

Madison Heights Elementary School



2021-2022 School Handbook

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

GENERAL INFORMATION & OPERATING PROCEDURES

VISION STATEMENT

Building a Legacy of Learning

MISSION STATEMENT

Madison Heights Elementary School believes that all students can learn. Our school will provide an environment that is nurturing and student centered. We will work to provide students engaging and innovative opportunities to learn each day.

ENTRANCE REQUIREMENTS

Any student who lives in the Madison Heights Elementary School attendance zone and who has reached his/her fifth birthday on or before September 30th may be enrolled once proof of residency is provided.

BIRTH CERTIFICATE

A parent or guardian who wishes to enroll a child in the Amherst County Schools for the first time, regardless of the grade, is required to present the child's birth certificate.

SECTION 22.1-3.2 CODE OF VIRGINIA

A parent or guardian who wishes to enroll a child in Amherst County Public Schools for the first time (with the exception of kindergarten students) must complete a form stating that the student has not been expelled from school attendance at any private or public school for an offense in violation of school board policies relating to weapons, alcohol, or drugs, or the willful infliction of injury to another person.

PHYSICAL EXAMINATION/ IMMUNIZATIONS

Within a year prior to entry for the first time to any public kindergarten or to any public elementary school, as deemed by the State Department of Health, a child must have a comprehensive physical examination by a qualified licensed physician. Admission of students without a physical examination is not allowed. In addition, students are required to provide a certificate of immunization upon entering any Amherst County Public Schools.

WITHDRAWAL PROCEDURES

If a student moves out of the school zone or out of the county, the parent is to notify the school immediately. Upon request from the receiving school, records will be forwarded. The parent or guardian must sign an authorization for the release of confidential information at the school their child is being enrolled.

MOMENT OF SILENCE AND

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

During a legislative session, 22.1-203 of the Code of Virginia was amended to require a minute of silence at the opening of each school day. The law took effect on July 1, 2000.

During such a period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end 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 in the like exercise of individual choice.

Each day students will also say the Pledge of Allegiance at the start of the day. Students will be expected to honor this time.

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 846- 2151. Please feel free to contact the office with any concerns or questions you may have.

School hours for students are 9:05 a.m. to 3:45 p.m. There is no waiting place or supervision for students before 8:40 a.m. and after 3:45 p.m. Students who are brought to school by parents cannot arrive before 8:40 a.m. and they must be picked up by 3:45 p.m.

AFTER SCHOOL ACTIVITIES

Students who stay for school-sponsored after school activities must maintain good academics (C average or above when the 9NWs grades are combined for the four core subjects), and positive behavior. In addition, parents are expected to pick students up by the designated time. If a student is not participating in a sport, then he/she cannot stay for game without parental supervision. Note: In some cases, an administrative/teacher decision may be made concerning whether a child is in good academic or behavioral standing.

Y.M.C.A. BEFORE AND AFTER SCHOOL PROGRAMS

The Y.M.C.A operates Before and After School Programs here at Madison Heights Elementary. All students who arrive at school before 8:40 or who need to stay after 3:45 will need to enroll in the program because there are no school personnel available for student supervision. Hours for the Before School Program are 6:30 – 8:45 a.m. and 3:45 – 6:00 p.m. for the After School Program. Under the supervision of qualified adult leaders, students engage in games, activities, study times, and snacks. You may contact the YMCA at (434) 847-5597.

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 or 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. **Therefore, please ensure your child arrives punctually and does not leave early unless it is absolutely necessary. Any vacations taken during normal school days will be considered unexcused absences.**

Students are encouraged to arrive at school at 8:40 a.m. The instructional day begins promptly at 9:05 am. If you bring your child to school, and he/she arrive after 9:05 a.m., **you must come to the main office to sign in.** Your child will be counted tardy and be given a pass in which to report to their class.

ACPS Attendance Procedures

Excused absences: Students who are absent MUST provide a written note from their parent/guardian within three days of returning to school stating the reason for the absence. Notes submitted after three days will only be excused by the Principal or his designee.

