premises throughout the day. Chewing gum is strictly prohibited at all times and in all locations of the Elementary School.

Cups such as and including Coffee Mugs, Tervis Cups, and Fast Food drink containers are not permitted to be in the school and will be confiscated on site by adults.

Social Media Policy

Students who use Social Media messaging or posts to attempt to incite issues at the school, may be subject to disciplinary action. While it is understood that some students use Social Media and others do not and while student use may or may not occur during instructional hours, should issues arise that cause a significant disruption or distraction to the safety of other students or staff and/or the learning environment at Accawmacke Elementary School, appropriate action will be taken. **Only those instances that cause a SIGNIFICANT disruption to/of student safety and learning will the learning environment be investigated. It is expected that parents monitor their students' usage of social media.** This includes student group messages/chats another forms of online communication.

Accawmacke Elementary School cannot be held responsible for posts/messages made on student accounts outside of school hours or during the school day on personal devices.

BETA

Students who maintain a 3.5 GPA and do not receive any office referrals are eligible for acceptance in the AES BETA Club. Rising 6th grade students who were members of BETA at their elementary schools are immediately eligible to join AES BETA. BETA members provide community service throughout the year and are invited to attend the state convention in February.

Odyssey of the Mind

Members of the Odyssey of the Mind team have the opportunity to use their creativity to problem solve in regional competitions. All students are invited to apply for admission to Odyssey of the Mind.

Talented and Gifted (TAG) Program

To be identified for and receive services in the area of general intellectual aptitude (GIA) a student in grades K-5 will demonstrate strength or potential for achieving high levels of performance capability in the areas of language arts, mathematics, science and/or social studies as assessed by the nationally norm referenced tests of ability and/or achievement, a superior student rating scale, and other evidence that demonstrates a performance level above that of his/her chronological peers and supports a need for advanced academic services.

To be identified for and receive services in the area of Visual Arts, students in grades 3-5 must show evidence of ability in drawing concepts and technical skills as well as exhibit creativity, effort, and enthusiasm for art. In addition to the aptitude displayed in the required portfolio and the referring Art teacher's ratings, students are evaluated on an "artistic statement" that shows self awareness of why the Visual Arts are important, why they want to study art, and a willingness to learn more about the art world.

Return to Learn Amended Grading Policy Regulations

(See Appendix B for full ACPS policy)

Grades reflect and communicate a student's mastery of the standards and specific learning objectives. To the greatest extent possible student work habits such as participation, homework completion, and effort will be excluded as a factor in any grade calculation. While we recognize these work habits are extremely important, we will work to report progress to students and parents separately. The Grading Scale is as follows according to Division policy:

Grade	100 Point Scale	Regular Class 4.0 Scale
A	95 - 100	4.0
A-	90 - 94	3.7
B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 - 82	2.7
C+	77 – 79	2.3
C	73 - 76	2.0
C-	70 – 72	1.7
D+	67 – 69	1.3
D	63 - 66	1.0
D-	60 - 62	.70
F	0 -59	0
F	0 - No work attempted or completed	0

Grades will be calculated as follows, according to ACPS policy:

Type	Weight
Summative/Test/Culminating Projects (Min. 2 per quarter)	40%
Formative/Lab/Quizzes/Projects	30%
Classwork	20%
Homework/Formative	10%

Students may receive an "I" for incomplete work due to absence. Make-up work is to be made up in the amount of days equal to the number of days missed. Middle and High School students may receive an "I" for incomplete work due to an absence at the end of the quarter or semester. All work not completed after the number of days equal to the day of absences for middle and high school students, the "I" will convert to an "F". A "0" will be recorded in Power School until work is made up, according to the make-up work policy. Parents of students with Out of School Suspension (OSS) have the responsibility to request assignments that are missed during the OSS. The work is to be completed in the number of days equal to the number of days for which OSS is assigned.

For Elementary ONLY, if a student turns in an assignment, they should not receive a number grade lower than a 50. If a student does not turn in an assignment, they will receive a "0"

Homework

When completing homework, students should:

1. Be responsible for its completion with regard to the specified guidelines.
2. Work together and individually based on the purpose of the assignment.
3. See that homework gets returned to school and available for use upon arrival to class.
4. Students should make sure they understand assignments. Always check with teachers for clarification. Every attempt should be made to do the work. If the work is not understood, try to form questions to ask at the next class meeting.
5. Students should schedule study time so that projects and long-term assignments are completed over a period of time. This promotes the accomplishment of quality work.
6. Students are responsible for contacting teachers to make-up assignments missed due to illness

To support the completion of homework, parents should:

1. Provide an environment at home that promotes good study habits.
2. Make provisions for students to have access to basic resources.
3. Provide access to a quiet area with proper lighting reserved for homework purposes.
4. Assist students in setting proper priorities for the many distractions that can interfere with homework, such as employment, sports, entertainment, and social activities.
5. Communicate with their child's teachers if they believe their child does not understand homework assignments.
6. Be aware of what is assigned for homework and check for completion.
7. Encourage their children to keep a list of assignments on their agenda.

