

TOGETHER
WE LEARN.
TOGETHER
WE GROW.
TOGETHER
WE ARE
Raiders!
★



APPOMATTOX

ELEMENTARY SCHOOL

Family Guide

2026-2027



GROWING LEARNERS • BUILDING LEADERS • INSPIRING EXCELLENCE



WE CARE

We build relationships and create a safe, welcoming place for every child.



WE LEARN

We provide engaging experiences that inspire curiosity and growth.



WE LEAD

We empower students to make positive choices and become confident leaders.



WE PARTNER

We work together with families and our community for student success.



WE EXCEL

We celebrate progress and strive for excellence in all we do.



176 Kids Place
Appomattox, VA 24522



434-352-7463



www.acpsweb.net

AES Student-Parent Handbook

Welcome to **Appomattox Elementary School**, where we are committed to inspiring a lifelong love of learning in every student. We value the partnership between home and school and look forward to working together to provide a safe, supportive, and engaging educational experience for all children.

AES Administration:

Kimberly Douglas, Principal

Brittany Maddox, Assistant Principal

Mission Statement

Our mission is to empower every student at Appomattox Elementary to become confident, curious, and capable learners who contribute positively to their school, community, and the world.

Contact Information

Main Office: (434) 352-7463

Clinic: (434) 352-4306

I. General Information:

Accidents

Any accident that occurs in the school building, on school grounds, or during a school-sponsored activity must be reported immediately to the supervising staff member and to the school office or clinic.

Accreditation

As part of the state's accreditation process, the school participates in the Academic Review Process, which is based on current research and best practices for effective schools. This process supports continuous improvement and student achievement.

Announcements

School-wide announcements are made daily at 8:15 a.m. and 3:10 p.m. To minimize classroom disruptions, instruction will not be interrupted for routine intercom announcements. Personal messages and items brought to school for students will be delivered through the school office whenever possible.

Arrival Time

School personnel arrive at 8:00am to supervise students. Students should not arrive at school before 8:00 a.m. If a student is dropped off before 8:00 a.m., parents may be contacted and asked to return to school to pick up their child.

The instructional day begins promptly at 8:20 a.m. **Students who arrive after 8:20 am will be marked tardy.** To help students start their day successfully, families are encouraged to ensure students arrive on time and are ready to learn.

Breakfast & Lunch

A nutritious breakfast and lunch is available to all students at no cost each school day.

The following foods/drinks are not allowed to be brought to school from home:

- energy drinks
- chewing gum/candy
- soda
- classroom party treats for birthdays, etc. at lunch

Car Riders / Parent Transportation

If your student will be picked up in the car rider loop, **you must sign up for a car rider pick-up number before being allowed to go through the car rider line for dismissal.** We will not dismiss a child to anyone in the car rider line who does not have a number (you will be required to park in the front of the building and sign out your child in the office). Car rider **dismissal begins at 3:07 p.m.** To help ensure a safe and efficient dismissal process, your assigned pick-up number must be clearly displayed and visible while in the car rider line.

If your student's pick-up number is not displayed, or if you have not previously registered for car rider pick-up, you will be required to park and come into the front office to check out your student. This procedure is in place to help ensure the safety and security of all students.

- **Transportation Changes:** Any change to a student's normal transportation arrangements, such as riding the bus home instead of being a car rider, must be communicated by a written note (signed by parent/guardian) to the main office by 9:00am.

For the safety of all students, walking to and from school unsupervised by a parent/guardian is not permitted. In addition, bicycles are not permitted as transportation to and from school.

AES Traffic Flow Map

**EVERY RAIDER.
EVERY DAY.**

Traffic Pattern
Car Rider Traffic
Loading Zone
Bus Traffic
Fire Lane (No Traffic)

**Traffic
Pattern**
Car Riders Only



Care of School Property

Students are expected to treat all school property with care and respect, including textbooks, library books, technology devices, instructional materials, and furniture.

Students who intentionally or accidentally damage, lose, or destroy school property may be required to pay for the repair or replacement of the item in accordance with school division policies.

Change of Address or Contact Information

Parents and guardians should notify the school office immediately, in writing, if any of the following information changes during the school year:

- Home or mailing address
- Email address
- Telephone numbers
- Emergency contacts
- Medical or health information
- Custody or guardianship arrangements

If custody arrangements change, current legal documentation must be provided to the school office and kept on file. Keeping this information current helps ensure effective communication and student safety.

Child Abuse and Neglect

Virginia law requires all school personnel to report any suspected cases of child abuse or neglect to the appropriate local child protective services or law enforcement agencies.

Clinic (Nurse)

The school clinic is located in the front office and is open daily from 8:00 a.m. to 3:30 p.m. A school nurse is available to care for students who become ill or injured during the school day and is responsible for administering medications in accordance with school policy. (*See Medication Procedures.*)

Students who are ill should remain at home. Illnesses or injuries that occur outside of school should be managed by the parent or guardian before the student returns to school. As a general guideline, a temperature of 100°F (37.8°C) or higher indicates that a child should remain at home until they are fever-free according to current health guidelines.

If a student becomes ill or is injured during the school day and needs to leave school, the school nurse will contact a parent, guardian, or another authorized emergency contact listed on the student's emergency medical information form.

Dress Code

Students at Appomattox Elementary School are expected to dress in a manner that is safe, appropriate for the school environment, and supportive of learning. Clothing and grooming should not disrupt the educational process or interfere with the health, safety, or well-being of students and staff.

