

APPOMATTOX COUNTY PUBLIC SCHOOLS



2020-2021

CALENDAR AND DIRECTORY

<https://www.acpsweb.net>

“Learning Today, Leading Tomorrow”

WELCOME TO THE 2020-2021 SCHOOL YEAR!!!

Dear Parents,

On behalf of Appomattox County School Board, our faculty and staff of Appomattox County Public Schools (ACPS). I welcome you to the 2020-21 school year. To say this year will be unique is an understatement. Never before have we faced the challenges of reopening our schools in the midst of a worldwide pandemic.

Since the abrupt statewide closure of Virginia's schools in March of 2020, it has been our desire to re-open our schools to as many students as possible, as often as possible and as safely as possible. While returning to full in-person learning is our ultimate goal, we have to be able to ensure the safety of our students, our staff, and our community and therefore have offered a number of learning formats for our families.

As we continue to explore creative ways to connect with students and parents throughout this unusual time, we offer this calendar to you digitally this year and will make every effort to keep it current in this constantly changing crisis.

Regardless of the learning format you have chosen, you can stay digitally connected to our schools in a number of ways. Our division webpage, www.acpsweb.net is a great source of information for families. We also offer a Parent Portal on PowerSchool through which you can monitor your student's progress. A link to this resource is located on the ACPS website under the Parent Portal tab. You may also want to use our (free) App on your phone through which you can receive notifications and real time information about ACPS. Search for "Appomattox County PS" on Google Play for Androids or the App Store for Apple devices.

It is my honor and privilege to work with the youth and families of Appomattox County. As we navigate this health crisis together, ACPS stands ready to do whatever it takes to accomplish the goal of preparing our youth for success.

Thank you for your support of ACPS. I wish your child the best in 2020-2021!

Sincerely,

Annette A. Bennett, Ed.D.
Division Superintendent
aabennett@acpsweb.com
434-352-8251

School Division Compliance Officers

Mr. Bruce McMillan – 434-352-8251
Mrs. Elizabeth Haught – 434-352-8251

The Compliance Officers work with students and staff regarding concerns related to prohibited discrimination, equal educational opportunity, or racial or sexual harassment, and free and reduced meals.

APPOMATTOX COUNTY PARENT ORGANIZATIONS

The School Board recognizes the education of each student is a responsibility shared by the school and student's family. All parents are encouraged to be involved in their child's school and activities.

Appomattox Primary School PTO

Emily Hamilton
434-352-5766

Appomattox Elementary School PTO

Robin Crews and Joanne Jones
434-352-7463

Appomattox Middle School PTO

Sharla Kvasnicka
434-352-8257

Athletic Boosters

Mark Franklin
434-941-6064

Band Boosters

Stacey Stratton
434-610-5842

Parent Advisory Committee

The Parent Advisory Committee is composed of three parent representatives from each school. The Committee meets every other month during the school year with the Superintendent to discuss division-level programs and to develop comprehensive plans for improvement.

School Hours

Appomattox Primary and Elementary Schools	8:30 A.M. – 3:00 P.M.
Appomattox Middle School	8:30 A.M. – 3:00 P.M.
Appomattox County High School	8:30 A.M. – 3:00 P.M.

Some students arrive earlier or leave later due to bus schedules.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Teacher Workday	4 Teacher Workday	5 Teacher Workday	6 Teacher Workday	7 Teacher Workday	8
9	10 Teacher Workday	11 Teacher Workday	12 Teacher Workday	13 Teacher Workday 5:00 - Interim School Board Meeting	14 Teacher Workday	15
16	17 Teacher Workday	18 Teacher Workday	19 Teacher Workday	20 Teacher Workday	21 Teacher Workday	22
23	24 Teacher Workday CVCC Starts	25 Teacher Workday	26 Teacher Workday	27 Teacher Workday 5:00 - School Board Meeting	28 Teacher Workday	29
30	31					

JULY 2020

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AUGUST 2020

SEPTEMBER 2020

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27	28	29	30				

DIVISION STAFF

Appomattox County Public Schools

School Administration Building
316 Court Street P. O. Box 548
Appomattox, VA 24522

Dr. Annette A. Bennett

Division Superintendent
434-352-8251

aabennett@acpsweb.com

Dr. Amy Huskin

Director of Curriculum, Instruction
& CTE

434-352-8251

adhuskin@acpsweb.com

Dr. Cheryl Servis

Supervisor of Instruction
& Federal Grants

434-352-8251

cjservis@acpsweb.com

Mr. Phillip Amos

Supervisor of Technology & Security

434-352-4661

pgamos@acpsweb.com

Mrs. Lena A. McClenny

Visiting Teacher

434-352-8251

lamclenny@acpsweb.com

Mr. Mathew D. Lair

Transportation Coordinator

434-352-7441

mdlair@acpsweb.com

Mrs. Elizabeth R. Haught

Director of Student Services

434-352-8251

brhaught@acpsweb.com

Mr. Bruce R. McMillan

Director of Finance and HR

434-352-8251

brmcmillan@acpsweb.com

Mr. Matthew H. Wallin

School Psychologist

434-352-8251

mhwallin@acpsweb.com

Mr. Timothy W. Garrett

Maintenance Coordinator

434-352-5555

twgarrett@acpsweb.com

SCHOOL BOARD MEMBERS

Mr. Jason Wells

(12/24) *Wreck Island District*

Rev. Alfred L Jones III

(12/21) *Piney Mountain District*

Mr. Gregory A. Smith, Vice Chair

(12/21) *Courthouse District*

Mr. Bobby K. Waddell, Chair

(12/19) *Falling River District*

Mr. Wyatt Torrence

(12/24) *Appomattox River District*

SCHOOL BOARD MEETINGS

Meetings are held in the School Board Office (SBO) located at 316 Court Street, unless otherwise noted. All meeting dates and times are subject to change. Call 352-8251 to confirm.

Thursday, August 13, 5:00 p.m.

Thursday, August 27, 5:00 p.m.

Thursday, September 10, 5:00 p.m. Interim Meeting

Thursday, September 24, 5:00 p.m.

Thursday, Oct. 8, 5:00 p.m. Interim Meeting

Thursday, October 22, 5:00 p.m.

Thursday, Nov. 5, 5:00 p.m. Interim; AND Joint Mtg. w/ B.O.S. @ ACHS
5:30 p.m. Culinary Arts Dept. Meal w/ B.O.S., 6:30 p.m. Library - Meeting

Thursday, November 19, 5:00 p.m.; Public Comment Session on the
FY2022 School Budget; Mtg. Location B.O.S. Mtg. Rm. @ CVCC Satellite Site

Thursday, December 17, 5:00 p.m.

Thursday, January 14, 5:00 p.m. Interim & Organizational Meeting*

Thursday, January 28, 5:00 p.m.*

Thursday, February 11, 5:00 p.m. Interim Meeting*

Thursday, February 25, 5:00 p.m. @ B.O.S. Meeting Room @ CVCC Satellite Site

Public Hearing on FY 2022 Sch. Budget;

Possible Budget Work Session*

Thursday, March 11, 5:00 p.m.*

Tuesday, March 26, 3:30 p.m.* (Tour of Schools 11:30 - 3:00)

Thursday, April 15, 5:00 p.m. Interim Meeting*

Thursday, April 29, 5:00 p.m.*

Thursday, May 13, 5:00 p.m.* Interim Meeting

Thursday, May 27, 5:00 p.m.*

Thursday, June 10, 5:00 p.m.*

Thursday, June 24, 5:00 p.m.* (Closeout Meeting)

* Tentative, pending School Board approval at January 2019 organizational meeting