Academic Integrity / Cheating

Cheating/Academic Dishonesty will be defined as any student who willingly copies answers from another students work without permission, makes use of a "cheat sheet" on any assessment/assignment, plagiarizes information from any website or book without giving due credit to the source, or any other form of cheating/plagiarism not specified here are subject to the below consequences.

1. The teacher will make contact with the students parent or guardian the day of the incident
2. Student will receive a Zero in the gradebook for said assignment.
3. Student may or may not be offered an opportunity to complete a different assignment at the discretion of the teacher on the same material.
4. If dishonesty took place on a summative assignment or exam, the student will receive a zero for the assessment, but will have the opportunity to retake the assessment at a later date. This cannot occur during the school day and will need to take place outside of regular instructional hours. The student will need to provide transportation to/from school in this instance, should they wish to retake the assignment. The assessment will be on the same covered material but will not be the same questions.
5. If the dishonesty took place on a Semester Exam, Final Exam, a score of zero will be given and the student will not have the opportunity to retake the assessment.

6. If the dishonesty took place on the Virginia Standards of learning test, communication from the School Board Office will determine the level of consequence.

Dress Code

The Accomack County School Board recognizes the right of students and their parents to exercise personal judgment in the selection of school clothing. The School Board also recognizes its duty to provide a safe school environment which is free of distractions and disruptions and is conducive to learning. The School Board believes that neatly attired students who have pride in their appearance; are more likely to display a positive attitude and demeanor; are more likely to practice self-control and therefore, are more likely to be productive members of our society. In order to ensure that our students' education is conducted in an environment where safety risks, disruptions, and distractions are minimized, all students in the Accomack County Public School system will adhere to the following standards of dress. Guidelines for student attire will be in effect for all school-sponsored events and activities, including dances.

Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school. While a comprehensive listing of all prohibited items is not possible, the following list will serve as a guide for all stakeholders:

1. Clothing, pins, jewelry, accessories or items that display messages relating to, or promoting:
 - a. the use of alcohol, drugs, or tobacco products;
 - b. illegal activities;
 - c. obscene, profane, derogatory, violent or sexually suggestive themes, designs, or pictures;
 - d. evidence of membership or affiliation in any gang (Policy File: JFCE)
2. Accessories that could pose a danger or be used as a weapon.
3. Muscle shirts, halter tops, strapless dresses/shirts, or other clothing that is not appropriate because of slits, rips, or holes in the garment or that reveals the midriff.
 - a. This includes jeans and all pants with rips above the knee (Wear tights underneath so no skin is visible).
4. Clothing that sags below the waistline.
5. Dresses, Skirts, or shorts that are inappropriate in length as determined by the building administrator.
 - a. Dresses, skirts, or shorts should be below the tips of your straightened fingers when held straight down at your side.
6. Nylon tights, leotards, biker pants, bathing suits, pajamas or underwear when worn as outer garments or clothing that exposes the underwear.
7. Inappropriate footwear including, but not limited to, **shower shoes, slides, flip flops with rubber/foam bottoms, bedroom slippers**, and unfastened shoes or shoes missing appropriate closures.
8. Head coverings and accessories that are not related to or required by the student's bona-fide religious practices may not be worn to school.
 - a. Examples include, but are not limited to, hat/ball caps, bandanas, do-rags, stocking caps, Sports headbands, visors, and wave caps.
 - b. Headbands worn as hair accessories are allowed, however, no bandana print headbands can be worn.
9. Items that are limited for outdoor use cannot be worn inside.
 - a. Examples include but are not limited to sun- glasses and sports headbands/ sweatbands.
10. Additional clothing restrictions may be required in physical education classes, vocational education classes, or lab situations for safety reasons.

If a student has clothing that he/she is unsure about, it is best not to wear it or bring other clothes to change into. The school administration has the right to deem dress inappropriate if it creates a disturbance and

disrupts the learning atmosphere. A student who violates the dress code will be removed from class and will be asked to change. The parent will be called to bring a change of clothing, if needed. Please see code of conduct for repeated violations of this policy.

Accomack County Public Schools “Taking a STANCE on Bullying”

What We Believe:

ACPS is deeply committed to creating a safe and positive school environment where all students feel safe every day. Our staff is committed to responding to all observed and reported incidents of verbal and/or physical acts of bullying and harassment that get reported within 24 hours. We have adopted and implemented the OLWEUS Bullying Prevention Program, to ensure all students know what bullying is and when, where, and how to report it.