The following dress guidelines apply:

- Students should wear clean, neat, and school-appropriate clothing.
- Shorts, skirts, and dresses should be of an appropriate length (as designated by the dress code card in your back to school packet). Dresses, skirts, shorts, and skorts shall not exceed 5 inches above the knee cap in length when standing. Spaghetti strap tops are not permitted. Clothing should be fit for school activities.
- Hats, caps, hoods, and sunglasses are not to be worn inside the school building unless approved for medical, religious, or school-sponsored purposes.
- Clothing must not display images, symbols, or language that are profane, violent, discriminatory, sexually suggestive, promote illegal activities, or are otherwise inappropriate for the school setting.
- Shirts must fully cover the chest, back, and midriff. Mesh, see-through, or sleeveless shirts that expose the torso may only be worn when layered over or under an appropriate shirt.
- Jeans or other pants with excessive rips or holes above the knee are not permitted. Pants and shorts must be worn securely at the waist.
- For safety reasons, students should wear footwear appropriate for school activities. High heels and flip-flops are discouraged, as they may present safety concerns, particularly during recess and physical education. Athletic shoes are recommended for physical education classes.
- Clothing straps must remain fastened. Tank tops and similar garments should have shoulder straps that are at least two finger-widths wide.

Parents or guardians may be contacted if a student's attire does not comply with the dress code. Students may be asked to change into appropriate clothing before returning to class.

Field Trips

Field trips are planned to enhance classroom instruction by providing students with meaningful, hands-on learning experiences.

A signed parent or guardian permission form is required before a student may participate in any field trip. While attending a field trip, students are expected to demonstrate appropriate behavior and

represent Appomattox Elementary School in a positive manner. All school rules and the Student Code of Conduct remain in effect during school-sponsored trips.

Students who have demonstrated ongoing behavioral or safety concerns (including but not limited to: suspensions, discipline referrals, etc.) may not be permitted to participate. In certain cases, it may be necessary to have a parent or guardian accompany their student on a field trip.

Any outstanding school fees or charges should be paid prior to participation in a field trip. Because transportation, admissions, and other expenses are often paid in advance, field trip fees may be nonrefundable.

Fire/Emergency Drills & Crisis Plan

The safety of our students and staff is a top priority at Appomattox Elementary School. The school's Crisis Management Plan outlines procedures for responding to emergencies, including fire, severe weather, medical emergencies, evacuations, and lockdowns.

To help prepare students and staff, the school conducts regular emergency drills throughout the school year, including fire drills, severe weather drills, evacuation drills, and lockdown drills, in accordance with Virginia law and Appomattox County Public Schools procedures. These drills help ensure that everyone is familiar with emergency protocols and can respond quickly and safely in the event of an actual emergency. Students are expected to follow staff directions promptly and remain orderly during all drills.

Tampering with, misusing, or intentionally activating a fire alarm or other emergency safety equipment without cause is strictly prohibited. Such actions may result in disciplinary consequences, including suspension, and may also be subject to penalties under the Code of Virginia.

Grading Guidelines (Grades 3-5)

AES uses a ten point grading system.

Grade Categories

Student grades in Grades 3-5 are calculated using the following weighted categories:

Category	Percentage
Assessments	55%
Classwork	40%
Homework	5%

Gradebook Requirements

Teachers will maintain an accurate and up-to-date gradebook to communicate student progress.

- Gradebooks will be updated weekly.
- A minimum of two grades per week will be entered.
- Each nine-week grading period will include a minimum of 20 grades and a maximum of 35 grades.
- Teachers will enter grades within one week of assignment completion whenever possible.

Assessments

Assessments measure student understanding and mastery of academic standards.

- Formal assessments will include a minimum of 10 questions, when appropriate.
- Students in core academic subjects will complete at least four assessments during each nine-week grading period.

Compliance Grading

Grades are intended to reflect a student's academic achievement and mastery of learning objectives. Compliance grading practices (such as grading solely for participation, behavior, or completing non-academic tasks) are not permitted.

Homework

Homework provides an important connection between school and home by allowing students to practice, reinforce, and extend classroom learning.

- Homework will account for no more than 5% of a student's overall grade.
- Core academic classes will include at least five homework grades during each nine-week grading period.

Attendance and Missing Assignments

Students are responsible for making up work missed due to an absence.

- Upon returning to school, students should meet with their teacher to obtain missed assignments and discuss expectations for completing make-up work.
- Students will be given a minimum of three (3) school days after returning to complete missed assignments.
- Regardless of the reason for the absence, all missed work must be completed within the allotted timeframe.
- If an assignment is not submitted within the allotted timeframe, a zero will be recorded and included in the student's overall grade.

Assessment Retakes

Appomattox Elementary School believes grades should reflect student learning and mastery of instructional objectives. Students may have opportunities to improve assessment grades through

retakes (a total of 2 attempts, original and the retake) or other teacher-approved learning opportunities.

Before a retake is administered, students must participate in reteaching or remediation, which may include:

- Intervention or remediation blocks
- Tutoring
- Additional classroom instruction
- Teacher-directed review activities
- Other instructional supports

Upon successful completion of the required remediation, students may retake the assessment in accordance with the school's Retake Policy. The higher of the two assessment grades will be recorded in the student's gradebook.

School Counselor Services

Appomattox County Public Schools provides a comprehensive school counseling program for all students in Kindergarten through Grade 12. The program is designed to support each student's academic, career, and personal/social development.

School counselors work with students individually, in small groups, and in classroom settings to promote academic success, responsible decision-making, positive relationships, and future career awareness.

Parents and guardians are welcome to review the counseling curriculum and instructional materials available at the school. In accordance with Virginia law, parents may request that their child be excused from all or part of the personal/social counseling curriculum by submitting a written request to the principal each school year.