Excused absences will only be granted for the following reasons:

- 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.
- Personal illness verified by written notice from a parent/guardian. **After 10 written notes are submitted by a parent/ guardian for the personal illness of a student, a doctor's note or other documentation will be required to excuse any future absences.**

Attendance Reporting and Action

- a. For each day the student is absent, a phone call, text, and email will be sent to the parent/guardian to advise them that the student is absent.
- b. On the fifth unexcused absence, the school administrative team shall ensure that direct contact is made with the parent, either in person or by phone, to obtain an explanation for the student's absences and to explain to the parent the consequences of continued nonattendance. An attendance plan is discussed and developed with the parent.
- c. On the sixth unexcused absence, the school will notify the parent/guardian and the student that they need to attend a truancy review conference. The student accountability coordinator, the student, and the student's parent/guardian shall develop a written plan to resolve the student's nonattendance.
- d. 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.

STUDENT RELEASE

Madison Heights Elementary students may not leave the school premises with anyone unless the parent/guardian has granted permission. Parents requesting relatives or friends to take their child out of the school should submit written permission to the child's teacher or principal prior to the time of pick up. Individuals listed on the emergency contact sheet will be contacted in emergencies when the parent/guardian cannot be reached. Any adult picking up a child from school needs to present a photo ID or car rider pass to school personnel.

EMERGENCY INFORMATION

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

All parents are urged to select a responsible adult within the community to provide childcare during cases of emergency. This individual should be a relative or friend who will care for your child in the event the school is unable to contact you. The name, telephone number, and address of the emergency contact person should be updated in Power School.

We make every attempt to immediately contact parents and if needed, the emergency contacts listed, when an illness or injury occurs at school. If necessary, the child will be transported to the emergency room or family physician's office in the case of an extreme emergency.

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 may be charged.

TELEPHONE

Telephone service is provided for school business. Students will be granted use of the telephone for emergencies and must secure permission. Unless absolutely necessary students will not be called from class to answer the phone or given a message.

MONEY BROUGHT TO SCHOOL

Students bringing money to school for lunch, the school store, field trips, fundraisers, and any other purpose should do so by securing it in a sealed envelope. The name of the child, teacher's name, amount of money, and purpose for the money should be written on the envelope. Students should bring only the amount of money needed for that school day. Students should be advised to keep their money with them at all times and not to announce to other students on the bus or in school that they are carrying money. Money should not be left in unattended desks, coats, or lunchboxes. Students should not give money to their peers.

SCHOOL CONCERNS

Parents should direct concerns about their child(ren) to the specific teacher involved. Please call in advance or send a note with your child for an appointment. **Teachers cannot conduct parent conferences during instructional times.** Teachers will not discuss other students due to confidentiality. The principal is available from 8:00 a.m. to 4:00 p.m. daily. Conferences may be held as necessary. Parents are welcome and are encouraged to bring concerns, ideas, and suggestions.

ELEMENTARY PLANNING DAYS

Elementary schools will be closed on the following days to allow for teacher planning and/or professional development: October 22, 2021, November 2, 2021, January 18, 2022, February 21, 2022, March 11 and 28, 2022, April 18, 2022.

Please mark your calendars and make the necessary arrangements for your children on these days. (*Inclement Weather Days –if days are missed students may attend school that day.)

LOST AND FOUND

Lost and found items will be kept in the cafeteria area. Students are encouraged to check lost and found items. Each month items will be donated. **School and staff are not responsible for lost or damaged items.**

RETURNED CHECK FEE

There will be a **\$25.00 fee** for **ALL** checks returned to the school for insufficient funds. When you provide a check as payment, you authorize us 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 electronic fund transfer from your account if your payment is returned unpaid.

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, will be given to students at the end of the day. Please do not send items made of glass. Student cannot take glass item on the bus. In such case, the item will not be given to students and parents will be contacted to come pick them up after school.

COMMUNICATION

TUESDAY FOLDERS

All students will have a weekly communication folder sent home each Tuesday. The school newsletter, individual classroom newsletter, and graded papers are some items that may be in the folder. A parent's signature acknowledging that he/she has seen the folder is recommended. In addition to the Tuesday Folder, each student will have an agenda to use daily. Communication between home and school is vital to students' successes.

CALENDARS/NEWSLETTERS

A school calendar will be sent home at the start of the year. This calendar will be updated throughout the year and can be located on the Amherst County Public School website. A school newsletter will be sent home in students' Tuesday folders by classroom teachers.