Definition of Bullying:

According to the code of Virginia (22.1-276.01), “bullying is aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim. It involves a real or perceived power imbalance and is repeated over time or causes severe emotional trauma.” Bullying includes cyberbullying. Bullying does not include ordinary teasing, horseplaying, arguments, or peer conflicts.

Key Elements of Bullying Include:

- Intentionally aggressive behavior designed to inflict harm.
- Repetitive behavior planned into the future.
- Interpersonal relationships are marked by an imbalance of power.

Forms of Physical Bullying:

Includes, but is not limited to, hitting, punching, shoving, poking, pinching, jabbing, kicking, choking, unwanted touching, cornering, tripping, etc.

Forms of Emotional Bullying:

Includes, but is not limited to, name-calling, threatening, taunting, incessant teasing, spreading rumors, mocking, public humiliation, etc.

Forms of Cyberbullying:

Refers to threats through text messages, emails, or websites. It involves electronic means to communicate deliberate, hostile, hurtful, or vulgar messages, intended to harm others.

Harassment:

Harassment is a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of his or her safety. Harassment is unwanted, unwelcomed, and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim and bystanders.

Sexual Harassment:

Any unwelcome sexual advances, regardless of sexual orientation, requests for favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

Discriminatory Harassment:

Harassment based on race, color, religion, national origin, sex, disability, sexual orientation, gender identification, genetic information or any other characteristic protected by federal and/or state law.

Administrative Responses to Bullying:

Reports of bullying and harassment are taken very seriously by school administrators, and the confidentiality of the students involved is always maintained. Administrators will work as a team with students, parents, teachers, and counselors to address incidents of bullying as they arise. Disciplinary consequences will be progressive and will be determined based on the frequency and severity of the incident, including but not limited to a conference, in-school suspension, or out-of-school suspension. Appropriate interventions will be implemented for both the bullies and the victim(s).

Student Code of Conduct

At Accawmacke Elementary School, each student has the right to expect an educational environment in which he or she can excel. It is our (Administration, Teachers, Faculty, and Staff) goal to ensure that we provide a positive, safe, and equitable learning environment for each one of our students. In order to maintain this environment, it is necessary that we instill established or set guidelines to maximize the potential of each student.

Each student must also recognize that he/she has a responsibility to ensure that his/her actions do not deprive others of the same opportunity. Students are expected to be diligent in their studies and conduct themselves in such a way that the rights and privileges of others are not violated. He/she is required to know and conform to the direction of school staff, and comply with provisions of this code of conduct and the law.

The standards of student conduct are designed to define the basic rules and expectations of students at Accawmacke Elementary School. It is the responsibility of the Accawmacke Elementary School Administration to provide rules of conduct for student behavior in order to protect the health, safety, welfare, and morals of our students.

Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy. The principal is required to report any incidents which may “constitute a criminal offense” to the superintendent and to the appropriate law- enforcement agency.

The parent is expected to cooperate with school authorities and to support necessary disciplinary measures. It is the parent’s responsibility to notify the school of any unusual behavior patterns or medical conditions that might lead to serious difficulties.

Parents must sign and return the student Code of Conduct discussed with their child as an acknowledgement of receipt of this Code of Conduct.

The teacher has primary responsibility for all matters of conduct and discipline in the classroom. Teachers have the authority to use such reasonable measures as may be necessary to maintain discipline in the classroom, through the use of their classroom management and discipline plans. Classroom management and discipline plans will be reviewed and discussed with the students during the first week of school. Administration will review and approve classroom teachers discipline and management plans to ensure consistency, support fairness, and adherence to ACPS Standards of Conduct.

The Accomack County School Board supports the school administration and staff in enforcing the Code of Conduct and ensuring that all students have a sound, non- disruptive educational environment in which to learn. All persons associated with the school have a responsibility in the maintenance of proper school discipline.

The Standards of Student Conduct are listed below. Also listed within our code of conduct is a list of corrective actions for violations.