In accordance with Board Policies BDDH and KD, members of the public who wish to address the School Board must contact the superintendent in writing one (1) business day in advance of the meeting for placement on the agenda. This request must state the reason for appearing before the School Board. Persons addressing the Board have a five-minute time limit for remarks.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Teacher Workday	2 Teacher Workday	3 Teacher Workday	4 Teacher Workday	5
6	7 LABOR DAY No School CVCC – No Classes	8 Raider Remote Orientation	9 Raider Remote Orientation	10 Raider Remote Orientation 5:00 – Interim School Board Mtg.	11 Raider Remote Orientation	12
13	14 Hybrid / In-Person Begins EAST & PreK-5	15 EAST & PreK-5	16 Professional Development No Students	17 WEST & PreK-5	18 WEST & PreK-5	19
20	21 EAST & PreK-5	22 TAC 4:00 - SBO EAST & PreK-5	23 Professional Development No Students	24 5:00 – School Board Meeting WEST & PreK-5	25 ACHS Picture Day WEST & PreK-5	26 SAT ACHS
27	28 AMS Fall Pics Group I EAST & PreK-5	29 ACHS Picture Day EAST & PreK-5	30 Professional Development No Students			

AUGUST 2020

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-ATTENDANCE AWARENESS MONTH-

SEPTEMBER 2020

OCTOBER 2020

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SCHOOL DIRECTORY

Name, Address, Phone	Grade Levels	Administration
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Appomattox Primary School 185 Learning Lane Appomattox, VA 24522 434-352-5766 Phone 434-352-8074 Fax	K-2	Mrs. Allison Maxwell, Principal aemaxwell@acpsweb.com Mrs. Christina Crawford, Asst. Prin. cgcrawford@acpsweb.com
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Appomattox Elementary School 176 Kids Place Appomattox, VA 24522 434-352-7463 Phone 434-352-8134 Fax	3-5	Mrs. Karen Cyrus, Principal klcyrus@acpsweb.com Mr. Jason Bowyer, Asst. Principal jabowyer@acpsweb.com
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Appomattox Middle School 2020 Church Street Appomattox, VA 24522 434-352-8257 Phone 434-352-5621 Fax	6-8	Mrs. Julie Amos, Principal jbamos@acpsweb.com Mr. Luke Cunningham, Asst. Principal lccunningham@acpsweb.com
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Appomattox County High School 198 Evergreen Avenue Appomattox, VA 24522 434-352-7146 Phone 434-352-0822 Fax	9-12	Dr. F. Poldi Moreno, Principal flmoreno@acpsweb.com Dr. Bethany A.W. Hunter, Virtual Learning Coordinator bahunter@acpsweb.com
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Alternative Education Program

Phone: 434-352-2078
 Fax: 434-352-3015

PARENTAL CONCERNS

Please try to obtain a satisfactory resolution at the most immediate level. If you are unable to resolve the issue, please contact personnel in the following order:

- Teacher
- Building Principal
- Central Office Staff Director
- Superintendent

Mr. David Read, Asst. Principal/ Alternative Education
dhread@acpsweb.com

Mr. Chris Dodge, Asst. Principal
cmdodge@acpsweb.com

GENERAL INFORMATION

Attendance Policy (Policy JED)

Regular school attendance is required in all schools. Please refer to the **Attendance** page in the back of this calendar.

Parent Notification When Absences Exceed 10 Days in a School Year

Parents will be notified by letter when their child misses more than 10 days of school, excused or unexcused. We recognize that students are sometimes absent more than 10 school days for legitimate reasons. The purpose of the letter is to make certain parents are aware of the number of days their student has missed.

Dress and Attire

The Appomattox County Public Schools expect students to dress in a manner which indicates their seriousness and pride in themselves and their school. Administrators reserve the right to determine if a student is jeopardizing the academic environment, distracting from the instructional process, or creating a health or safety hazard by his/her mode of dress. Please refer to the student handbook and the **Student Dress Code** page in this calendar for the specific school for age-appropriate dress codes.

Food Services

THROUGH DECEMBER

New meal applications must be completed each school year. Applications will be available online at www.MySchoolApps.com. If you are unable to complete an online application you can request a paper application from the school. One application should be completed per household listing all children. If questions arise concerning the lunch program, please contact the school. Food Service prices are as follows:

	Breakfast	Lunch
Primary/Elementary	FREE	FREE
Middle/High	FREE	FREE
Reduced	FREE	FREE
Adult	1.50	3.00

School Hours

Appomattox Primary & Elementary	8:30 AM – 3:00 PM
Appomattox Middle School	8:30 AM – 3:00 PM
Appomattox County High	8:30 AM – 3:00 PM

Some students arrive earlier or leave later due to bus schedules.

Office Hours

School office hours are from 8:00 AM – 4:00 PM on school days and during summer months. The School Board Office is open 8:00 AM – 4:30 PM daily during the school year and throughout the summer.

School Visitation

School personnel are always interested in meeting with parents/guardians. If you wish to confer with teachers or other staff, please call for an appointment to avoid interruption of classwork and to make it possible to devote the proper amount of time to such a conference. **All visitors are required to report to the main office for a Visitor's Pass upon entering school buildings.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 WEST & PreK-5	2 <u>AES Picture Day</u> AMS Fall Picture Day <u>Group II</u> WEST & PreK-5	3
4	5 EAST & PreK-5	6 APS Fall Pictures EAST & PreK-5	7 Professional Development No Students	8 <u>APS Fall Pictures</u> 5:00 – Interim School Board Meeting WEST & PreK-5	9 WEST & PreK-5	10
11	12 EAST & PreK-5	13 PAC 4:00 - SBO EAST & PreK-5	14 <u>Professional Dev.</u> 3:00 Zoom or Google SpEd/Remed./Title I <u>/Title III Adv. Comm.</u> No Students	15 WEST & PreK-5	16 WEST & PreK-5	17
18 Paper Test Window <u>October, 19-21</u> Term Graduate 1 st Online Test Att. Window. Oct. 19-30	19 CVCC - Fall Break EAST & PreK-5	20 CVCC - Fall Break EAST & PreK-5	21 Professional Development No Students	22 5:00 – School Board Meeting WEST & PreK-5	23 AMS Fall Picture Make-up Day WEST & PreK-5	24 ACT ACHS
25 Grade 8 & EOC Online Test Window Oct. 19 – Nov.6	26 EAST & PreK-5	27 National FFA Convention EAST & PreK-5	28 Professional Development <u>No Students</u> National FFA Convention	29 National FFA Convention WEST & PreK-5	30 National FFA Convention WEST & PreK-5	31 National FFA Convention

SEPTEMBER 2020

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- ANTI-BULLYING MONTH -

OCTOBER 2020

NOVEMBER 2020

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GENERAL INFORMATION

Directory Information on Students

The school division may make public the following as "Directory Information" unless the principal of the school the student attends is notified in writing by a parent or an eligible student (over 18 years of age) that the parent or student objects to the following being designated as "Directory Information":

- a. Name of student in attendance or no longer in attendance
- b. Address
- c. Date and place of birth
- d. Dates of attendance
- e. Telephone listing
- f. Participation in officially recognized activities and sports
- g. Height and weight, if a member of an athletic team
- h. Diploma, awards, and honors received
- i. Other similar information

The middle and high school will release the same address and telephone number of secondary students to all military recruiters or institutions of higher education that request them unless the parent specifically requests that the information not be released.

Photo Permission

Photographs and video tapes taken of children in the Appomattox County Public Schools are used in school publications, area newspapers, or the media. If for any reason, you do not wish your child's photograph to be published, please provide the school with written notice, or complete the digital media release while registering your student.

School Records

Each school maintains a permanent cumulative record for every student in the school in a secure location. These records include information such as the registration card, report card, test scores, and various records on the academic progress of the student. Each student's records are converted to digital, five years after graduating from ACPS.

Parents have the right to review their child's educational folder. A request to review the cumulative folder should be made in writing to the principal, teacher, or guidance counselor. A school representative must be present when these records are examined.

The federal Family Educational Rights and Privacy Act (FERPA), affords parents and eligible students (over 18 years of age) certain rights with respect to student records. More information on FERPA and the Protection of Pupil Rights Amendment (PPRA) is elsewhere in this publication.

Report Cards

Will be sent home 5 days after the nine weeks ends.