STUDENT AGENDAS

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. Replacement costs \$3.00. 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 has a designated space for parent comment.

PROGRESS REPORTS

Progress Reports are sent home at the end of each nine weeks. Teachers also report to parents with interim reports and with the more personal contact of a phone call or conference. We try to involve students in the evaluation of their progress so they will see grades as a report of progress and not as a reward or punishment. The following list highlights important premises of the policy.

Grading Scale for Grades 2-5	
100-98= A+	76-73= C
97-93= A	72-70= C-
92-90= A-	69-67= D+
89-87= B+	66-63= D
86-83= B	62-60= D-
82- 80= B-	59-0= F
79-77= C+	

MAKE-UP WORK

- It is the responsibility of the student/parent to schedule make-up work at the teacher's convenience.
- All work must be completed within five school days from the return to school.
- When a student is absent, requested assignments will be available by the end of the school day and can be picked up in the office.
- Students should receive 2 grades per week in each subject.

PARENT/TEACHER CONFERENCES

Teachers wish to get to know all parents as soon as possible. We hope this team approach to communication will continue throughout the year. Student learning is enhanced if the student sees his/her parents and teachers as partners who are working together to promote learning. Scheduled conferences will be held after each interim report, or when a request is made.

Parent Conference Dates for 2021-2022	
Wednesday, September 22 nd , 2021	4pm-6pm
Wednesday, December 8 th , 2021	4pm-6pm
Wednesday, February 23 rd , 2022	4pm-6pm
Wednesday, May 11 th , 2022	4pm-6pm

MANAGEMENT OF STUDENT RECORDS

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

In addition to the rights to inspect and review a student's education record, the Family Educational Rights and Privacy Act (FERPA) requires the following:

1. The parent may request the amendment of the student's education record to ensure that it is not misleading, inaccurate, or in violation of the student's privacy or other rights.
2. The parent must consent before disclosures or personally identifiable information is released to other parties except to the extent of FERPA permits disclosure without consent.
3. The parent may file a complaint with the U. S. Department of Education, Family Policy and Regulation Office, concerning alleged failures of the local education agency to comply with FERPA.
4. The parent may obtain a copy of the Amherst County School Board Policy regarding management of student records.

In the absence of a court order to the contrary, all parents, even those not having custody of their children, have the right to see their child's educational record. Amherst County School Board Policies are maintained in the principal's office and the library media center. To request information concerning your child's scholastic record, parents/guardians should contact the school principal.

CHARACTER EDUCATION

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 that are emphasized include trustworthiness, respect, responsibility, fairness, caring, and citizenship. Character education will be interwoven into the instructional program.

LUNCH & BREAKFAST

Madison Heights Elementary School has an excellent cafeteria staff that serves not only balanced, but also appealing breakfasts and lunches. Breakfast is served from 8:40 a.m. to 9:00 a.m. daily. Milk is available for students who bring lunches. **Breakfast and Lunch are FREE for ALL students.**

Applications for free and reduced food service can be completed online at www.amherst.k12.va.us

CHARGING MONEY FOR LUNCH, BREAKFAST, ETC.

Despite a parent's frequent reminders, students will often forget to bring books, homework, and lunch money to school. Our cafeteria uses a Point of Sale (POS) electronic breakfast and lunch system. Each student has an individual account. **You may prepay for a la carte items (extra food, chips, ice cream, juice boxes, etc.)** A notice will be sent home if money is owed on your child's account. County policy dictates that students should repay their debt immediately. Questions can be directed to the School Nutrition Manager.

SCHOOL PICTURES

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

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization is organized primarily to help improve the learning environment and school facility. Increased parental involvement remains one of our school goals. The PTO supports teachers in so many ways during the year. A great way to show your support is by joining the PTO. Staff members are encouraged to attend PTO performances and meetings when possible.

VOLUNTEERS

Parent support is vital to the effectiveness of our overall school program. Volunteer programs involving parents and other community members can help strengthen existing school programs or introduce new programs. All parents are encouraged to become involved in our volunteer program. The primary requirement is an interest in the education of children. It is important to be dependable and be prepared if specific skills are involved. Time spent in the classroom or school can make a difference in the quality of programs which are provided.