Lost and Found

Students who find lost personal belongings are asked to turn them in to the school's Lost and Found collection area.

Students and families are encouraged to check the Lost and Found regularly for missing items. To help prevent lost belongings, parents are encouraged to label clothing, lunch boxes, water bottles, backpacks, and other personal items with the student's name.

Items that are not claimed by the end of each semester will be donated to a local charitable or community service organization.

Medications

Whenever possible, medications should be administered at home. If a student must receive medication during the school day, the following procedures must be followed:

Prescription Medications

- A completed Physician's Request for Medication Administration form, signed by both the physician and the parent/guardian, is required before medication can be administered at school.
- Prescription medication must be provided in the original pharmacy-labeled container with the student's name, medication name, dosage, and administration instructions.
- All prescription medications must be delivered to the school by a parent, guardian, or other authorized adult.

Over-the-Counter Medications

- Over-the-counter medications not already authorized on the student's emergency medical information form must be accompanied by written permission from the parent or guardian.
- Medications must be delivered to the school by a parent, guardian, or other authorized adult.

All medications are stored, managed, and administered by the school nurse or other authorized school personnel in accordance with Appomattox County Public Schools policies and Virginia law.

Dismissal/Parent Notes

Written communication between home and school helps ensure the safety of all students and prevents misunderstandings. Parents and guardians are asked to send written notes with their child whenever a change to a student's normal routine is necessary.

Written notification is required for the following situations:

- **Transportation Changes:** Any change to a student's normal transportation arrangements, such as being picked up instead of riding the bus, must be communicated by a written note (signed by parent/guardian) to the main office by 9:00am.
- **Student Pick-Up:** If someone other than a parent, guardian, or other individual listed as an authorized contact will be picking up a student, written permission must be provided. The school may verify the identity of anyone picking up a student.
- **Early Dismissal:** If a student needs to leave school early for a doctor's appointment, dental appointment, or another reason, please send a note in advance. Parents or authorized adults must report to the school office, provide valid identification, and sign the student out. This procedure helps ensure the safety and security of all students.

Transportation changes cannot be accepted by telephone, except in emergency situations as determined by school administration. **Students may not remain after dismissal beyond their regular transportation schedule** unless participating in a school-sponsored activity.

Parent-Teacher Communication

Parents are encouraged to communicate with their child's teacher whenever they have questions or wish to schedule a conference. A brief written note, email, or other approved method of communication may be used to request additional information or a meeting.

Teachers are not available to families during instructional time. They will be checking email, Dojo, and voicemail during non-instructional times of the day. If you have important and time sensitive information to relay, please call the front office. Teachers will make every effort to respond to emails and calls within 24 hours.

Teachers have been asked to use the following methods of communication:

Class Dojo: ONLY for classroom specific information or school specific (NOT individual student specific).

Email and Phone are the preferred method of communication and teachers have been instructed to only communicate individualized student information through these two methods with the preference being phone communication.

Email: The email on file in Powerschool is the only email correspondence that will be allowed. Please be sure that you have updated your information in Powerschool for student/guardian records.

Absence Notes

When a student is absent, parents should notify the school by telephone on the day of the absence whenever possible.

When the student returns to school, a written excuse from the parent or guardian is required. If a written note is not received, the absence may be recorded as unexcused in accordance with the school division's attendance policy.

If the school is not notified of a student's absence, school personnel are required to contact the parent or guardian to verify the student's whereabouts and ensure the student's safety. (See *Attendance Section III below*)

Parent-Teacher Organization (PTO)

The Appomattox Elementary School Parent-Teacher Organization (PTO) supports our students, staff, and school community through volunteer service, family engagement, and fundraising activities.

The PTO meets regularly throughout the school year, and all parents and guardians are encouraged to become active members. Participation in the PTO is a valuable way to stay informed, support school initiatives, and strengthen the partnership between home and school.

Personal Items and Valuables

To minimize distractions and help maintain a safe learning environment, students should not bring personal entertainment items or valuables to school unless specifically authorized by a teacher for an instructional purpose.

Examples include, but are not limited to:

- Electronics: cell phones, wireless headphones, smart watches, etc.
- Toys or similar items that may disrupt learning
- Trading cards (including Pokémon, sports cards, or similar collections)
- Handheld games or gaming devices
- Other valuable, personal belongings

Items brought to school without permission may be confiscated by school staff and held until they can be picked up by a parent or guardian.

Appomattox Elementary School is not responsible for the loss, theft, or damage of personal items brought to school.

School Pictures

School pictures are taken annually by the school's designated photography company.

All students are encouraged to have their picture taken for inclusion in the student's permanent school record and the school yearbook. Families will have the opportunity to purchase individual portrait packages in a variety of sizes, but purchasing photographs is optional.

Selling Items at School

To ensure a safe and orderly school environment, students may not sell or distribute items on school property without prior approval from the school administration.

This includes fundraising activities, food items, merchandise, personal belongings, or any other items offered for sale unless they are part of an approved school-sponsored activity or fundraiser.

School Closings and Delays

In the event of snow, severe weather, or other emergency conditions, Appomattox County Public Schools may delay, dismiss early, or cancel school to ensure the safety of students and staff.

Families will be notified through the school division's communication system and local media outlets. School closing and delay information is also available through the following resources:

- The Appomattox County Public Schools website

- The School Board Office
- Local television and radio stations
- The school division's designated notification system (email, text, or phone), if enrolled

Parents and guardians are encouraged to ensure their contact information is current so they receive timely notifications regarding school closings, delays, and other emergency announcements.