Due Process

With the requirements of fair and equitable treatment of all students and within the guidelines of the federal judiciary, the following shall constitute the minimum due process procedures to be followed in the detention, suspension and expulsion of students:

1. The student shall be given written notice (referral) of the infractions.
 - a. The student must be given an explanation of the facts as known to school personnel through a conference with administration.
2. The student shall be informed of the conditions of the disciplinary action during the conference with administration.
3. In the case of an out of school suspension (OSS), the administrator or designee, will contact the parent or guardian with a suspension letter sent home the same day. A parent conference with administration may be requested upon return to school at the conclusion of the out of school suspension.
4. In the case of an in school suspension (ISS), the administrator, or designee, will contact the parent or guardian to inform them of the infraction and consequence.
 - a. Consequences of full day ISS will result in a letter sent home to a parent or guardian.
5. In the case of a suspension of 10 days the student will not be allowed to come on to ACPS grounds for any ACPS sponsored activities both during and after school hours until the completion of the suspension. The parent or legal guardian may contact the School Board Office / Superintendent to request a meeting within three (3) days of their receipt of suspension notice.
6. In the case of an expulsion or long term suspension (10 days or more), the parent or legal guardian must contact the School Board Office or Superintendent within three (3) days of receipt of notice for a disciplinary hearing. If the parent / legal guardian fails to attend the hearing, it will be held in their absence. Any student who has been expelled is not permitted to come on to any ACPS school grounds for any ACPS sponsored activities both during and after school hours until the completion of the expulsion.

In addition to the disciplinary action outlined in the code, any known violation of the criminal code will be referred to the legal authorities and the Division Superintendent as required by law.

The following acts by students in the Accomack County Schools are not acceptable. Students in violation of this Code of Conduct will be subject to reasonable and appropriate consequences as outlined in the section below on corrective actions and measures.

Search and Seizure

To maintain order and discipline in the schools and protect the health, safety, and welfare of the students and school personnel, school administration may search a student, student belongings, student lockers, or student vehicles under the circumstances outlined in the Accomack County Public Schools policy manual (JPG) and the Virginia Department of Education School Search Resource Guide.

The school administration will at all times protect students' rights to be free from unreasonable searches. Search of a student or personal possessions shall be conducted only if there is reasonable cause to believe that the student possesses an item which violates the law, school policies, or regulations. Additionally, students who are out of area, who leave the building without permission and return, or who are in a non-authorized part of the building may be subject to a search.

The location at which searches of students and student property may be conducted are not limited to the school building and property. Searches may be conducted whenever the student is involved in a school sponsored function. For the safety of students and staff, random drug searches will occur throughout the school year using

specifically trained drug sniffing dogs. These animals will be used to conduct periodic, random searches of student lockers, classrooms, and campus vehicle parking areas.

Administrative Disciplinary Responses to Student Infractions

The following infractions are Level 3 and 4 infractions, which will result in the attention of Administration. Level 1 and 2 are handled by the classroom teacher through use of their discipline plan.

Note – All OSS 3 days or more require a parent conference with Administration for student Re-Entry. A student can be returned to OSS Status if Administration deems student is not adequately prepared to return to the Learning Environment

Out-of-School Suspensions (OSS): Any Out-of-School Suspension for four or more days requires approval from Coordinator of Student Services and/or Superintendent. All out of school suspensions will require parent conferences upon return to school.

Students will not be permitted to attend any after-school activities i.e. sporting events, dances, during the time served for OSS.

Infraction	Consequence
Alcohol Use, Possession	1st Offense -15 Days OSS 5 Days removed w/ Counseling 2nd Offense - 10 Days OSS w/ recommendation for long- term suspension
Drug Use and/or Possession (Includes THC Vapes/Products)	1st Offense -15 Days OSS 5 Days removed w/ Counseling 2nd Offense - 10 Days OSS w/ recommendation for long- term suspension
Alcohol/Drug Sale or Distribution (Includes THC Vapes/Products)	10 Days OSS w/ recommendation for long- term suspension
Weapons and Look-a-Like Weapons	10 Days OSS w/ recommendation for long-term suspension/expulsion
Confronting and/or Posturing to Fight	3 Days OSS
Bullying	Conference, ISS, or OSS
Fighting another student (School, Bus, or School Sponsored Event)	1 st Offense – 5 Days OSS 2 nd Offense – 5-10 Days OSS
Hitting or Attacking a Staff/Faculty Member	10 Days OSS w/ recommendation for long term suspension/expulsion
Using Profanity towards a Staff/Faculty Member	3 Days OSS
Failure to surrender a Cell Phone	3 Days OSS