ADMISSION/WITHDRAWAL

Admissions Requirements for New and Transfer Students

Only a parent or legal guardian may register a student. Parents need to bring the following to register a student:

- Certified copy of birth certificate
- Proof of custody (if applicable)
- Proof of residency in Appomattox County
- Immunization and health records
- Information from prior school (if applicable)
- Copy of IEP if student receives special services
- Release of Information form signed by parent (if transferring)
- Signed statement that student has not been suspended or expelled from another school

Entrance Age

A child who will reach his or her fifth birthday on or before September 30 of the school year is eligible for enrollment in Kindergarten.

Immunizations/Birth Certificates

Before entering a public school, the school must be furnished with the child's birth certificate. They must also provide a certificate certifying that the pupil has been immunized against communicable diseases as required by the Code of Virginia.

Physicals (Grades K-5)

All students entering a Virginia public elementary school for the first time are required to have a physical examination upon entering school. Students transferring from out-of-state must provide proof of a current (within the prior 12 months) physical within 30 days.

Preschool Screening

Pre-registration is held each spring for the following year's Kindergarten class. At Pre-registration each student will have a preschool screening. The purpose of the screening is to share with the parent their child's strengths and weaknesses and provide suggestions for Kindergarten preparation.

Withdrawal of Students

Parents withdrawing students from the public schools should notify the school counselor's office of their plans in order to have the proper forms completed.

Video Surveillance

As a component of a comprehensive safe school plan, video surveillance with or without audio capability may be used in common areas of certain schools, school property, and on school buses to maintain security of students, staff, and visitors. Students and persons present should have no expectation of privacy in those areas. Surveillance equipment may or may not be monitored at any time. Video recordings also may be used for disciplinary purposes. Please review policies JO and JR which set out policy applicable to such recordings.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 In-Person Students Dismissed 1 hr. Early EAST & PreK-5	3 Election Day Holiday No School CVCC No Classes	4 SCHOOL DAY In-Person Students Dismissed 1 hr. Early EAST & PreK-5	5 <u>In-Pers. Dis. Hr. Early</u> 5:00 Int. SB Mtg.-Jt. w/ B.O.S.@ ACHS- <u>5:30 Meal 6:30 Mtg.</u> WEST & PreK-5	6 In-Person Students <u>Dismissed 1 hr. Early</u> End of 1 st Grading <u>Period</u> WEST & PreK-5	7 SAT ACHS
8	9 <u>ACHS Make-up Pics</u> Last Chance Sr. Pic. for Yearbook EAST & PreK-5	10 Tentative NHS Induction Ceremony EAST & PreK-5	11 Professional Development No Students	12 WEST & PreK-5	13 AES Make-up Picture Day WEST & PreK-5	14
15 Term Graduate 2nd Online Test Attempt Window Nov. 16 – Dec. 11	16 Report Cards Go Home This Week EAST & PreK-5	17 EAST & PreK-5	18 Professional Development No Students	19 5:00 – SB Mtg.- Public Comment Session on the FY 2022 Budget – <u>B.O.S. Mtg. Rm.@CVCC</u> WEST & PreK-5	20 WEST & PreK-5	21
22	23 Professional Development Day No School	24 Professional Development Day No School TAC 4:00 - SBO	25 Thanksgiving Break No School CVCC - No Classes	26 Thanksgiving Break No School CVCC - No Classes	27 Thanksgiving Break No School CVCC - No Classes	28
29	30 EAST & PreK-5					

OCTOBER 2020

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<h1>NOVEMBER 2020</h1>

DECEMBER 2020

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PROGRAMS AND SERVICES

Career and Technical Education (Vocational Programs)

Career and Technical Education (CTE) programs enable students to complete programs in a number of offerings. Specific areas include agriculture with an emphasis in agricultural machine service, production, agriculture veterinary science, floriculture and landscaping, business, culinary arts, media arts, drafting, early childhood, marketing, nurse's aide, and family and consumer sciences. These programs are competency-based and have been validated by an advisory committee composed of business and industry representatives. Students can also become certified with industry certification in several areas including, but not limited to, private pesticide application, Virginia Safety Inspector's License and Certified Nursing Assistant (CNA) certification by completing course work and a national certification exam.

Gifted Education

Appomattox County Public Schools offers a program of differentiated learning for K-12 students who are identified as academically gifted. The Advanced Learners Program (ALPs) focuses on critical thinking, communication, personal study skills, and personal/social development. Information on gifted programs and the referral process for students is available from teachers, counselors, and principals. Referrals may be made at any time by students, parents, or the community by contacting the building principal.

Instruction

It is the policy of the Appomattox County Public Schools to incorporate Virginia Department of Education guidelines, the Standards of Quality, and Standards for Accrediting Schools in Virginia in designing the educational programs in the school division. All instructional programs are guided by the Virginia Standards of Learning (SOLs). Local curriculum efforts supplement the SOLs and provide opportunities for the unique needs and interests of students.

Technology

Technology plays an important role in our schools. The division has been a leader in technology in this region for many years. Internet accessible computers, interactive whiteboards, and other hardware devices in each classroom give teachers and students additional tools for teaching and learning. Each school also has wireless internet connectivity throughout the school and at least two to six computer labs per school. Each school also has wireless laptop mobile labs to allow teachers to have lab capabilities in their classroom. Appomattox County Public Schools has also expanded its wireless initiative to provide a new initiative called "Bring Your Own Device" (BYOD). This enables our faculty and students the ability to gain access to the internet on their personally owned devices while being protected through our web filtering. Appomattox County takes student internet safety very seriously and provides a mandatory training every year on internet safety.

Technology-based courses are offered starting in our middle school. Some examples are Technology Education, Computer Aided Drafting, Computer Aided Design, and CISCO systems. The last program is offered as a dual enrollment course at CVCC.

Technology use is guided by division and school technology plans. Appomattox County Public Schools actively participate in the Southside Virginia Regional Technology Consortium (SVRTC) and the Region 8 Consortium for Educational Technology.

Two technicians maintain over 2,500 computers and other assorted hardware. Appomattox Schools provides a consistent non-routed 10 gigabyte connection to all locations. Appomattox Schools also has a complete redundant network with a virtual cloud based network operation center that houses all servers.

Family Life Education

Appomattox County Public Schools adheres to Virginia Board of Education guidelines in the implementation of the K-12 Family Life Education Standards of Learning. At times, students are taught sensitive content in gender-separated classes. Parents are notified of these classes and most of these standards are covered in Health or Science classes. "Opt-out" procedures are provided for students to be excused from all or part of the program. This information may be obtained from the teacher or building principal.

Remedial and Alternative Services

Appomattox County Public Schools provide services to students who may benefit from additional help or intervention in order to be successful. Programs in various schools include: Bright Beginnings (APS); In-school Remedial Programs; Title I Reading (APS, AES); Summer School; After-school Tutoring (AES, AMS, ACHS); GED; Head Start (operated by STEPS Head Start / Central Virginia); Homebound Instruction; Limited English Proficient Instruction; APEX Credit Recovery Online Instruction; ISAEP (Alternate Program) *Please contact the building principal for further information.*

School Board Policy IGBE, Remedial Instruction Program, provides that any student who passes one or more, but not all, of the Standards of Learning assessments for the relevant grade level in grades three through eight may be required to attend a remediation program.

Any student who fails all of the Standards of Learning assessments for the relevant grade level in grades three through eight shall be required to attend a summer school program or participate in another form of remediation. Such summer school program or other form of remediation shall be chosen by the school division to be appropriate for the academic needs of the student.

The requirements of remediation may, however, be satisfied by the student's attendance in a program of prevention, intervention, or remediation which has been selected by his parent, in consultation with the Superintendent or designee, and is either (i) conducted by an accredited private school or (ii) a special program which has been determined to be comparable to the required public school remediation program by the division superintendent. The costs of such private remediation program or other special remediation program shall be borne by the student's parent.

Special Education

Appomattox County Public Schools serves children with disabilities through the following programs: Autism, deaf-blindness, deafness, developmental delay, emotional disability, hearing impairment, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech-language impairment, traumatic brain injury, and visual impairment including blindness. Annually, parents of students who are identified for Special Education services participate in the development of the student's IEP (Individualized Education Program).