Standardized Testing

In accordance with Virginia Department of Education requirements, students participate in state and division assessments throughout the school year to measure academic progress and achievement.

Depending on grade level, students may participate in assessments such as:

- Virginia Standards of Learning (SOL) Tests
- State-approved diagnostic and screening assessments
- Other division-required academic assessments

Parents will receive information regarding testing schedules and expectations before major assessments are administered.

Teacher Assistants

Teacher assistants play an important role in supporting instruction and ensuring a safe, positive learning environment. Throughout the school day, students may be supervised or assisted by teacher assistants during activities such as:

- Student arrival and dismissal
- Breakfast and lunch
- Small-group instruction
- Individual or classroom support
- Other school activities

Teacher assistants are valued members of the Appomattox Elementary School staff and should be treated with the same respect and courtesy as teachers and other school personnel. Students are expected to follow the directions of all staff members.

Telephone Use

To minimize classroom interruptions and maintain a focus on learning, personal telephone calls for students cannot be accepted or delivered during the school day except in emergency situations.

Students may use a school telephone only with permission and under the supervision of a staff member.

If a student becomes ill or an emergency arises during the school day, the student should report to the school clinic or office, where school personnel will contact the parent or guardian as needed.

Textbooks

Textbooks and other instructional materials are provided by Appomattox County Public Schools and remain the property of the school division.

Students are responsible for the proper care and timely return of all textbooks and instructional materials issued to them. Normal wear from regular use is expected; however, students may be charged the cost of repairing or replacing textbooks or materials that are lost, damaged beyond normal wear, or destroyed.

Visitors to School

To help maintain a safe and secure learning environment, **all visitors** must report directly to the school office upon entering the building. Visitors are required to:

- Check in at the main office.
- Present valid identification, if requested.
- Obtain and wear a **Visitor's Pass** while in the building.
- Receive approval from the office before visiting any classroom or other area of the school.

Parents and guardians wishing to meet with a teacher are encouraged to schedule an appointment in advance by contacting the school office or sending a note or email to the teacher. Scheduling conferences helps ensure that teachers are available and minimizes interruptions to instructional time.

For the safety of students and staff, **all individuals in the building must display proper identification**, such as an employee identification badge or an official Visitor's Pass.

II. Bus Safety and Conduct:

Riding the school bus is a privilege that carries the responsibility of following established safety rules and expectations. Students are expected to behave appropriately while riding the bus so that transportation remains safe for everyone.

All students must comply with the Appomattox County Public Schools Code of Student Conduct and the School Bus Regulations and Safety Procedures while riding to and from school and during school-sponsored transportation.

To help ensure student safety and appropriate behavior, video cameras may be used on school buses to monitor student conduct.

Students who repeatedly violate bus safety rules or engage in unsafe or disruptive behavior may lose their bus riding privileges and be subject to additional disciplinary action in accordance with the Code of Student Conduct.

Requests for Bus Transportation Changes

School bus routes and designated bus stops are established by the Appomattox County Public Schools Transportation Department.

The following procedures apply:

1. Students are expected to ride their assigned bus and exit only at their designated bus stop.
2. Requests for a temporary transportation change, including riding a different bus or getting off at a different stop, require written permission from a parent or guardian and approval from the school office and/or transportation department. Approval is subject to available space and transportation guidelines.
3. Students who fail to follow bus safety expectations may be suspended from riding any Appomattox County Public Schools bus.
4. For questions regarding bus routes, bus stops, or other transportation concerns, please contact the Transportation Department at (434) 352-7441.

Safe and respectful behavior on the school bus helps ensure that all students arrive at school and return home safely each day.

III. Attendance:

The administration and staff of Appomattox County Public Schools recognize the positive correlation between school attendance and academic achievement. Attendance is essential for the success of each student, both in the classroom and later in the workforce. Appomattox County Public Schools is committed to and will hold students and parents to strict attendance regulations. These regulations are set in place and are pulled from the Code of Virginia (22.1- 254, 22.1-258) and are enforced by the courts. Exceptions to the code will not be made, so please heed the guidelines in this area.

Please see Appomattox County Public Schools Attendance Handbook for more information.

Virginia Code & Compulsory Attendance

Regular school attendance is not solely a best practice philosophy, it is a mandate per the Code of Virginia (§22.1-254). This code stipulates that every parent or guardian of a youth between the ages of 5 (on or before September 30th) to 18 years old must send their child to school every day.

Attendance Procedures

Parents or guardians are asked to:

- Notify the school by 9:00 a.m. whenever their child will be absent. Timely communication helps the school ensure student safety and maintain accurate attendance records.
- Submit a written excuse when the student returns to school explaining the reason for the absence. Please see the chart below for excused vs. unexcused absences.

Excused versus Unexcused Absences

Students are expected to report to school on a daily basis. The chart below explains what is acceptable as an excused absence. All other absences shall be recorded as unexcused.

Excused Absences	Unexcused Absences
<ul style="list-style-type: none"> • An illness/appointment verified by doctor's note. • An illness verified by school or designee (i.e., became ill at school and was sent home or to a doctor). • Religious holidays • Participation in school-sponsored activities or 4-H events, up to 3 days, which will accompany documentation of sponsored events. • Death in the immediate family confirmed by a note or obituary from the parent or guardian. • A court appearance confirmed by a note from the clerk's office from the court house stating the youth's appearance in court. • Up to 8 absences per student per year may be excused with a note from parent/guardian... After the 8 absences with a parent note, absences will require professional documentation 	<ul style="list-style-type: none"> • Absences are recorded as unexcused when a note is not turned in explaining the reason of the absence • Any parent note submitted after the maximum of 8 parent notes has been reached and no additional professional documentation has been provided Once a child has reached <u>8 total absences</u> (excused or unexcused) parent notes are no longer accepted.