Repetitive Disrespectful Behavior	3 Days OSS
Repetitive Disruptive Behavior	3 Days OSS
Threatening a Staff/Faculty Member	10 Days OSS w/recommendation for long- term suspension/expulsion
Repetitive Tardiness	1st Offense- ISS remainder of the day 2nd Offense- 3 days ISS 3rd Offense- 5 days ISS/conference with parents
Theft/Robbery	10 Days OSS
Gambling on school grounds/property	1st Offense- 3 Days OSS 2nd Offense-5 Days OSS 3rd Offense- 10 Days OSS
Leaving School Grounds w/out Permission	1st ^d Offense – 3 Days OSS 2nd Offense- 5 days OSS 3 rd Offense – 10 Days OSS
Sexting	10 Days OSS w/ recommendation for long-term suspension/expulsion
Sexual Behavior (Indecent Exposure, Intercourse, Inappropriate Touch, etc.)	10 Days OSS w/ Recommendation for Long-Term Suspension/Expulsion
Threats (Low)	5 Days OSS
Threats (Medium/High)	10 Days OSS w/ recommendation for long-term suspension/expulsion
Tobacco Use/Vaping	3 Days OSS (1 st Offense) 5 Days OSS (2 nd Offense) 10 Days OSS (3 rd Offense)
Tobacco/Vape Distribution or Sale	10 Days OSS
Dress Code Violation	1st Offense- call home for a change of clothes or ISS for the remainder of the day 2nd Offense- 3 Days ISS 3 rd Offense – 3 Days OSS
Failure to Follow Administrative Directives	3 Days OSS
Racist or Sexist Comments	3 Days OSS

SB170 prohibits students in preschool through grade three from being suspended for more than three school days or expelled from attendance at school, unless the offense involves physical harm or credible threat of physical harm to others or the local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education.

Legislation enacted July 1, 2018, directed the Virginia Department of Education to define “aggravating circumstances” concerning suspension of students. The Virginia Department of Education staff and multiple stakeholder groups collaborated to create the following definition:

For the purposes of §22.1-277 and §22.1-277.05 of the *Code of Virginia*, “aggravating circumstances” shall mean:

- i That a student engaged in misconduct which caused serious harm (including but not limited to physical, emotional, and psychological harm) to another person(s) or posed a credible threat of serious harm to another person(s), as determined by a threat assessment; or
- ii That a student’s presence in the school poses an ongoing and unreasonable risk to the safety of the school, its students, staff, or others in the school; or
- iii That a student engaged in a serious offense that is:
 - a. persistent (repeated similar behaviors are documented on the student’s disciplinary record), and
 - b. unresponsive to targeted interventions as documented through an established intervention process.

When considering suspension of a student for more than the number of days allowed by the new legislation, a division superintendent or a school board should apply this definition.

Weapons

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any vehicle, or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and the grounds for disciplinary action. Violation of this policy shall require that proceedings for the discipline of the students involved be initiated immediately by the administration. Such weapons include, but are not limited to the following items:

1. any **pistol, shotgun, stun gun, taser, revolver**, or other firearm listed in section 22.1-277.01(E) of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle, unloaded firearm in closed containers;
2. any air rifle or BB gun; (Paintball Gun)
3. toy guns and look-alike guns;
4. any dirk, knife, or razor;
5. slingshots;
6. spring sticks;
7. brass or metal knuckles, blackjacks;
8. any flailing instrument which may be known as a nunchaka, **nunchuck**, nunchaku, shuriken, or **fighting chain**;
9. any disc of whatever configuration, having at least two points or pointed blade, and which is designed to be thrown known as a **throwing star** or orientation dart;
10. explosives; or
11. **destructive devices** as defined in section 22.1-277.01(E) of the Code of Virginia, or other dangerous articles.

The student may be subject to being checked by an administrator and/or the school’s School Resource Officer (SRO). See Search and Seizure Section of this Handbook for more.

Use of Alcohol, Tobacco and Vaping

Smoking, Vaping and Alcohol are NOT ALLOWED on Accomack County Public School grounds during the instructional day or during school related events or off school grounds. This includes the parking lot or in cars on the school grounds. Cigarettes, vapes, e-cigarettes, alcohol, marijuana or any tobacco products may not be brought to school by students. In an effort to establish an "alcohol and smoke-free " environment on school property at all times, drinking and smoking are NOT PERMITTED on school grounds. Students found in violation of this policy will be subject to disciplinary actions.

Transportation Procedures and Expectations

Riding the school bus or any other vehicle owned by Accomack County Public Schools is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct while riding jeopardizes the safe operation or the safety of students while being transported. The driver will report promptly and in writing to appropriate administrative staff any conduct appearing to require disciplinary action. After administrative staff evaluation, appropriate disciplinary action will follow, to include a possible out-of-school suspension. A copy of the disposition will be immediately returned to the driver. The disciplinary codes below classify unacceptable behavior into four levels. The examples are not exhaustive but illustrative. Additionally, all consequences are dependent upon the severity and frequency of the behavior. School buses are equipped with video/digital cameras and audio recording devices. These tools monitor the passenger area of the bus. As such, riders are subject to video and audio surveillance. The objective is to provide an important additional tool to assist the driver and administration in managing students.