Parents who believe their child may be eligible for Special Education services should contact the school principal for referral information.

Under the Code of Virginia 34 CFT300.573, all special education students, upon graduation from high school, are hereby notified prior to the destruction of their special education confidential files. These records will be maintained in the Appomattox County School Board Office for five years past graduation. Should you desire to review those records and make copies of those records during the five years past graduation, please contact the Appomattox County School Board Office Special Education Department at 434-352-8251 to make the request. Until five years from the date of your graduation, you may come to the Appomattox County School Board Office and get your records.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 APS – PTO 6:00 Holiday OPEN HOUSE EAST & PreK-5	2 Professional Development No Students	3 AMS PTO 6:00 WEST & PreK-5	4 WEST & PreK-5	5
6	7 EAST & PreK-5	8 PAC 4:00 – SBO EAST & PreK-5	9 <u>Professional Dev.</u> 3:00 Zoom or Google SpEd/Remed./Title I <u>/Title III Adv. Comm.</u> No Students	10 Holiday Music Concert 6:00 ACHS WEST & PreK-5	11 WEST & PreK-5	12
13	14 CVCC - Classes End EAST & PreK-5	15 Gifted Advisory 3:45 SBO Possible <u>Zoom Meeting</u> <u>CVCC - Final Exams</u> EAST & PreK-5	16 SCHOOL DAY CVCC - Final Exams WEST & PreK-5	17 5:00 – School <u>Board Meeting</u> CVCC - Final Exams WEST & PreK-5	18 Teacher Workday Student Holiday CVCC - Final Exams	19
20	21 Winter Break No School CVCC - Final Exams	22 Winter Break No School	23 Winter Break No School	24 Winter Break No School	25 Winter Break No School	26
27	28 Winter Break No School	29 Winter Break No School	30 Winter Break No School	31 Winter Break No School		

NOVEMBER 2020


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DECEMBER 2020

JANUARY 2021

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24 31	25	26	27	28	29	30

HIGH SCHOOL GRADUATION REQUIREMENTS

For students entering the ninth grade for the first time in 2018-2019 and beyond. 	Standard Diploma		Advanced Diploma	
	Required Total Credits	Required Verified Credits	Required Total Credits	Required Verified Credits
English	4	2	4	2
Mathematics	3	1	4	1
Laboratory Science	3	1	4	1
History and Social Sciences	3	1	4	1
Health & Physical Ed	2		2	
Foreign Language*, Fine Arts or CTE	2		3	
Fine Arts or CTE			1	
Economics and Personal Finance	1		1	
Electives**	7		4	
Student Selected Test				
Total	25	5	27	5

To earn a Verified Credit, a student must successfully complete the requirements of the course and achieve a passing score on the end-of-course (EOC) /sol test for that course or additional tests. ** Appomattox County Schools require elective credits beyond the Va. Dept. of Education requirements of standard and advanced diplomas. Courses to satisfy the requirement shall include at least two sequential electives as required by the Standards of Quality.

Additional requirements for Graduation:

- **Advanced Placement, Honors, or International Baccalaureate Course or Career and Technical Education Credential** – In accordance with the Standards of Quality, students shall either (i) complete an Advanced Placement, Honors, or International Baccalaureate course or (ii) earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the advanced studies diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.
- **Virtual Course** – Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.
- **Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED)**- Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from the graduation requirement, as provided in [8VAC20-131-420 B](#).
- **Demonstration of the five Cs** – Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship in accordance with the Profile of a Virginia Graduate approved by the board.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Winter Break No School	2
3	4 Students Return EAST & PreK-5	5 EAST & PreK-5	6 Professional Development No Students	7 WEST & PreK-5	8 WEST & PreK-5	9
10	11 EAST & PreK-5	12 EAST & PreK-5	13 Professional Development No Students	14 5:00 – Interim & Organizational S. B. Meeting WEST & PreK-5	15 WEST & PreK-5	16
17	18 Holiday Martin Luther King, Jr. Day - No School CVCC – No Classes	19 In-Person Students Dismissed 1 hr. Early EAST & PreK-5	20 In-Person Students Dismissed 1 hr. Early EAST & PreK-5	21 In-Person Students Dismissed 1 hr. Early WEST & PreK-5	22 In-Person Students Dismissed 1 hr. Early End of 2 nd Grading Period WEST & PreK-5	23
24	25 Professional Development Day No Students	26 <u>2ND Semester Begins</u> TAC <u>4:00 – SBO</u> EAST & PreK-5	27 EAST & PreK-5	28 5:00 - School Board Meeting WEST & PreK-5	29 Report Cards go Home WEST & PreK-5	30
31						

DECEMBER 2020

1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

***NOTE:** The date for the beginning of second semester is tentative and may change if days are missed due to emergency closings.

JANUARY 2021

FEBRUARY 2021

1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

COMMUNITY INVOLVEMENT

Notice of Intent to Submit Grant Applications/Advisory Committees

Appomattox County Public Schools participates in various grant programs administered by the Virginia Department of Education, in accordance with regulations set forth in the *No Child Left Behind Act of 2001* including:

Title I, Improving Basic Programs;

Title II, Part A; Improving Teacher Quality;

Title III, Part A (LEP)

Title IV, Part A; Student Support and Academic Enrichment Grant

Title V, Part B, Subpart 2, Rural & Low Income School Program (RLIS)

Also, annually the school division establishes advisory committees for Remedial, Title I, LEP, Special Education, Gifted Education, School Safety, and Career and Technical Education. Meeting dates are provided on the calendar. Individuals may contact Appomattox County Public Schools at 434-352-8251 to provide comments or request information regarding these grants or express interest in serving on committees.

Parent and Citizen Advisory Groups

Parental and citizen input and opportunities for involvement exist at all schools. At the primary, elementary, and middle schools, formal Parent-Teacher (PTO) groups provide an avenue for collaborative efforts. At the high school, the Band Boosters, Athletic Boosters, and many other parent committees serve a similar function.

At the building level, teams of parents and teachers work on School Improvement Plans and programs. At the division level, parents and citizens may participate on various committees. If you are interested in serving on one or more of the following committees, please contact the School Board Office:

- Textbook Adoption Committee (as needed)
- Gifted Education Advisory Committee
- Remedial, Title I, LEP, and Special Education Advisory Committee
- Career and Technical Education Advisory Committee (CTE)
- School Safety & Crisis Management Committee
- Parent Advisory Committee
- Teacher Advisory Committee

Board Policy Manual (Policy BF)

The School Board is guided by written policies that are readily accessible to the Board, division employees, students, parents, and citizens. All division policies will be reviewed at least every five years and revised as needed.

A current copy of all division policies and regulations approved by the School Board are posted on the division's website and are available to employees and the public. Printed copies of the policies and regulations are available as needed to citizens who do not have online access. The superintendent shall ensure that an annual announcement is made at the beginning of the school year and, for parents of students who enroll later in the academic year, at the time of enrollment, advising the public regarding the availability of the policies and regulations.

EMERGENCY CLOSING INFORMATION

In the event schools must close or open late due to a weather or other emergency, information will be provided to the public through several sources:

1. The school division website www.acpsweb.net.
2. Television stations: WSET-Channel 13, WDBJ-Channel 7, WSLS-Channel 10, APPO Cable 21, WWBT-Channel 12.
3. We use an automated telephone notification system to alert parents and students of closings and delays. Please keep your phone number up to date with your child's school so you can be called through this system.
4. The Appomattox County Public Schools App gives access to notifications. You can find this App in the school division website under the parent or student tabs "APPS for Appomattox"; at Google Play for Android devices, or the App Store for Apple devices by searching "Appomattox County PS."
5. Selected radio stations including:

JJS 93.5 / 102.7 FM

WFLO 95.7 FM

WROV 96.3 FM

MIX 93.5 FM

WRLV 88.3 FM

K92 FM

WKDE 105.5 FM

WYYD 107.9 FM

Spirit 90.3 FM

WSLQ 99.1 FM

VIBE 100.1 FM

WCNR 106.1

Please do not call the school if there is a possibility schools will close early due to weather or another emergency. Listen to the media outlets noted above. Parents should discuss with their children the procedures they should follow if schools are dismissed early.