IV. Student Conduct and Discipline:

School Safety and Student Expectations

Appomattox Elementary School is committed to providing a safe, respectful, and supportive learning environment where every student has the opportunity to succeed. The Appomattox County School Board is dedicated to ensuring that all students are treated fairly and equitably in an environment free from harassment, discrimination, intimidation, and bullying.

Student behavior is governed by the Appomattox County Public Schools Code of Student Conduct, which serves as the foundation for school expectations and disciplinary practices. Students are

expected to demonstrate respect, responsibility, honesty, and good citizenship in the classroom, throughout the school building, on school grounds, and at all school-sponsored activities.

Teachers have the primary responsibility for establishing and maintaining positive, well-managed classrooms that promote learning and student success. They are expected to use proactive classroom management strategies and appropriate corrective interventions to address student behavior. All school staff share responsibility for maintaining a safe, orderly, and respectful school environment.

Philosophy of Discipline

An orderly and supportive school environment is essential for effective teaching and learning. Appomattox Elementary School believes that discipline is most effective when it is educational, consistent, fair, and focused on helping students develop positive decision-making skills and personal responsibility.

Every student is expected to contribute to a positive school climate by demonstrating respect for others, following school rules, and making choices that promote safety, learning, and the well-being of the entire school community.

General Categories of Office Referrals: (Please see Code of Conduct)



Appomattox Elementary School Discipline and Behavior Support Matrix

Student Behaviors				
Level 1 Student Behavior (Classroom Managed)	Level 2 Student Behavior (Classroom Managed)	Level 3 Student Behavior (Classroom Managed and/or Administrative Involvement)	Level 4 Student Behavior (Administrative Involvement)	Level 5 Student Behavior (Administrative Involvement)
<ul style="list-style-type: none"> • Interrupts teaching and learning • Excessive talking • Off task Behavior • Failure to follow teacher directions • Unprepared for class: no materials, homework, etc. • Creating distractions • Misuse of chewing gum; eating in the room • Running • Misuse of restroom time • Out of seat • Other minor interruptions • Minor interference to learning • Minor refusal to comply with rules • Minor disrespect (rude comments and/or gestures toward others) • Using prohibited items (cell phone, electronics, toys) during class time 	<ul style="list-style-type: none"> • Repetition of Level 1 behaviors • Stops teaching and learning • Inappropriate language/gestures (not aggressive or directed at staff) • Misuse of restroom/school property/equipment • Lying or cheating • Rough play/horseplay • Not prepared for classroom instruction or participating in the lesson • Out of assigned area • Violation of acceptable use policy • Other behaviors that impede academic progress 	<ul style="list-style-type: none"> • Repetition of Level 1-2 behaviors • Initial unwanted teasing • Horseplaying in the hallway • Continued minor disruptive behavior • Minor non-aggressive behavior (pushing/shoving) • Scholastic dishonesty • Continued inappropriate language/gestures (not aggressive or directed at staff) • Using slurs to intimidate • Other behaviors of a safety concern • Other behaviors creating a negative relationship between two or more people 	<ul style="list-style-type: none"> • Repetition of Level 1-3 behaviors • Unwanted continued teasing • Major disruptive behavior • Inappropriate language/gestures (directed at staff) • Bullying • Self-harm • Skipping/leaving class without permission • Concerns with bus behavioral issues • Refusal to correct dress code violation • Continued refusal to comply with rules • Interfering with the learning environment • Fighting (no injury) • Under the influence of drugs or alcohol • Using slurs, hate speech, or gestures meant to intimidate • Possession of drugs, alcohol, weapons, or cigarettes • Distribution of alcohol or drugs (first offense) • Fighting with minor injury • Other behaviors of a safety concern • Other behaviors creating a negative relationship 	<ul style="list-style-type: none"> • Repetition of Level 1-4 behaviors • Aggressive Profanity/Profanity directed at staff • Major interruptions/defiance • Intimidating/threatening actions • Sexual harassment • Racial slurs/Hate speech/gestures/violence • Repeated possession of drugs, alcohol, weapons, or tobacco/ vaping devices • Theft • Vandalism • Repeated behaviors that are not improving with teacher/counselor interventions • Continued bullying • Threatens safety of others • Fighting • Repeated distribution of drugs • Skipping/leaving class without permission • Violation of acceptable use policy