Elementary students are prohibited from bringing their cell phones on the school bus.

Level 1	
Infraction	Consequences
Infractions that interfere with the orderly transportation of students. Some examples are: <ul style="list-style-type: none">• Screaming• Failure to stay seated.• Littering on the bus• Tampering with the possessions of other passengers	The bus driver reports infractions on the bus. The school administrator administers consequences. This action may include any or all the following: <ul style="list-style-type: none">• Verbal warning and referral issued.• Contact with parent.• Assigned seat at the discretion of driver

Level 2	
Infraction	Consequences
<p>More severe infractions that interfere with the safe transportation of students. Some examples are:</p> <ul style="list-style-type: none"> • Repeated occurrences of Level 1 behaviors • Bullying other passengers, including verbal abuse • Profanity towards staff • Damage to the bus interior/exterior 	<p>The bus driver reports infractions on the bus. The school administrator administers consequences.</p> <p>This action may include any or all of the following:</p> <ul style="list-style-type: none"> • Referral issued. • Contact with parent. • Assigned seat at the discretion of driver. • Loss of bus privileges for up to 5 days and cost of repairs

Level 3	
Infraction	Consequences
<p>Actions that endanger the safety of the driver or students and which impair the driver's ability to drive safely. Some examples include:</p> <ul style="list-style-type: none"> • Repeated occurrences of Level 1 or 2 behaviors • Refusal to remain in seats. • Throwing objects • Refusal to follow staff directions for safety. • Fighting, including pushing and/or wrestling/play fighting (horseplaying) 	<p>The bus driver reports infractions on the bus. The school administrator administers consequences. At more serious levels, the Director of Transportation may be involved. This action may include the following:</p> <ul style="list-style-type: none"> • Referral issued. • Contact with parent. • Loss of bus privileges for 5 to 9 days. • Repeated incidents of Level 2 behavior may result in removal from transportation for the remainder of the school year.

The Following Guidelines Will Be Used In Carrying Out the K-8 Attendance Policy

A student is expected to attend school 180 days per school year. When a student accumulates more than five (5) **unexcused or undocumented** absences in an academic year, and all school interventions have been unsuccessful, the principal will refer this student along with documentation of parent contacts or attempts to the Coordinator of Student Services. The Coordinator of Student Services will follow the compulsory school attendance procedures

Students absent for more than five (5) days per semester course or ten days per yearlong course excused or unexcused in a school year shall be considered for retention.

I. Compulsory School Attendance Procedures

An attempt to notify the parents/guardians will be made each day when a student is absent and no indication has been received by school personnel that the student's parents/guardians are aware of the student's absence. A daily log will be kept of all calls. In addition, letters will be mailed to parents/guardians when a student is absent from school for three (3) days, six (6) days, and eleven (11) days.

A. Upon third

If a student fails to report to school for a total of three scheduled school days, and there is no indication that the student(s) parents/guardians are aware of and supports the absence, the school principal or designee shall make a reasonable effort to ensure that direct contact is made with the parents/guardians. The principal or designee shall mail a letter to parents/guardians requesting an attendance conference which shall include the date and time of the conference.

B. Upon the sixth and beyond

If the student is absent for an additional day after direct contact with the student's parents/guardians, the Coordinator of Student Services and the School Based Truancy Team shall schedule a conference within ten (10) school days with the pupil, parents/guardians and school personnel. Other community service providers may also be included in the conference.

C. Upon additional absences without parental awareness and support

If there is another absence following the conference the school principal or designee shall notify the Coordinator of Student Services , who shall enforce the compulsory school attendance rules by either or both of the following:

1. Filing a CHINS Petition that the student is a child in need of supervision (16.1288) or
2. Instituting proceedings against the parent pursuant to 18.2-371 or 22.1-262 of the Code of VA

D. Upon the 15th consecutive absence:

When a student misses 15 consecutive days from school and there has been no contact with a parent/guardian or a records request from a receiving school, the student will be withdrawn from school. The student's name and information will be reported to the Coordinator of Student Services, who shall enforce the compulsory school attendance rules. Once the student is withdrawn, a parent/guardian will have to re-enroll the student and provide three (3) proofs/documentation of their 911 address.

E. Parental cooperation in remedying excessive absences

It is expected that parents/guardians will cooperate with the school administration, Coordinator of Student Services, and other school officials to remedy the student's attendance problem. Where direct contact with parents/guardians cannot be made, despite reasonable efforts, or where parents/guardians otherwise fail to cooperate in remedying the student's attendance policy problem, the Superintendent or designee may seek immediate compliance with the compulsory school attendance laws.