Possible Make-up Days:

TBD

* If necessary, hours may be added on to the daily schedule*

If necessary, days may be added to the School Calendar

SCHOOL DIVISION POLICIES

A copy of the School Board Policy Manual is available on the School Division Website.

Administering of Surveys and Questionnaires (Policy JOB)

The policy governs the use of surveys in schools and parental and student rights for inspection of those instruments. No student is required to participate in surveys that contain certain defined personal information without prior written consent of the parent. See School Board Policy JOB for more information.

Asbestos Management Plan

In accordance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA), the school division must inspect all educational facilities for asbestos containing building materials and develop a management plan. An Asbestos Management Plan is on file in each school and available for review by county citizens, agency representatives, or other persons who may be interested.

Controlled Substances (Policy JFCF)

Possession of a controlled substance, imitation controlled substance, or marijuana, as defined in Va. Code § 18.2-247, on school property or at a school-sponsored activity is prohibited.

School Crisis, Emergency Management and Medical Emergency Response Plan

(Policy EB)

Each school will develop a written school crisis, emergency management and medical emergency response plan that outlines essential procedures. A school safety audit is conducted annually and a school safety audit committee reviews plans for improving school safety.

Equal Educational Opportunities/Non Discrimination (Policy JB)

Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students. Any student who believes that s/he has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to the school principal and one of the school Compliance Officers as noted on the first page in this publication. Further details of the complaint procedure may be found in School Board Policy JB.

Harassment (Policy JFHA)

Appomattox County Public Schools (ACPS) is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, ACPS prohibits harassment against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. If such behaviors create an intimidating, hostile, or offensive learning environment, it is a violation of School Board Policy and should be reported immediately to one of the Compliance Officers noted on the first page of this publication. The school division may take immediate steps, at its discretion, to protect the complainant and other persons pending completion of an investigation of an alleged harassment.

School Fee Waiver (Policy JN)

Fees are reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless. Each time a fee is charged, notice will be given that a fee waiver may be requested. A fee waiver form may be requested from the school principal.

School Safety Audits (Policy EB-R)

The Annual School Safety Audit is an assessment of the safety conditions in each public school and is used to identify, evaluate, and, if necessary, develop solutions to safety concerns and building security issues. The School Board may withhold or limit the release of any part of the audit that may compromise the safety and security of the students and staff.

Sex Offender Registry Information (Policy KN)

The school division is notified when a registered sex offender resides in or near Appomattox County. Sex offender registry information is provided to specified employees who are most likely to observe unauthorized persons on or near school property. Parents may access the Virginia Sex Offender and Crimes Against Minors Registry at <http://sex-offender.vsp.virginia.gov>

Student Discipline (Policies JFC, JFCD, JFCE, JFCF, JFCH, JFG, JGD/JGE, JGDA)

Proper conduct and decorum are necessary to provide faculty and students with an environment that is conducive to effective teaching and learning. The Appomattox County School Board has adopted policies and regulations that govern expectations for student behavior.

A "Code of Student Conduct" is available at the division website at www.acpsweb.net. Print copies are available if requested to building administration. Parents must sign the signature page in the Code of Conduct confirming receipt.

This publication provides students, parents, guardians, school personnel, and the public with a concise and comprehensive description of the basic rules, major expectations, and responsibilities of students. Please refer to this document for more specific information on expectations for students and the grievance procedures that provide an orderly mechanism for resolving disputes involving students.

School Board discipline policies apply to students when they are in school, on school grounds, at a school bus stop, in any school vehicle, or at a school-sponsored activity.

Tobacco Free (Policies JFCH and KGC)

Students are prohibited from possessing any tobacco product or nicotine vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity.

In addition, the use or distribution of any tobacco product or nicotine vapor product, on a school bus, on school property, or at an on-site or off-site school sponsored activity is prohibited.

Weapons in School (Policy JFCD)

Carrying, bringing, using, or possessing any firearm, dangerous device, or dangerous or deadly weapon, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school principal or the school division is prohibited and grounds for disciplinary action.

SCHOOL HEALTH SERVICES

A full-time School Nurse is assigned to each school.

Policy JHCD-R – For Complete Information Policy JHCD

Administering Medicines to Students

I. General Guidelines

A. No pupil shall be given prescription medication(s) at school except upon the written order/request from a licensed physician, physician assistant, or nurse practitioner. All such requests must be signed by the parent or guardian. Medication/treatments must be brought to school by a parent/guardian.

B. Over-the-counter medication(s) can be given to pupils only if the parent/guardian gives proper written permission which shall include the name of the medication, the reason for its administration, the required dosage of the medication, and the time the medicine is to be given. The medication must be in the original container and delivered by the parent/guardian to the school administration, school nurse, and/or the school designee.

II. Responsibility of the Parent or Guardian

A. Parents and guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medication/treatments at school will be minimized or eliminated.

B. Parents and guardians shall assume full responsibility for the supplying of all medications and other supplies, including asking the pharmacist to provide a separate container with proper pharmacy label for the school. Parents/Guardians must deliver any medication as outlined above in Part I. Parents/Guardians must pick up any unused medication by the close of the school year or request in writing that the school nurse waste/properly dispose of medication.

C. Parents or guardians must personally deliver any medication/treatment to the school.

III. Responsibility of the Physician

A. Request forms that indicate the physician's order, for **each** prescribed medication/treatment must be completed by the pupil's physician, signed by the parent or guardian, and filed with school nurse/designee.

B. Medication containers must have a pharmacy label in place that is unaltered in any way. The label should clearly state the following information:

1. Pupil's full name
2. Physician's name
3. Pharmacy telephone number
4. Dosage, schedule, and dose form
5. Date of expiration of prescription

C. Indicate to pharmacy if another bottle needs to be prepared for the school.

IV. Responsibility of School Personnel

A. The school nurse/designee will assume responsibility for placing medication in a locked cabinet. Controlled medication will be counted and documented at the time of acceptance.

B. The school nurse/designee will administer all medications/treatments as ordered by the physician and will document date/time.

C. Discontinued or unused medications must be picked up by the parent/guardian. If not claimed by the end of the school year, the school nurse/designee will properly dispose of the medication. This will be witnessed and documented by another nurse or the school administrator.

D. The principal will designate an alternate to the school nurse/designee to administer medications in the absence of the nurse/designee. The alternate will be trained by the

school nurse/designee in the proper medication administration techniques. It is advisable to have a minimum of one trained alternate with additional persons as needed. Consistency is integral to accuracy and safety.

E. All new prescriptions will be reviewed by a school nurse.

F. Consulting with the tending physician and/or the school health facilitator is recommended when there is a discrepancy with a medication order. If there is reason to suspect that a student may be compromised by a medication order, the nurse is within his/her prerogative to question and hold the medication until a resolution is reached.

G. Appropriate confidentiality regarding student medication must be strictly maintained. Not all staff has a "legitimate health interest." The "need to know" must always be inclusive of the parent's consent.

V. Field Trip Medication Guidelines

A. Teachers are encouraged to give medication on field trips; otherwise, parents are encouraged to attend and administer their child's medication. Teachers will be provided with a list of students needing medications when they prepare for field trips.

B. It is requested that teachers give the nurse/designee at least one week's notice of upcoming field trip medication requests. The nurse/designee will notify the teacher of those students who have medication needs.

C. Teachers are not required to provide treatments on field trips. A meeting may be needed to determine the most appropriate way to meet the student's needs during the time away from the school building. Parents should always be encouraged to attend and assume the child's care. When this is not possible, other options are to be explored.

D. Field trip medications that will not be administered by the nurse/designee can be administered by the teacher if:

1. Signed doctor's orders are on file at the school giving permission for the school to administer the medication.
2. School nurse/designee arranges the field trip medication dosages. The medication will be properly labeled in an envelope or pharmacy bottle and will be given to the student's teacher the morning of the field trip. Once medications are delegated, any medication incidents would be handled by the teacher.