Volunteers can serve the school in many capacities. Listed below are a few possibilities for volunteer service.

1. Classroom assistant for special projects.
2. Student instructional tutor.
3. Clerical assistant to teachers & staff.
4. Serve as a chaperone on field trips (because as a chaperone you are responsible for a group of students; we ask that you leave preschoolers at home).
5. Listen to student readers.
6. Make learning games/materials for classroom use.
7. Assist with school projects/events.
8. Serve as a Room Mother or Father.
9. Assist on a regular basis in the classroom.

Children benefit from volunteer programs. Volunteer time allows more time for the teacher and other staff members to be directly involved in student instruction. Support our school and become a volunteer!

****Remember you must be fingerprinted and complete a background check prior to volunteering. Allow 4-6 weeks for results***

TEACHING & ORGANIZATION FOR LEARNING

Madison Heights Elementary faculty works diligently to constantly improve the quality of learning experiences we offer our students.

We will not be satisfied until we have an instructional program that is so good that every student 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.

Amherst County Public Schools use the Virginia Standards of Learning (SOL) to guide and improve academic achievement for all of our students.

CURRICULUM GUIDES & LOCAL 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 at a system level to guide our teachers in teaching the SOL objectives. In order for us to document student progress and provide remediation and intervention to those students who need it, students in grades K-5 will participate in Fall, Spring, End of Year MAP testing. Results will be used to improve instruction and determine students in need of remediation or intervention. **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.**

STATE TESTING PROCEDURES

All students in grades 3, 4, and 5 will take SOL tests in Math and English. In addition, students in grade 4 will take the Virginia History SOL, and students in grade 5 will take the Science SOL test in the late spring to determine their levels of proficiency in English, reading, math, science, and social studies.

You can help your child prepare for these tests by:

1. Encouraging him/her to take schoolwork seriously each day, by being a good listener, and asking questions when he/she does not understand.
2. Insisting that he/she read daily beyond the school day.
3. Helping him/her memorize basic addition, subtraction, multiplication, and division facts, which are the cornerstones of more sophisticated math skills and concepts.
4. Insisting he/she complete homework assignments.
5. Maintaining regular contact with his/her teachers.

PALS ASSESSMENT

Pre-Kindergarten, kindergarten, first, second, and third grade students participate in the Phonological Awareness Literacy Screening (PALS). This testing is administered to all students in grades pk-3 in the fall as a benchmark. Reading specialists work with classroom teachers to provide additional assistance for students who do not perform up to the benchmark standards. Students who are receiving PALS remediation are reassessed mid-year and in the spring. PALS Plus is administered at grades 4 and 5.

PROMOTION/RETENTION

The decision to retain a child in a grade should be mutually agreed upon by the parents, teacher, and principal. We use multiple criteria when retaining students. These factors are taken into consideration: the student's academic progress, Standards of Learning test results, PALS testing, attendance, age, maturity, prior retention, and other factors specific to the student. Final decision for retention rests with the principal. Parents will be notified in writing if their child is being considered for retention due to not having mastered the required skills to be promoted at the end of that school year.

INTERVENTION SUPPORT TEAM

(Child Study)

An intervention support team is comprised of staff from Madison Heights Elementary to assist 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, a recommendation could be made by the committee for a further investigation to determine solutions, and resources for student success.

SPECIAL EDUCATION SERVICES

Students who are referred to Child Study may qualify for special education services through an eligibility hearing. This is conducted by Central Office personnel with principal, teacher, and parental involvement throughout the process. Students who qualify will receive an Individualized Education Plan (IEP). Personnel for Amherst County Public Schools also visit Madison Heights Elementary to provide services for students needing interventions in vision, physical therapy, and occupational therapy.

STUDENT ENGAGEMENT

TITLE I PARENT INVOLVEMENT

Madison Heights Elementary Schools is committed to encouraging parental involvement in the Title I Program. The following activities are provided for parental involvement in the Title I Program.