II. School(s) cooperation

A. Principals shall not release a student during the school day to any person not authorized by the student(s) parents/guardians to assume responsibility for the pupil. Students shall be released only on request and authorization of parents/guardians. The Superintendent or designee will provide procedures for release of pupils who are not residing with or under the supervision of parents/guardians. The burden of proof will be on the person who is requesting the student. A formal check-out system shall be maintained in each school.

B. School sponsored trips, and other functions sanctioned by the school are not counted as absences and the student will be marked present for the days missed.

C. Arrangements for make-up work and tests are the responsibility of the student and their parents/guardians when absent. The full cooperation of a student's teacher (s) shall be expected in this task. All written work missed can be made up.

III. Homebound Instruction

Homebound Instruction is available for students who are ill or injure and will be absent five (5) consecutive days or more. Contact the school counselor for this service. A form must be signed by the student's physician/healthcare provider and returned to the school. This state mandated procedure should be followed as soon as possible so that the student can begin receiving instruction. A student receiving homebound instruction is counted present.

IV. Tardies

Tardies will be handled by the School Administration. (See Student's School Handbook)

V. Student Absences

Regular attendance is essential for success in school. Students are expected to attend school everyday. Any absence will be considered unexcused until appropriate verification is received and reviewed by the principal/designee. An absence shall be verified for the following reasons:

A. Absences due to illness or injury of a student may be verified by the parents/guardians **but not to exceed six (6) per semester course or ten (10) for yearlong classes**. Verification by a physician will be required if absences exceed six (6) days per school year.

B. Pre-arranged Appointments - appointments with the court, social services, other state agencies, or appointments with health care providers, **official documentation must be presented** to the principal or designee when the student returns to school.

C. Family Death or Emergency - absences because of death in the immediate family or an emergency beyond the family control, the parent must notify the school and provide documentation for the absence to the principal or designee when the student returns to school. (Refer to Policy JED)

D. Exclusions/Suspensions - absences because of an exclusion or suspension, the parent will be notified of the exclusion/suspension and the date when the student will be expected to return to school. The student must return on the indicated date.

E. Exceptional Circumstances - with prior approval of the principal. **Example:** Absences due to observance of a religious holiday with documentation. (Refer to Policy JED)

VI. Parents/guardians will be notified of the number of days absent as designated.

A letter is to be sent to the parents/guardians at three (3), six (6) absences, and eleven (11) absences. The principal or designee is to have a conference with parents/guardians once a student reaches five three (3) days for semester classes or six (6) days for yearlong classes and a Truancy/CHINS petition will be filed at eleven (11) or more unexcused absences. A log of the conferences will be documented in PowerSchool.

VII. K-8 failure due to attendance meeting

- A.** If a student in K-8 has missed eleven (11) or more absences the schoolwide truancy team may determine that the child will fail due to attendance. If this occurs, the parents/guardians will be requested to attend a meeting to discuss the attendance failure. Based on the number of absences, the child may have to repeat the current grade, attend credit recovery classes, or attend summer school.
- B.** The parents/guardians will be notified of the day, time and location of the meeting and parents/guardians attendance at the proceeding is recommended. It is the responsibility of the parents/guardians to present written documentation at the hearing to make a case of the existence of compelling circumstances which merit an exception to the attendance policy.

*** Student incentives for good attendance**

VIII. Elementary School:

Students that miss two (2) days or less per quarter will be able to participate in a recognition/celebration at the end of each quarter.

Parental Statement of Receipt of the Accomack County School Board's Student Attendance Policy/Regulations.

I am the parent of the below named child and, by my signature, I acknowledge that I received a copy of Accomack County School Board's Student Attendance Policy for Grades K-12.

By signing this statement of receipt, I do not waive or relinquish any rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or school division's policies or decisions.

Date_____

Signature of Parent(s) _____

Student Signature _____

Appendix B: CELL PHONE POLICY

Accomack County Public Schools recognizes that cell phones are an integral part of our student and family’s way to communicate. Therefore, we have made the following amendments to our cell phone policy to meet the needs of our student body and curtail cell phone related discipline infractions.

Elementary students with cell phones **MUST** keep them off, and out of sight, on the school bus to and from school, during the school day.

Consequences for electric device violations:

- 1. **First Infraction** – Confiscation of electronic device. Administrator/Student conference with electronic device being returned to the **student at the end of the school day. Parent contact is made by the teacher.**
- 2. **Second Infraction** – Confiscation of electronic device. Administrator/Student conference with electronic device being returned to the **parent at the end of the school day (after bus dismissal).** Parent/student will be notified of subsequent consequences for electronic device policy violation by office personnel.
- 3. **Third Infraction** – Student will receive an OSS for 1 day and confiscation of device. The electronic device will be returned to **parents at the end of the day (after bus dismissal).**
- 4. **All Subsequent Violations** will result in upwards of 3 days Out of School Suspension.