Updated 7/31/25

Teacher/Administrative Response Possibilities				
Level 1 Teacher Response Possibilities	Level 2 Teacher Response Possibilities	Level 3 Teacher/Admin Response Possibilities	Level 4 Admin Response Possibilities	Level 5 Admin Response Possibilities
<ul style="list-style-type: none"> • Private conversation with student about behavior • Verbal or non-verbal redirection or verbal warning • Reminder of classroom generated expectations that are posted and shared with the class • Research and implement strategies/interventions • Build positive relationships with students and families • Conference with parent/guardian • Re-teaching or modeling of desired behavior • Seat change • Recognize/Reward appropriate behavior • Loss of school privileges • Written reflection or letter of apology • Confiscation of item or device by the administration • Mediation or conflict resolution • Detention (lunch, after school) • Restitution • In-School "Think Time" 	Any Level 1 Responses + <ul style="list-style-type: none"> • Problem-solving with the student(s) • Facilitate a student meeting to understand issue at hand • Hold a class meeting • Review or re-teach classroom expectations • Parent phone call (document) • Classroom consequences • Admin/Teacher/Parent/Guardian conference • Restitution • Mediation or conflict resolution • Confiscation of item or device by teacher or administrator • Detention (lunch, after school) • Temporary loss of privileges • Written reflection or letter of apology • In-School "Think Time" 	Any Level 1 or 2 Responses + <ul style="list-style-type: none"> • Problem-solving with student(s) • Utilize think time and have student complete Refocus/Mediation sheet • Continue classroom consequences • Refer to counselor/administrator • Check-in/Check-out • Administrator/Teacher/Parent/Guardian Conference (document) • Revocation of privileges • Detention • Restitution • Behavior contract (developed with and signed by the student, parent/guardian, and school officials) • Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) Development • In-School Suspension (ISS) with behavioral interventions (1-3 days). • Out-Of-School (OSS) suspension (1-3 days for elementary students) with conference upon return 	Any Level 1-3 Responses + <ul style="list-style-type: none"> • Behavioral referral to counselor and/or administrator • Action planning/goal setting • Problem solve with student around issues in and out of the school • Check-in/Check-out • Threat Assessment as indicated by the behavior • Referral for outside evaluation • Long-term revocation of privileges • Parent-Administrator-Teacher-Student behavior conference and/or contract • In-School Suspension (ISS) with behavioral interventions (1-3 days). • Out-Of-School (OSS) suspension (for preschool to grade three students 1-3 days, 4 -10 days for fourth- to fifth-grade students) with conference upon return • Referral to Superintendent or designee • Referral to law enforcement if code requires 	Any Level 1-4 Responses + <ul style="list-style-type: none"> • Problem-solving with student(s) • Parent notification and involvement by administration • Restriction of activities/privileges • If a student is suspended, the parent must discuss re-entry plan before the student is readmitted • Threat Assessment as indicated by the behavior • Out-Of-School (OSS) suspension (for preschool to grade three students 1-3 days, 4 -10 days for fourth- to fifth-grade students) with conference upon return • Long term suspension • Alternative placement • Referral to Superintendent or designee • Expulsion • Referral to law enforcement if code requires

Behavior Guidelines

1. Leave energy drinks, chewing gum, and candy at home, as they are not permitted at school.
2. Use respectful and appropriate language at all times. Profanity, vulgar language, and inappropriate gestures are prohibited.
3. Refrain from making threats, bullying, harassment, intimidation, or cruel teasing. Appomattox Elementary School maintains a zero-tolerance approach toward threatening behavior. Appropriate disciplinary action will be taken in accordance with the Appomattox County Public Schools Code of Student Conduct.
4. Students assigned **in-school detention, out-of-school suspension, or another administrative disciplinary consequence** by the principal or assistant principal may be ineligible to participate in special activities during a nine-week grading period.

The administration reserves the right to adjust consequences based on the nature, severity, frequency, and circumstances of a student's behavior, consistent with the Appomattox County Public Schools Code of Student Conduct.

Guidelines for Discipline Referrals

When a student's behavior requires administrative intervention, the following procedures will generally be followed:

1. The supervising staff member will complete a written discipline referral and submit it to the principal or assistant principal as soon as practicable following the incident.

2. The principal or assistant principal will meet with the student to review the referral and provide the student with an opportunity to explain the situation. Additional information may be gathered from staff members, students, or other individuals, as appropriate.
3. After reviewing the available information, the administrator will determine appropriate corrective action based on:
 - The nature and severity of the incident;
 - The student's age and developmental level;
 - The student's disciplinary history;
 - Any mitigating or aggravating circumstances; and
 - Applicable provisions of the Appomattox County Public Schools Code of Student Conduct.
4. Parents or guardians will be notified of disciplinary actions as appropriate. When an out-of-school suspension is assigned, a parent or guardian conference may be required before the student returns to school, consistent with School Board policy and applicable law.
5. When appropriate, the school counselor, behavior support staff, or other student support personnel may be involved to assist the student and family in developing strategies that promote positive behavior and student success.

Possible Corrective Measures and Consequences

Disciplinary responses are intended to promote student growth, maintain a safe learning environment, and encourage positive behavior. Depending on the severity and circumstances of the incident, one or more of the following corrective measures may be used:

1. Conference with the student to discuss expectations and appropriate behavior.
2. Parent or guardian notification and/or conference scheduled.
3. Referral to the school counselor or other support personnel for counseling, conflict resolution, behavior support, or other appropriate interventions.
4. Reflective assignments designed to help students understand the impact of their actions and make positive choices.
5. Temporary restriction of privileges or participation in school activities, when appropriate.
6. In-school detention or other supervised disciplinary assignment during the school day.
7. Short-term or long-term suspension, in accordance with the Appomattox County Public Schools Code of Student Conduct, School Board policy, and applicable Virginia law.
8. Referral to law enforcement or other agencies when required by law or School Board policy.
9. Any other reasonable and appropriate corrective measure authorized by School Board policy or the Code of Student Conduct.

The administration reserves the right to assign consequences that are appropriate, reasonable, and consistent with the Appomattox County Public Schools Code of Student Conduct and applicable law.

Weapons Policy

Appomattox Elementary School is committed to maintaining a safe and secure learning environment for all students and staff.

Students are prohibited from possessing, using, handling, transmitting, or threatening to use any weapon or look-alike weapon on school property, on school buses, at school-sponsored activities, or in any other location where School Board policies apply.