- Parents of each student selected to participate in the Title I Program are notified and an explanation of services about the program is provided and parents are strongly encouraged to

- attend parent- teacher conferences
- An open house and/or workshops are provided annually to aid parents in promoting the education of their children at home.
- A parent center is set-up in each school for parents and students. Parents are invited to check out materials to use with their children at home.
- Title I parents are given the opportunity to evaluate the Title I program yearly and offer suggestions for improvement.
- Newsletters containing program information and suggestions for parents are sent home four times during the year. Information for the newsletter comes from the schools and Parent Advisory committee members.
- Title I students receive a Progress Report each nine weeks. Parents are asked to sign the report and return it to the school.

RESOURCE INSTRUCTION

In addition to the regular education and special education programs, students participate in the following resource classes.

PHYSICAL EDUCATION- A physical education teacher is assigned to our school five days per week. Students in preschool through fifth grade explore various sports activities, physical fitness, games, movement education, manipulative activities, and good sportsmanship. To ensure safety, **tennis shoes are required on days when they have PE.**

MUSIC- Students Pre-K through fifth grade are provided with general music instruction, which integrates elementary music, SOLS and some core SOLS 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 also develop an interest in music and the ability to express themselves musically.

ART- An art teacher delivers lessons in artistic expression, incorporating art SOLS for children preschool through fifth grade.

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

ENRICHMENT-The enrichment specialist works with students in the TAG program as well as teaching enrichment lessons in classrooms along with classroom teachers.

SCHOOL COUNSELING-The school counselor conducts classroom guidance lessons on a variety of topics. In addition, the counselor is available to provide support for large group, small group, and individual needs. More responsibilities of our counselor include:

- communication and availing herself to counseling services for students, parents, staff, and community,
- consulting with parents and assisting them in meeting their needs, providing outside resources when necessary,
- helping fifth grade students and parents with the middle school transition,
- attendance hearing meetings.

COMPUTER/CHROMEBOOK USAGE

Many computers in the building have Internet connections that allow students to enhance the learning content by visiting appropriate and enriching websites. **A computer usage agreement must be completed in order to use school computers.**

Virginia Tiered Systems of Support

The Virginia Tier System of Supports integrates academics, behavior and mental health into a single decision-making framework for establishing the supports needed for a school to be an effective learning environment for all students. Here at Central we have 3 school wide behavioral expectations for all

students: ***Be Respectful, Be Responsible and Be Resilient.*** For consistency, these 3 rules are taught to all students beginning in Pre-K.

GIFTED

The Amherst County Public School Division is committed to an educational program that recognizes the special value and needs of the individual student. We believe that gifted students need a qualitatively differentiated K-12 program that takes into consideration individual learning styles and special abilities. TAG, or “Talented and Gifted,” is the school division’s name for the gifted education program. Referrals are accepted from teachers, parents, guardians, students, peers, and individual members of the community. Each school’s identification committee handles the referrals. This committee is responsible for the screening and assessment process, which includes collecting parent checklists, teacher observations, standardized and informal testing results, classroom performance data, and portfolios; a student profile is developed for each candidate. This process must be completed within 65 working days of receipt of parental permission to assess the student. Any decision regarding information or placement may be appealed by parents through a formal process.

DARE INSTRUCTION

A 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.

FIELD TRIPS

The teacher, with the approval of the principal, schedules field trips after their educational value has been established. Parents must sign a permission form and a medical release form before a student takes a field trip. **Students whose behavior at school is not appropriate may not be permitted to participate in field trips.**

Chaperones for field trips must accompany the students on any chartered bus trips. Chaperones will be responsible for the students assigned to them and therefore should not bring any children other than those officially participating in the trip.

At times, charges may be made for field trips or specific programs. Provisions are made for students with special financial need. Please contact our school office if provisions are needed.

School board practice requires chaperones to be finger printed and to complete a background check prior to working with or supervising children. Please contact the Office of Human Resources at 434.946.9376 for further details.

SCHOOL SAFETY

The issue of school safety is a shared concern. It is essential that communities, parents, educators, and students work together to develop a disciplined environment where learning can take place. We are committed to keeping school safety a primary focus. We believe students must feel secure and reside in a safe environment. We welcome all concerns regarding the following procedures.

Our Campus

- All parents, volunteers, and visitors are required to sign in whenever students are present and must wear a visitor’s identification badge.