E. If a student has demonstrated proper use techniques as required by the Appomattox County School Board, and parental permission has been granted, then the student may be allowed to carry their own inhalers, Epi-pens, and other rescue medications on trips.

VI. Administration of Insulin and Glucagon

General Guidelines

A. Every student diagnosed with diabetes should have the following documentation in a health care plan:

1. Emergency care plan.
2. Diabetes emergency kit.
3. Signed authorizations, updated annually, from the student's parent or guardian and from the treating physician.
4. Medication administration that is signed and consistent with required procedures.
5. The individualized health care plan updated annually for each student.
6. Description of any complications.

B. The school nurse/designee will notify all appropriate school staff of students who may need insulin and glucagon. Relevant training for such staff will be done by the nurse/designee.

Please visit the school division webpage for information specifically related to ACPS' response to COVID-19

SIX-YEAR PLAN

2019-2025 Comprehensive Goals

1. **Instruction & Student Achievement:**

ACPS will improve achievement for all subgroups as measured by state and federal standards, local student data, and teacher evaluation documents.

2. **Learning Environments – Safety and Climate:**

ACPS will provide safe, comfortable, nurturing, respectful, and inclusive learning environments for our students and staff as measured by safety, discipline, and maintenance records.

3. **Human Resources – Qualifications and Performance:**

ACPS will recruit, retain, and support our staff to perform at a high quality level as measured by employee evaluation, recruitment and retention data.

4. **Finances:**

ACPS will continue to act as good stewards of all appropriated funds and increase practices for collaborative decision making as measured by financial records, personnel records, and meetings with school personnel and county leadership.

5. **Communication:**

ACPS will increase the opportunities to promote dialogue between school personnel and stakeholders; soliciting input and providing information to improve services, provide transparency, and highlight our students' achievements.

A detailed copy of the 2019-2025 Comprehensive Plan can be found on the division website.

FREQUENTLY CALLED TELEPHONE NUMBERS

Thank you for informing the School of your child's absence.

Appomattox Primary	352-5766
Appomattox Elementary	352-7463
Appomattox Middle	352-8257
Appomattox County High	352-7146
Transportation Department	352-7441

HOME AND SCHOOL COMMUNICATIONS

Parent Conferences

Parents are encouraged to schedule an appointment whenever they would like to discuss their student's progress. Teachers are also available by phone and email.

School Newsletters

Each school issues periodic newsletters during the year to keep parents informed about school events and activities.

School Division Communications System

Schools have the ability to contact all parents via telephone to communicate school information or in the event of an emergency. It is critical that schools have current phone numbers for parents.

School Division and School Websites

The division website, <https://acpsweb.net> provides updates on school information, news, and activities. Links to individual school websites are also provided.

School and Teacher Notices

Periodic notices for parent-teacher conferences, PTO meetings, special events, and notes from the teacher are sent home with students. Please check your student's papers and backpack daily for school information.

School Visitations

Adult visitors from the community are welcome in the schools. To make visits more valuable and not disrupt classroom learning, the teacher or building principal should be contacted in advance. For the safety and security of students and staff, **all visitors must report to the school office upon entering the building to register and receive a Visitor's Pass. Please have your photo ID with you.**

Voice Mail and E-mail

All schools have both telephone voice mail and e-mail for direct contact with individual school staff members. E-mail addresses for administrators are listed in this publication.

ACPS App

By using the Appomattox County Public Schools App you will find information pertaining to your child's school. You will have access to events, lunch menus, and school notifications. You can find this App on the school division website at <https://acpsweb.net> under the parent or student tabs "APPS for Appomattox". You can also find our App at Google Play for Android devices or at the App Store for Apple devices by searching for "Appomattox County PS."

PowerSchool Parent Portal

PowerSchool Parent Portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents and students. The internet portal gives parents and students access to real-time information like grades and attendance.

<https://powerschool.appomattox.k12.va.us/public> In addition to the website, PowerSchool also has an app. Download the app from any app store and login to view real time assignments, grades, and attendance.

Home Connect for AR Statistics

Parents have the ability to monitor their children's progress with AR (Accelerated Reader) using Home Connect. The website can be found by typing in the following link – <https://hosted2.renlearn.com/742987/HomeConnect/>. Students and parents use the same login information the student uses to quiz at school. (This does not allow the students to take an AR quiz from home.)

ASSESSING AND REPORTING STUDENT PROGRESS

Grading Scale

Grade	Range
A	93-100
B	85-92
C	77-84
D	70-76
F	69 and below

Report Cards

Report cards inform students and parents of student achievement and needs. All schools issue report cards each nine weeks of the school year. Mid-grading period interim reports are issued when students are experiencing difficulty in a subject or course. Report Cards will be sent home 5 days after the nine weeks ends.

School Performance Report Cards – School Quality Profiles

An annual School Division Report Card on school accreditation ratings, student achievement, graduation rate, dropout rate, teacher qualifications, and other information is posted on the Virginia Department of Education website, www.doe.virginia.gov. Scroll down on the homepage to Statistics & Reports, then “Virginia School Report Card”. Click on “School, Division, & State Report Cards.” A link is also provided on the school division website, <http://www.acpsweb.net>

Testing Programs

Appomattox County Public Schools students are required to participate in various testing programs throughout the school year. (NOTE: Certain tests may apply to specific programs or courses.)

Testing Schedule

Test	Date
Phonological Awareness and Literacy Screening (PALS Plus) K - 8	Beginning, Middle, End of Year
Fountas and Pinnell Benchmark Assessment (K-5)	Beginning and End of Year
Standards of Learning (SOL) Writing – EOC	
Standards of Learning – End of Course tests – Certain high school courses- Civics and Economics and Physical Science (8 th grade)	December / May
Otis-Lennon – Grades 2 and 4	February
Standards of Learning (SOL) Writing – Grade 8	March
Standards of Learning (SOL) – Grades 3-8 and certain high school courses	May

Promotion/Retention Policy

Decisions regarding promotion and retention shall be made by the principal in consultation with the parent or guardian, teachers, and other school personnel. Although final authority for assignment of the student rests with the principal, it is preferable that an agreement be reached with the parent or guardian that retention is in the best interest of the student.

Multiple criteria are used when promoting or retaining students. Some of the factors are grades, academic progress, results of SOL tests, and successful completion of required coursework. Age, attendance, and other specific factors may also be included.

At the high school level, students must obtain a specific number of credits in order to be promoted to the next grade. Requirements for graduation apply to high school students. (See High School Graduation Requirements)

Parents should refer to student handbooks and contact the school principal for further information.

SOL Reports

Individual student SOL test results are provided to parents after each test administration is completed entirely and all scores have been verified.



SCHOOL BUDGET

An annual school budget is adopted by the Appomattox County School Board each spring. The budget is subject to funding by the Appomattox County Board of Supervisors.

The process to develop the annual budget begins in November with a "Public Comment Session." This is an opportunity for members of the public to make suggestions to the School Board concerning the budget for the following year. After hearing public comment, the Board provides direction to the Division Superintendent. In January, the administration presents a preliminary budget to the School Board and the Board reviews the proposed budget during January and February. In February, the School Board holds a "Public Hearing" on the proposed budget with the Board adopting a budget in March to forward to the Board of Supervisors. Once the Board of Supervisors has given the School Board a final budget figure, the School Board approves an operating budget for the coming year.

A summary of the FY '20 operating and food services budgets are noted below along with the Per Pupil Expenditures.