Weapons include, but are not limited to:

- Firearms of any kind;
- Knives, including pocketknives, switchblades, and other cutting instruments;
- Explosive or incendiary devices;
- Brass knuckles, clubs, blackjacks, slingshots, bows, arrows, or similar dangerous instruments;
- Razors or razor blades (unless specifically authorized for instructional purposes);
- Look-alike or imitation weapons; and
- Any object used or intended to be used to threaten, intimidate, or cause bodily harm.

Weapons possessed in violation of School Board policy and Virginia law may be confiscated and turned over to law enforcement, as required by law.

Violations of the weapons policy will result in disciplinary action, which may include suspension, expulsion, referral to law enforcement, and any other consequences authorized by the Appomattox County Public Schools Code of Student Conduct and Virginia law.

Drug, Alcohol, Tobacco, and Vaping Policy

Appomattox Elementary School is committed to providing a safe, healthy, and drug-free learning environment.

The unlawful possession, use, distribution, sale, or being under the influence of alcohol, tobacco or vaping products, illicit drugs, controlled substances, anabolic steroids, or drug paraphernalia is prohibited on school property, on school buses, at school-sponsored activities, or in any setting where School Board policies apply.

Students are prohibited from possessing or using tobacco/vaping products, nicotine products, electronic cigarettes (e-cigarettes), vaping devices, or any similar products on school property or during school-sponsored activities.

Students who violate this policy will be subject to disciplinary action in accordance with the Appomattox County Public Schools Code of Student Conduct and Virginia law. Depending on the nature of the violation, consequences may include suspension, expulsion, referral to law enforcement, and/or referral to appropriate counseling or intervention services.

Student Records

In accordance with Virginia law and the Family Educational Rights and Privacy Act (FERPA), student educational records are maintained confidentially and transferred as required when a student enrolls in another school.

When a student transfers to another school within Appomattox County Public Schools or to another school division, the student's cumulative educational record will be forwarded in accordance with applicable federal and state laws and School Board policy.

Harassment, Discrimination, and Retaliation

Appomattox County Public Schools is committed to providing a safe, respectful, and inclusive learning and working environment for all students, employees, volunteers, and visitors. Harassment, discrimination, intimidation, and retaliation are prohibited and will not be tolerated.

Any student or employee who believes they have experienced or witnessed harassment or discrimination is encouraged to report the incident promptly to a teacher, principal, assistant principal, counselor, the appropriate School Board compliance coordinator, or another trusted school official. Reports will be addressed promptly, thoroughly, and as confidentially as possible, consistent with the need to conduct a complete investigation and applicable law.

Retaliation against any individual who reports a concern, participates in an investigation, or assists with resolving a complaint is strictly prohibited. Knowingly making false allegations or intentionally providing false information during an investigation may result in disciplinary action.

Investigations and disciplinary actions will be conducted in accordance with School Board policy, applicable federal and state law, and due process requirements.

Sexual Harassment (Title IX)

Sexual harassment is prohibited under Title IX of the Education Amendments of 1972 and Appomattox County Public Schools policies.

Sexual harassment includes unwelcome conduct of a sexual nature that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an educational program or activity. It may also include sexual assault, dating violence, domestic violence, stalking, or other conduct prohibited by law and School Board policy.

Students who believe they have been subjected to sexual harassment, or who have witnessed such conduct, should report the matter immediately to a school administrator, counselor, or the School Division's Title IX Coordinator. Reports may be made by the student, parent or guardian, employee, or any individual with knowledge of the alleged conduct.

All reports will be investigated promptly and fairly in accordance with Title IX regulations and School Board policy.

Discrimination and Harassment Based on Protected Characteristics (Title VI and Other Applicable Laws)

Appomattox County Public Schools prohibits discrimination and harassment based on race, color, national origin, sex, disability, age, religion, or any other protected characteristic as provided by law and School Board policy.

Prohibited conduct includes verbal, written, physical, or electronic behavior that intimidates, threatens, demeans, or creates a hostile educational or work environment based on a protected characteristic.

Students and employees who experience or witness discriminatory harassment should report the behavior promptly to a school administrator or the appropriate School Board compliance coordinator. Reports may be made verbally or in writing. A written complaint is encouraged to assist with the investigation; however, a complaint will not be dismissed solely because it was made verbally.

The School Division will investigate reports promptly and take appropriate corrective action when warranted. Interim measures may be implemented during an investigation when necessary to protect the safety and well-being of students or staff.

Confidentiality

Information related to complaints and investigations will be handled as confidentially as possible, consistent with the need to investigate, comply with legal obligations, and protect the rights of all parties. Student information will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable privacy laws.

For complete procedures regarding reporting, investigations, grievance processes, and appeals, please refer to the Appomattox County Public Schools School Board policies governing Title IX, nondiscrimination, and complaint procedures.

V. Curriculum and Instruction:

Programs and General Information

Curriculum Overview

Appomattox Elementary School is committed to providing a high-quality, standards-based educational program that meets the academic, social, and emotional needs of every student. Instruction is aligned with the Virginia Standards of Learning (SOLs) and the curriculum adopted by the Appomattox County School Board.

Teachers use a variety of instructional strategies, materials, technology, and assessments to engage students and support academic growth.

The core curriculum for students in Grades 3-5 includes:

- English/Language Arts (reading, writing, speaking, listening, and word study)
- Mathematics
- Science
- Virginia Studies
- Health and Physical Education

In addition, students receive instruction in digital citizenship, technology integration, and other programs required by the Virginia Department of Education, including Family Life Education.

Advanced Learners

Students who qualify for gifted education services receive instruction through the Appomattox County Public Schools Advanced Learners Program. Services are provided in accordance with the division's Local Plan for the Education of the Gifted and are designed to provide appropriately challenging learning experiences that promote critical thinking, creativity, and advanced academic growth.