- All entrance doors are locked to prevent unauthorized entry. Guests must request entry using the intercom located outside the main entrance.
- No one other than a legal guardian or authorized person may at any time pick up a student unless a written note, signed by the legal guardian is furnished. Any adult picking up a child from school must have a photo ID. If a child wishes to go home with another child, parents of both children must send permission notes to school.
- The building is equipped with a security system.
- Several telephone lines serve the school and each classroom has a telephone.
- Safety audits are conducted annually
- The building is open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m. At least one custodian is on duty during this time.

Our Students

- Students are expected to practice good citizenship and treat peers and adults with respect.
- Positive discipline plans are established within each classroom.
- Conflict resolution is taught in classroom lessons by our school counselor.
- Group and individual support on topics of anger management, resolving conflict, and social skills are available to students.

Our Faculty and Staff

- School personnel wear identification badges.
- Designated first responders have been trained for medical emergency assistance.
- A Crisis Intervention Plan has been developed. A Crisis Team is a component of this plan.
- The school nurse provides OSHA Safety Training annually.
- A school health assistant is provided on-site daily.
- Staff supervises students at all times during the school day.

CRISIS PLAN

Madison Heights Elementary Crisis Plan is updated yearly. 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 going to a destination directed by the teacher, and stand with their backs to the building until further directions are given.

LOCKDOWN DRILL

Lockdown drills will be held periodically throughout the school year. When a lockdown drill is called students will practice the procedure throughout the building. The purpose of the drill is to practice safe procedures in case of an emergency.

TORNADO DRILLS

Tornado drills are held once a year. Upon hearing the announcement, students leave their classrooms, going to an interior hallway. There they should assume a squatting position with hands and arms covering the back of their head, near the base of the spine.

EMERGENCY CLOSING INFORMATION

The Superintendent of Schools determines when conditions warrant the cancellation or early dismissal of school. Whenever a decision has been made, local news media will be notified. Parents are requested to tune in to local radio or television stations or to use the Info Source service listed below to obtain information on emergency closings.

- Call 434-946-9386
- Select #7 for school closing information and 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.

DELAYED OPENINGS

Inclement weather at times 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 10:40. **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. In addition, recess will not occur on these days.

STUDENT POLICIES

HOMEWORK

In order to commit new learning into long term memory, students need to practice. Homework is an excellent vehicle for student practice. In addition to reinforcement/practice, homework also serves other worthwhile purposes such as extension, enrichment, and teaching of responsibility. Homework provides an essential communication link between home and school, and assists students in developing good work habits and the wise use of time. Homework, however, should not be excessive.

General time frames for homework assignments should adhere to the following:

- Kindergarten – 15 minutes or less daily
- Grades 1-2 – 30 minutes or less daily
- Grades 3-4 – 30 minutes or less daily
- Grade 5 – 40 minutes 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.

ARTICLES INAPPROPRIATE FOR SCHOOL SETTING

Glass bottles or containers
Guns or knives (including toy guns and knives)
Tobacco or alcohol products
Firecrackers or other explosives
Slingshots
Cellular phones
Toys (Fidget Spinners, hand held video games)
Radios, CD players, boom boxes
Laser pointers

CAR RIDER

All car riders will be dismissed from the cafeteria at 3:45 p.m. Parents/Guardians are asked to wait inside their car and follow the flow of traffic. This will ensure that students will not have to walk through a busy parking lot. Each parent will present a car rider pass with your

child's/children's names to the school official outside, who will then call for your child to walk out to meet the car. Each family will receive two car rider passes, free of charge.

If you do not have your car rider pass then you will need to come to the office, show proper identification, and sign out your child via the school check-out computer. Car rider pass will be available at open house. During the school year, car rider passes will be available in the front office from 8:40 a.m. to 4:00 p.m. Car Rider passes can only be issued to the legal guardian of a student. A legal photo ID will be required to pick up a student from school.

CHANGE IN TRANSPORTATION

If a parent/guardian wishes to change a student's regular mode of transportation, then a request must be made in writing. **Please send a note with your child in the morning. Please do not call or text your child's teacher with changes – you must go thru the office. Emergency situation must be approved by the administration. Our office gets extremely busy in the late afternoon and we cannot guarantee any changes if we are notified after 3:00 p.m.** Any person coming to pick up a student will need to have a photo ID in order for the child to be released.