Budgeted Expenditures 2020-2021 (Fund 1 – General Fund)

Category	Amount	% of Budget
Instruction	16,919,920	70.75
Admin/Attend/Health	1,135,966	4.75
Transportation	1,733,843	7.25
Ops and Maintenance	2,511,084	10.50
Facilities	57,576	0.25
Debt	-	0.00
Tech	1,614,268	6.75
Total	23,915,081	100.00
Food Services	900,000	

Based on Average Daily Membership of 2215.20

Budgeted Revenues 2020 – 2021 (Fund 1 – General Fund)

Source of Funding	Amount	% of Budget
State – SOQ Accounts	14,629,410	61.17
State – Incentive Programs	764,268	3.20
State – Categorical Programs	31,098	0.13
State – Lottery Funded Programs	1,531,651	6.40
State Rev – Total from above	16,956,427	70.90
Federal Rev (projected)	1,265,034	5.29
County Revenue (requested)	5,568,620	23.28
Other Revenue (projected)	125,000	0.52
Total	23,915,081	100.00
Food Services	900,000	

Per Pupil Expenditures Est. ADM = 2215.2

Source	2175 2018-2019	2118 2019-2020	Budgeted 2020-2021
State	7,003.26	7,352.81	7,654.58
Federal	505.75	573.44	571.07
Local	2,758.89	2,815.78	2,513.82
TOTAL	10,267.89	10,742.03	10,739.47

*Operations include regular day school, summer school, adult education, and other educational programs, but does not include facilities, debt service, and capital outlay additions.

**From Annual School Report

2020 – 2021 Budget Approved by County – 2215.20 ADM



FREQUENTLY CALLED TELEPHONE NUMBERS

Thank you for informing the school of your child's absence.

Appomattox Primary	352-5766
Appomattox Elementary	352-7463
Appomattox Middle	352-8257
Appomattox County High	352-7146
Transportation Department	352-7441

STUDENT DRESS CODE

Policy JFCK

In order to promote an orderly and safe learning environment while preparing students for success in the world of work, dress guidelines have been established. Parents and students are responsible for appropriate school dress. This means that a student's dress, grooming, and appearance, including hairstyle, jewelry, and makeup shall be safe, appropriate, and shall not disrupt or interfere with the educational process. Dress that is disruptive, distracting, revealing, or interferes with the educational process will not be acceptable. Administrators will have the final authority to determine if a student's clothing is appropriate for school, is safe, or whether it will create a climate that is distracting to learning and instruction. Principals, faculty, and staff members will enforce the following dress code:

The Appomattox County Public Schools Dress Code prohibits the wearing of any of the following:

- Bedroom slippers, pajamas, or sleepwear
- Clothing or accessories that advertise, glorify, or symbolize any illegal substance, alcohol, drugs, tobacco, cigarettes, vaping, e-cigarettes, or illegal acts
- Clothing or accessories that contain vulgar, derogatory, violent, or suggestive diagrams, pictures, words or slogans
- Clothing or accessories with gang insignia or symbols
- Dresses, skirts, shorts, and skorts shorter than five inches for grades PK-5 (the length of a 3" x 5" index card) and three inches for grades 6-12 above the knee cap when standing
- Exposed undergarments
- Fishhooks
- Picks, combs, or brushes in hair
- Hats, bandanas, head covers, sweatbands, sun visors, and sunglasses (unless prior arrangements are made with the principal for medical or religious reasons)
- Heavy chains worn as jewelry or belts and free swinging chains
- Heelies or footwear with wheels
- Leggings/Jeggings without a dress, skirt or shorts that meets dress code length
- Oversized clothing that results in sagging garments
- Pants, skirts, shorts, or skorts worn low on the hips so that undergarments or bare skin is exposed
- Necklines three or more inches from the lower part of the collarbone (the width of a 3" x 5" index card)
- Sheer or transparent clothing
- Slits, splits, cuts, frays, and holes in clothing so that undergarments or bare skin is exposed that are five inches above knees for grades PK-5 and three inches above knees for grades 6-12
- Spiked jewelry, clothing, and accessories

- Halter tops, strapless tops or any top with shoulder straps less than three inches (the width of a 3" x 5" index card) (students in grade PK-5 may wear tops with straps less than three inches, but may not wear spaghetti straps)
- Tops that are cut so short that bare skin in the midsection area is exposed at any time, including when arms are raised
- Tops with large arm holes such as tank tops, basketball jerseys, muscle shirts, mesh shirts, athletic undershirts, and cut out shirts (these types of shirts may be worn over a shirt with sleeves)
- Trench coats
- Wallet chains exceeding six inches
- Shoe heels which interfere with walking or climbing steps
- Note: Shoes must be worn at all times

Teachers are required to check student dress during first block (grades 6-12) and during the first hour (grades PK-5). Students not dressed in accordance with the ACPS Dress Code will be sent to the appropriate administrator when a violation cannot be corrected in a timely manner.

Student Dress Code and Special Circumstances:

- Some classroom activities and curriculum may require specific dress guidelines (e.g., physical education). Any such changes will be explained by the teacher and addressed in the course syllabus/parent letter.
- Administrators, coaches, and sponsors may suspend portions of the dress code and allow students to wear other appropriate attire at special activities. Such activities may be related to field days, theme days, field trips, physical education, cheerleading, athletics, and band.

Consequences (One or More May Apply)

- Option to alter the inappropriate dress to meet the ACPS Dress Code with alternate attire or calling parents to bring appropriate attire
- Student conference
- Parent contact
- Referral to school counselor
- Referral to school administrator
- In-School Suspension (ISS)

Repeated willful ACPS Dress Code violations may be subject to further disciplinary action, at the administrator's discretion.

Adopted: May 24, 2007 Revised: April 29, 2010
Revised: April 26, 2012 Revised: May 26, 2016

Attendance

Policy JED

Appomattox County Public Schools (ACPS) believes that school attendance is directly related to academic achievement and to the development of good habits that are important in the work world. Optimum student attendance is a cooperative effort, and ACPS expects parents and students to take active roles in accepting that responsibility.

Each principal shall ensure that teachers are accountable for checking and documenting attendance daily/by block; communicating and documenting contact with a student's parents, school counselor, and administrator if poor attendance is affecting the student's performance; and accurately verifying regular attendance reports. Reasonable efforts to notify a parent or guardian should be made when a student has an unexcused absence.

Compulsory school attendance is required by the Code of Virginia § 22.1-254. The Code states that every parent or guardian having control or charge of any student five to 18 years old shall be responsible for such student's regular punctual attendance at school. School attendance is the responsibility of the students and their parent(s) or guardian. At the elementary level, attendance shall be documented daily, and in the secondary schools attendance shall be documented each class block.

STUDENT ATTENDANCE POLICY:

- Student attendance is a cooperative effort; schools shall involve parents and students in accepting responsibility for regular attendance.
- Each parent or guardian of a child within the compulsory school attendance age shall be responsible for the child's regular and punctual attendance at a school as required by law.
- Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with school board regulation.
- Students leaving school early for any reason must check out of the main office.

Appomattox County Public Schools Attendance Guidelines

Recognizing that regular attendance is critical to a student's achievement in school, the school division has developed the following guidelines for attendance.

- 1. Parents are to notify the school by 9:00 a.m. on any day their student is absent from school.**
- 2. Students returning from any absence are required to have a written note from the parent.**
- 3. Definition of terms regarding attendance**
 - Administrator** - Refers to the building principal or assistant principal.
 - Excused absence** – Students must present proof and a reason for an absence in writing by a statement from the parent or guardian, health care provider, or court official. This documentation is expected on the day the student returns to school. Students shall make-up class and homework for an excused absence. An absence may be excused due to the conditions noted below. The school reserves the right to require additional documentation of absences before designating an absence as excused. Parents should send a note for all absences in order that the school may exercise the option to excuse the absence.
 - i. Personal illness or appointment verified by written documentation from a physician, dentist, or mental health professional.
 - ii. Religious holidays.
 - iii. Subpoenaed court appearance or legal appointment.
 - iv. Extenuating circumstances - The administrator reserves the right to approve as excused special circumstances that require a child to be withheld from attending. The parent should notify the school immediately of such circumstances. The administrator will take the student's overall attendance into consideration when making a determination of excused or unexcused.
 - Pre-arranged absence** - A pre-arranged absence is one that is known in advance by the parent and is not one of the types noted above under "excused absence." The administrator will designate absences known in advance as excused or unexcused. A parent requesting a pre-arranged absence, shall, prior to the absence, notify the school administrator of the circumstances requiring absence from school.
 - Unexcused absence** – An absence that is designated unexcused by the building administrator.
- 4. Make-up work-**
 - a. Students shall make up work due to an absence and are responsible for returning the assignments to the teacher for grading. Makeup work for an unexcused absence may be discounted a letter grade.
 - b. Refer to the individual school handbook for details and time lines by which make-up work must be returned to the teacher. (Teachers are reminded to be mindful that the student has several teachers to work with and current work to be maintained during this time.)
- 5. Follow-up with parents for attendance and truancy issues-**
 - a. All parents will be notified when their student has been absent from school (excused and unexcused) for a total of 10 days during the school year.
 - b. After 5 unexcused absences, a conference will be held with school officials to create a school attendance plan.
 - c. Referrals will be made to the Juvenile and Domestic Relations Court as required by law for students violating school attendance plans.
 - d. Students are expected to be in school during the school hours noted:

Appomattox Primary School – 8:30 – 3:00
Appomattox Elementary School – 8:30 – 3:00
Appomattox Middle School – 8:30 – 3:00
Appomattox County High School – 8:30 – 3:00

TRAFFIC AND SAFETY

MEETING THE BUS

State law requires that buses operate on the same routes, as per their schedules, on a daily basis. Parent(s) or their designees are requested to accompany their young child(ren) to and from the bus stop.

Students should:

- Be on time;
- Arrive at their bus stop at least 5-10 minutes before the regular pickup time;
- Stand away from the road. Do Not stand on the traveled portion of the roadway while waiting for a bus;
- Maintain proper conduct;
- Respect the property of others;
- Wait until the bus has stopped; then walk to the front door. Do Not run alongside a moving bus;
- Board the bus in an orderly fashion.
-

Students Riding the Bus should:

- Obey instructions of bus driver and/or bus attendant;
- Be seated immediately;
- Remain seated, facing forward;
- Share seats equally;
- Be courteous;
- Respect property;
- Keep all body parts inside bus;
- Keep aisles clear; and
- Maintain good conduct.

The following infractions are not permitted:

- Fire
- Fighting
- Smoking
- Profanity
- Horseplay
- Eating/Drinking
- Spitting
- Obscene gestures
- Vandalism
- Throwing objects from the bus
- Creating loud noises
- Having glass objects
- Transporting large objects (*including class projects or large band instruments*)
- Tampering with equipment
- Weapons
- Drug and Substance Abuse
- Littering
- Threats
- Endangering others
- Other Violations of the "Code of Conduct"

CELL PHONE USE

Keep cell phones, beepers, or other communication devices off and out of sight while on the bus. Students on activity or team buses may use cellular phones only with permission of the driver or sponsor/coach.

LEAVING THE BUS

Students must:

- Remain seated until bus comes to a full stop;
- Leave the bus in an orderly manner, students in the front seats first;
- Leave the bus stop area when safety permits as soon as discharged from the bus;
- Not loiter around the bus;
- Cross the street, if necessary to do so, at the front of the bus and at a distance of at least ten feet in front of the bus;
- Not cross until the driver has signaled that it is safe to do so;
- Not cross four or more traffic lanes, a divided roadway, or a physical barrier.

If a disciplinary problem should occur in the afternoon, and the problem is such that, in the judgment of the driver, it is unsafe to proceed, the driver may return to the school to seek immediate disciplinary action and/or assistance. Bus drivers are instructed to report any infractions to the school principal/designee.

CHANGING BUSES

Students must have a written request from the parent to go to other than their regular scheduled stop on their regular scheduled bus. This written request is subject to approval of the school principal or designee. Bus drivers must receive notification by the school office when approval is given to a student to change to an alternate stop or bus. No change will be made in the location of bus stops or bus routing without approval of the Transportation Department. No change in the bus assigned may be made without permission of the office staff and the Transportation Department.

TRESPASSING

Only authorized persons are permitted aboard a school bus (school property). "It shall be unlawful for any person, whether or not a student, to enter upon or remain upon any school property after having been directed to vacate the property by a person authorized to give such direction." (Virginia Code § 18.2-128)

RIDING THE SCHOOL BUS IS A PRIVILEGE*

Should a student be reported to the principal, the principal will be responsible for disciplinary action, which may include the loss of the privilege of bus transportation, until the parent, the bus driver, the principal, (and in some instances, a transportation of students who have lost school bus transportation privileges. Oral or written threats to harm others or ACPS property, which are planned or made on a school bus or which are intended to be carried out on a school bus, at a school bus stop, or while going to and coming from school, may result in the loss of transportation for a specific period of time or for the remainder of the school year in addition to other disciplinary action. A School Bus Video Observation System records activities aboard buses. Please feel free to contact the school principal or the transportation department (352-7441) for help with problems related to the transportation of your child.

***Riding the school bus is a privilege, not a right, except as required by law for students with disabilities.**



Family Educational Rights and Privacy Act

The **Family Educational Rights and Privacy Act (FERPA)** and the **Protection of Pupil Rights Amendment (PPRA)**, afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records and regarding surveys, collection and use of information for marketing purposes, and certain physical exams.

These rights include:

(1) The right to inspect and review the student’s education records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believe are inaccurate or misleading. Parents or eligible students may ask the Appomattox County School Division to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school division decides not to amend the record as requested by the parent or eligible student, the principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure to a school official with legitimate educational interests. A school official is a person employed by the Appomattox County School Division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the division discloses education records without consent to current school officials of another school system or institution of post-secondary education where the student seeks or intends to enroll.

(4) A student’s education record may be released without consent to an agency caseworker or other representative of a State or local child welfare agency when the agency or organization is legally responsible for the care and protection of the student.

(5) The principal of any public school may furnish the names, addresses, and telephone listing of students presently enrolled or who have terminated their enrollment to any recruiting official of the military forces of the Commonwealth and the United States, unless parents have advised the local education association that they do not want their students’ information disclosed without their prior written consent.

(6) The Appomattox County Public School Division will transfer student records to requesting schools and is not required to provide a parent or guardian with written notice of the transfer. Appomattox County Schools may make public the following “Directory Information” unless the principal of the school the student attends is notified in writing by a parent or eligible student within 15 administrative days of annual publication of this information that the parent or eligible student objects to the following being designated as “Directory Information.” a. Name of student in attendance or no longer in attendance; b. Address; c. Telephone listing; d. Electronic mail address; e. Photograph; f. Grade level; g. Enrollment status; h. Dates of attendance; i. Participation in officially recognized activities and sports; j. Height and weight, if member of athletic team; k. Degrees, awards and honors received; and i. Most recent educational institution attended.

(7) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

(8) Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED) – a. Political affiliations or beliefs of the student or student’s parent; b. Mental or psychological problems of the student or student’s family; c. Sexual behavior or attitudes; d. Illegal, anti-social, self-incriminating, or demeaning behavior; e. Critical appraisals of others with whom respondents have close family relationships; f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; g. Religious practices, affiliations, or beliefs of the student or parents; or h. Income, other than as required by law to determine program eligibility.

(9) Receive notice and an opportunity to opt a student out of – a. Any other protected information survey, regardless of funding; b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

(10) Inspect, upon request before administration or use - a. Protected information surveys of students; b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distributive purposes; and c. Instructional material used as part of the educational curriculum.

The Elementary Secondary Education Act (ESEA), as amended by NCLB, and 2002 Defense Reauthorization Act require local education associations to:

- give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers;
- provide students’ names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

Appomattox County Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangement to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Appomattox County Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year** and after any substantive changes. Appomattox County Public Schools will also directly notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in: Collection, disclosure, or use of personal information for marketing, sales, or other distribution; Administration of any protected information survey, any non-emergency, invasive physical examination or screening as described above.

It is the desire of the Appomattox County School Board to inform you of policies and regulations regarding the student’s scholastic record and to apprise you of your rights relative to the record. You may obtain, upon request, a copy of the regulations governing management of the student’s scholastic records. For additional information, please call the school guidance office or the principal’s office.