Parents or teachers may refer a student for gifted screening. Additional information regarding eligibility and referral procedures is available from the school administration or classroom teacher.

Technology and Digital Learning

Technology is integrated throughout the instructional program to enhance student learning and prepare students for success in a digital world. Students have access to classroom technology and other instructional devices to support learning across the curriculum.

Students are expected to use school technology responsibly and for educational purposes only. Before using school technology resources or accessing the Internet, students and parents/guardians must acknowledge the Appomattox County Public Schools Acceptable Use Policy (AUP).

Failure to comply with the Acceptable Use Policy may result in the loss of technology privileges and other disciplinary consequences in accordance with School Board policy.

Internet Acceptable Use

Internet access is provided to support teaching and learning. While the School Division uses filtering and monitoring systems to reduce access to inappropriate content, no filtering system can completely eliminate the possibility of exposure to unsuitable material.

Parents and students are required to review and acknowledge the division's Acceptable Use Policy before students are granted Internet access. Questions regarding technology use or Internet safety should be directed to the student's teacher or school administration.

Family Life Education

Family Life Education (FLE) is provided in accordance with the Virginia Standards of Learning and the Virginia Department of Education's Family Life Education Guidelines.

Instruction may be provided by classroom teachers, school counselors, school nurses, physical education teachers, or other qualified instructional staff.

Parents and guardians have the right to:

- Review Family Life Education instructional materials before instruction begins;
- Receive advance notification of Family Life Education instruction; and
- Exclude their child from any or all Family Life Education instruction by submitting a written request to the school.

Requests to opt a student out apply only to the current school year. A new written request must be submitted each school year if parents wish to continue excluding their child from family life instruction.

Students who do not participate in Family Life Education will be provided with meaningful alternative instructional activities during the instructional period.

Parents who choose to opt their child out of Family Life Education are encouraged to discuss the topics with their child at home.

Unless a parent or guardian submits a written request to exclude participation, students will receive all required Family Life Education instruction.

Parents may change their child's participation status at any time during the school year by providing written notification to the school.

Physical Education and Physical Fitness

Physical Education (PE) is an important part of the instructional program at Appomattox Elementary School. Students participate in standards-based physical education designed to develop motor skills, physical fitness, teamwork, sportsmanship, and lifelong healthy habits.

In addition to instruction provided by the Physical Education teacher, classroom teachers may incorporate movement and physical activity throughout the school day to support student wellness and learning.

Students in designated grade levels may participate in physical fitness assessments as required by the Virginia Department of Education. Field Day and other school-sponsored activities provide opportunities for students to demonstrate teamwork, good sportsmanship, and healthy competition.

Regular participation in physical education is an important part of each student's education and overall well-being.

Students who are temporarily unable to participate due to an illness or injury must provide a written excuse to their physical education teacher. The excuse should be signed by a parent/guardian or physician and include the reason for the student's non-participation. For extended medical restrictions, a physician's note may be required.

Promotion and Retention

The promotion of students from one grade level to the next is based on multiple measures of academic progress and individual student needs. Decisions regarding promotion or retention are made collaboratively by school staff and administrators in accordance with Appomattox County Public Schools policies.

Factors considered may include:

- Mastery of grade-level standards and curriculum;
- Academic performance and classroom assessments;
- Standards of Learning (SOL) assessment results, when applicable;
- Student growth and progress;
- Attendance; and
- Other relevant educational information.

Parents or guardians will be informed whenever retention is being considered and will have opportunities to participate in discussions regarding their child's educational progress.

Resource Classes

Students in Grades 3–5 participate in a variety of resource and enrichment classes that support a well-rounded education. Depending on grade level and scheduling, these may include:

- Art
- Music
- Library
- Physical Education
- Technology
- Other instructional support or intervention services, as appropriate

Special Education Services

Appomattox County Public Schools provides special education and related services to eligible students in accordance with the **Individuals with Disabilities Education Act (IDEA)** and applicable state and federal regulations.

Services are individualized based on each student's **Individualized Education Program (IEP)** and may include:

- Specialized instruction;
- Resource services;
- Self-contained services;
- Consultation services;
- Speech-language therapy;
- Occupational therapy;
- Physical therapy; and
- Other related services, as appropriate.

Whenever appropriate, students with disabilities are educated alongside their nondisabled peers in the least restrictive environment (LRE), consistent with their individual educational needs.

Title I Services

Appomattox Elementary School participates in the federally funded **Title I** program, which provides supplemental instructional support for eligible students who need additional assistance in reading and other academic areas, as determined by student needs and available program services.

Students are identified for Title I services using multiple educational measures and established eligibility criteria. Instruction is provided by qualified staff in coordination with the classroom teacher to help students develop essential literacy skills and achieve grade-level success.

Parents or guardians will be notified if their child qualifies for Title I services and will receive information regarding the program, opportunities for involvement, and student progress throughout the school year.

Virginia Standards of Learning (SOL)

Instruction at Appomattox Elementary School is aligned with the **Virginia Standards of Learning (SOLs)** adopted by the Virginia Board of Education.

The SOLs establish the knowledge and skills students are expected to learn at each grade level in the core academic areas, including:

- Reading (Grades 3-5)
- Mathematics (Grades 3-5)
- Science (Grade 3, 5)
- Virginia Studies (Grade 4)

Teachers use the SOLs to guide instruction, assess student learning, and monitor academic progress. Information about grade-level learning expectations is shared with families throughout the school year.

Students in designated grade levels participate in Virginia SOL assessments as required by the Virginia Department of Education.