SAFETY REGULATIONS FOR SCHOOL BUS RIDERS

The Board will require students to conduct themselves on the bus in a manner that will permit the safest possible transportation for all passengers. Illegal or improper behavior will be reported to the principal in writing 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 are 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 their 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 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 see that school bus behavior is carefully controlled so that the bus driver can be free from noise and distractions and will be able to safely transport students to and from school.

VIOLATIONS OF BUS CONDUCT RULES

The Amherst County School Board requires all students to conduct themselves in a manner that will permit the safest possible transportation for all passengers. In cases of serious misbehavior or continued violations of safety regulations, students will have their riding privileges suspended. In such cases, parents are responsible for transporting their students to and from school. Riding the bus is a privilege

BUS CELLPHONE POLICY

Cell phone use on the bus must adhere to the following:

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.

A parent or approved adult must be present and visible at the bus stops for students' pk-5. Please allow a 15-minute window for drop-off/pick up at bus stops. Buses will only stop once. If there is not an approved adult at the bus stop then the student will be returned to school. Excessive tardiness in meeting the bus may result in loss of bus riding privileges.

BUS TRANSFER

Students are expected to ride their assigned buses. Permission to ride another bus will be granted if a parent sends a note and room is available on the other bus.

DRESS CODE

Students at school are expected to be neat and well-groomed. Attire should be suitable for school. Clothing that may be offensive to some or otherwise disruptive to the educational environment is not permitted.

- Students are expected to dress in a manner that is neat and appropriate for school.
- Students may not wear clothing that disrupts the educational process. Shorts, skirts, and pants must be size appropriate. No sagging clothes, pants should be worn at the waist, and hemlines must reach the fingertips.
- Any clothing which advertises tobacco, alcohol, or illegal substances is not permitted.
- Any clothing with offensive language, symbols, or pictures is not permitted.
- No excessively tight or short skirts, dresses, or shorts. **(must come to the finger tips)**
- Any apparel that can imply gang membership is not permitted.
- All tops must cover the top of the shoulder; cover the stomach, back, and chest **(no midriffs).**

STUDENT CONDUCT IN SCHOOL

Educational research suggests that the most important contributor to student achievement is a focused academic environment, free from disruptions. The faculty and staff of Madison Heights subscribe to the philosophy that supports high expectations for student behavior. We adhere to a school wide discipline plan called the MHES 3 R's (Respectful, Responsible and Resilient). This code details the expected behavior of students throughout the MHES campus. The 3R's will be reviewed with your child during the first week class meetings and a copy sent home to all parents.

In addition, each classroom teacher has an individual classroom discipline plan, which includes these general rules and others, which are specific to the needs of the individual classroom. Classroom discipline plans also incorporate rewards and consequences for infractions. General consequences, which are accrued on a daily basis, include:

- First infraction – warning
- Second infraction – time out

- Third infraction – loss of a privilege
- Fourth infraction – notification of parents
- Fifth infraction – Referral to principal

Some infractions are extremely severe in nature and warrant immediate intervention from the office. These infractions include:

- Fighting
- Possession of weapons/facsimiles
- Possession of tobacco/alcohol
- Destruction of school property

In the event a student is referred to the office for principal intervention, the following plan of action will be utilized:

- First referral – student/principal conference
- Second referral – student/principal conference with parent notification
- Third referral – mandatory conference between teacher, parent, and principal. Possible after school detention, in-school detention or suspension, and/or out-of-school suspension from school.

*The preceding hierarchy of consequences will be employed to handle discipline problems of a routine nature. However, if a student inflicts bodily injury to another person or is in possession of weapons or facsimiles, he/she faces immediate suspension from school.

VANDALISM

When any 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 property damaged or destroyed. In addition, the student will be subject to whatever disciplinary action is deemed necessary and advisable by the student's principal.

TOBACCO USE ON SCHOOL PREMISES

The use of all tobacco products, including cigarettes, e-cigarettes, vapes, cigars, pipes, chewing tobacco and snuff, 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, parents, volunteers, or other persons conducting business with the schools.