If students use their phones to record events including fights, teachers, etc. on school campuses or school sponsored events, they will be subject to an immediate 3-day OSS. Use of device to record and share illicit materials such as but not limited to threats, air drops, private adult content, will be subject to the following consequences:

- 1. Long-term suspension of 45 days.
- 2. Possible Accomack County Sheriff involvement (threats/sharing of illicit pictures/videos of themselves and or other students).
- 3. Possible Expulsion for repeated offenses.

****Accomack County Public Schools personnel assume no responsibility in any circumstance for bills for cell phones or other electronic devices, or any damage/theft of student device(s). Students assume all risk should they choose to bring cellphone/wearable technology to school.**

I have read the information above and understand the consequences associated with violations of the electronic devices policy.

_____	_____
Student Name & Grade	Student Signature
_____	_____
Parent Name	Parent Signature & Date

Office Personnel Name/Signature and Date of Acceptance

Appendix C: Return to Learn Amended Grading Policy Regulations

The following guidelines shall be applied to our grading practices:

A. Report Cards/Progress Reports

1. All students will be formally evaluated four times a year.
2. The Accomack County School Board will determine the four (4) nine-week grading periods.
3. All schools will use the approved report cards/progress reports.
4. Report cards will be issued seven calendar days after the end of the nine weeks.
5. All grades will be determined in accordance with the division's guidelines and grading scale.

B. Progress Reports

1. All students will receive a progress report at the midpoint of each grading period.
2. Students with an Individualized Education Plan will receive progress on their goals and objectives in addition to the report card.
3. Title III of the *No Child Left Behind Act of 2001* requires that English Language

Learners (ELLs) attain English proficiency, develop high levels of academic achievement in English, and meet the same challenging curriculum as all students are expected to meet. Students with an ELL student plan will receive progress on their goals and objectives in addition to the progress report.

C. Student Evaluation - Grading

1. Effective with the 2023-2024 school year, the grading scale for Accomack County Public Schools is as follows:

Grade	100 Point Scale	Regular Class 4.0 Scale
A	95 - 100	4.0
A-	90 - 94	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D+	67 - 69	1.3
D	63 - 66	1.0
D-	60 - 62	.70
F	0 -59	0
F	0 - No work attempted or completed	0

2. Students may receive an "I" for incomplete work due to absence. Make-up work is to be made up in the amount of days equal to the number of days missed. Middle and High School students may receive an "I" for incomplete work due to an absence at the end of the quarter or semester. All work not completed after the number of days equal to the day of absences for middle and high school students, the "I" will convert to an "F". A "0" will be recorded in Power School until work is made up, according to the make-up work policy. Parents of students with Out of School Suspension (OSS) have the responsibility to request assignments that are missed during the OSS. The work is to be completed in the number of days equal to the number of days for which OSS is assigned.

3. Teachers will maintain a record of each students work and attendance in “Power School.” Attendance will be documented on a daily basis, and grades should be updated weekly.
4. Grades will document student achievement and accurately reflect student mastery of content-based standards. Elementary Art, Music and PE will use: Good (G); Satisfactory (S); Needs Improvement (N); Unsatisfactory (U)
 - a. Elementary students will receive a minimum of one (1) grade per week in Social Studies, Science, Language Arts, Spelling, Art, Music, and PE; and two (2) grades per week for reading and mathematics.
 - b. All grades for elementary (grades 1-5), middle and high school must be input into Power School or any future electronic student grading system approved by the school Board.
 - c. For Elementary, if a student turns in an assignment, they should not receive a number grade lower than a 50.
 - d. If a student does not turn in an assignment, they will receive a "0"
5. Teachers will return graded papers, assignments, and or formative assessment feedback (i.e. quiz) in order to provide on-going timely feedback for improvement to students and their parents. All grades must be input weekly into Power School or any other future electronic student grading system approved by the School Board.
6. All students should be assigned roles in group work projects. Their grades should be determined using a rubric (supplied to the student before work begins) that corresponds to their assigned tasks. Students should not receive an overall group grade.

Type	Weight
Summative/Test/Culminating Projects (Min. 2 per quarter)	40%
Formative/Lab/Quizzes/Projects	30%
Classwork	20%
Homework/Formative	10%

Note: Summative/Tests at 40% exclude the final exam that is included in the semester grade at 20%.

Nothing in this policy shall be construed to exempt any student from the SOL testing requirements set forth in the State Board of Education's Standards of Accreditation and Every Student Succeeds Act (ESSA), or to alter the requirements for earning a diploma.