ILLNESS AND MEDICATION

ILLNESS AT SCHOOL

We ask parents to keep students who are ill at home. We also request that you call the school office before **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 within three days are deemed unexcused absences.** When students become sick at school, a parent or designated emergency contact will be called. Children who are vomiting or who have a fever of 100° F or more cannot remain at school.

MEDICATION

1. Over-the-Counter Medicines – The medicines may be given to students only if accompanied by written parental consent with the dose and time to be given clearly stated. Over-the-counter medication must be in the original bottle. Dosages may not exceed the manufacturers recommended dosages unless in writing by a licensed prescriber. Written permission from a physician is required if the medication is to be given for longer than 5 consecutive days. 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.
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.

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.

Parents need to bring medication to the clinic. Medication cannot be transported by students on the bus to and from school.

All medication will need to be picked up at the end of the school year. Medications that are not picked up by a guardian will be disposed of as described in the ACPS Policy Manual.

HEAD LICE

Occasionally young children will contract head lice. 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.**

Amherst County Public Schools follows the health and wellness recommendations of the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health (VDH), the American Academy of Pediatrics (AAP), the National Association of School Nurses (NASN), and Harvard School of Public Health. Students found with live head lice do not need to be sent home early from school; they can go home at the end of the day and be treated. Nits may persist after treatment, but successful treatment should kill crawling lice.

Upon suspicion of a student present at school having head lice, the student should be referred to the School Health Assistant/Nurse to be checked privately in the clinic.

SHA/Nurse will check the student's scalp for lice and nits (eggs). If lice are present, the parent/guardian will be notified by the SHA/Nurse. Educational information will also be sent home with parent/guardians on prevention methods.

How We Guide Ourselves at WHES!



E x p e c t a t i o n s

Locations				
	All Settings	Classroom	Bus	Bathrooms
Be Respectful	Value property and personal space Accept differences Show kindness to self and others	Respect other people's right to speak Use positive language and tone Treat others how you want to be treated	Follow bus driver's instructions Use appropriate language and volume Remain in your seat	Flush after every use. Honor school property.
	Be willing to make mistakes Maintain a positive attitude Be flexible with any needed changes	Refuse to give up, even when something is challenging Ask for help when you need it Manage frustrations appropriately	Be patient Maintain a positive attitude	Wait patiently for your turn Come directly back to class when finished
Be Resilient	Be organized and prepared Take ownership of your words and actions Be present at school daily	Be an active listener Bring all needed materials to class Take responsibility for your learning	Stay in your seat and face forward Keep hands to yourself	Only use toilet paper appropriately Place trash in the trash can before exiting Wash your hands
Be Responsible				

Parent Tips

READ to your child. Every time you read to your child, you are building an appreciation of books and reading. A child who has been read to is usually more anxious to read to himself.

HELP your child with his/her reading. Tell him/her words if he/she is in the beginning stages of reading. Help your child to work out the word if he/she is in a later stage by:

Looking at the picture

Skipping over the unknown word and reading the rest of the sentence to see if context helps with word identification.

Checking to see whether the word makes sense in the sentence.

BUILD a reading atmosphere at home. Have books, magazines, and newspapers around the house and let your child see you reading frequently. Tune into worthwhile programs on TV. Your child will tend to imitate his/her parents.

BUY books and children's magazines for your child for birthdays and holidays. Try to get books at his/her reading level so he/she can read these books with fun and pleasure.

SEE that your child has good habits of attendance. When your child is absent from school, he/she misses work and may not be able to keep up with the class.

CHECK your child's report card. If your child is having trouble with any subject, consult his/her teacher to find out why and how you can help.

SET aside a regular time for homework. Help your child develop the habit of daily attention to homework routines.

MAKE games. Play games with math flash cards or with word cards containing troublesome words. When a game is made out of drill, children respond in a very positive fashion.

By signing below, I acknowledge that I have read and understand the content of this student handbook and that this student handbook is an extension of the ACPS Student Conduct Code, which can be found at www.amherst.k12.va.us.

STUDENT'S NAME: (Printed) _____

STUDENT SIGNATURE: _____

PARENT/GUARDIAN NAME: (Printed) _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

We look forward to working with you this year. Feel free to contact our main office during regular business hours with any questions.

Thank you for your continued support of your child's education.

The Faculty and Staff of Madison Heights Elementary School