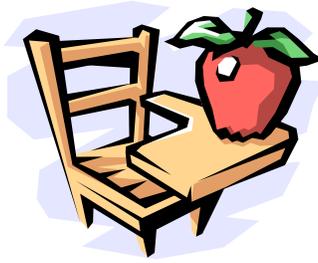


A is for



Absences

When your child is absent or your child will be late, please call the school office at 973-5211 **by 9:00 a.m.**

Accidents

Parents will be notified of accidents needing medical or immediate attention. Parents must be sure that the school secretary and teachers always have a current emergency phone number.

After School Program

The After School Program is available at Agnor-Hurt each school day from 2:25 to 6:00 p.m. The After School Program is **not** operational on early dismissal days. For additional information or to register your child in the program call the Community Ed Office at 296-5840. The number to reach the After School staff at Agnor-Hurt is 973-0377.

Arrival at School

Students should **not** arrive at school **before** 7:45 a.m. School begins at 7:55 a.m. and dismisses at 2:25 p.m. Students will be considered TARDY if they arrive after 8:00 a.m.

Art

All students at Agnor-Hurt participate in a variety of art experiences. Our art resource teacher provides planned art activities and/or resources for classroom teachers. *Please be sure to notice the student art in the halls.*

Attendance

Albemarle County School Board Policy states that “A student must be present at least 3 hours in order to be counted present. If a student attends less than 3 hours, the student will be marked absent”. It is important that your child attend school every day that he or she is well. It is the responsibility of the parent to be sure that children are present and on time. Students missing 16 or more days from school are subject to being retained at their current grade level. **All absences**

are marked as unexcused absences unless a doctor's excuse is provided for the absence.

B is for ...



Behavior in School

Agnor-Hurt is a safe, respectful, cooperative and productive environment. All members of the school community will act in a respectful, safe, cooperative and productive manner. Students are in school to learn and behaviors that are disruptive to the learning environment are not allowed. Children that exhibit disruptive or hurtful behaviors will be assisted in ending the inappropriate behavior. If a student continues to exhibit disruptive or hurtful behaviors, then parents will be notified and a behavior plan written.

Behavior on the Bus

Students are required to remain seated, keep hands and feet to themselves, and talk in quiet voices using appropriate language on the bus at all time. Glass items, animals, boom boxes, Walk-man type tape players, video games, balloons, loose athletic equipment such as balls and bats are prohibited on the bus. Consumption of food or drink on the bus is also prohibited. Students reported by the bus driver for misconduct or for having inappropriate items will receive a warning and parents will be contacted. Further incidents will result in the student losing the privilege of riding the school bus for a designated period of time. For severe infractions, suspension will be immediate with no warnings.

Bicycles

Students may not ride bicycles to and from school.

Book Fair

Two Book Fairs are held at Agnor-Hurt School, one in the fall and one in the spring. All proceeds from the sale are used to purchase new books and library materials to benefit everyone in the school.

Books Lost

When a student loses a library book, the media specialist will send home a bill for the cost of replacing the book. When a textbook or other classroom material is lost, a fee will be charged and a new book will be issued. Refunds will be given if items are returned.

Breakfast Program

As a part of the Cafeteria Program students are offered the option to buy breakfast each morning.

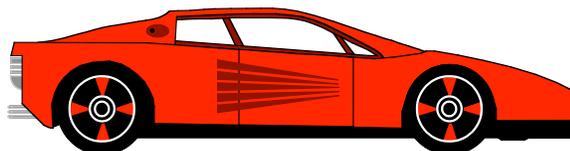
Bus Transportation

Students should be at the bus stop 5 minutes before the bus is scheduled to arrive. Buses generally run within 5 minutes of the scheduled arrival time. If a bus has not arrived after 15 minutes, please call transportation to determine the problem (973-5716).

With a written note from a parent, a child may ride a different bus other than the one assigned.

The note should include the child's name, date, destination and number of the bus the child should ride. For visits to another child's home, the note should also include the host child's name.

C is for ...



Change in Address or Phone

Please notify the office if you move or change your phone number during the school year. Please keep all emergency contacts and work phone numbers current as well.

Check-In/Check-Out

When students arrive at school after 8:05 a.m., parents need to stop by the office to sign in late students. Please do NOT drop off late students at the door. Students will not be admitted to class after 8:05 without a late pass. We realize that it is necessary on occasion to check your child into school late or out of school early for appointments that cannot be scheduled at other times. If you know in advance that you will be checking your child out of school before 2:20 p.m., please send a note to your child's teacher in the morning. When you arrive at school to pick up your child, please report directly to the office to sign your child out. Your child will be paged to the office. No child will be directly released from the classroom. If your child returns to school before the end of the day, the parent sign-in procedure normally used for a tardy student should be followed.

Clothing Closet

The office at Agnor-Hurt keeps a small collection of extra clothing available for use after occasional accidents, spills, and emergencies. Donations of clean used children's clothing such as sweatpants, t-shirts, socks, and undergarments are appreciated.

Computers

Every classroom at Agnor-Hurt includes computers for student use. Several computers are online in the media center as well. Word processing, educational software, keyboarding instruction, and Internet communications are available at the teacher's discretion.

Conferences

Parents are encouraged to schedule conferences with teachers, the school counselor, or the principal to express concerns, obtain information, or ask for help. Conferences may be scheduled by calling the school office and leaving a message for the teacher to return your call after school or by using the voice mail. Special conference days will be announced during the school year as well.

Counselor

Our school counselor provides counseling and other support for academic, social, and emotional

issues on an individual, group, or classroom basis. The counselor can work with you and your child's teacher to help your child be successful and happy in school. For more information or to discuss a family or student concern, you can contact the school counselor by calling the school office.

Crisis Team

Agnor-Hurt has assembled a team of staff members who are prepared to intervene quickly when an emergency or crisis occurs. They are trained to assure student safety and well being in the event of an emergency until other assistance arrives.

Curriculum

All Albemarle County curriculum are located on the County Schools web site.
(<http://k12@albemarle.org>)

Custody

Students will be released only to parents or individuals named on the emergency form. Proper identification may be required before a student is released to any individual. Any court document such as a "no contact order" or custody agreement should be on file with the school office.

D is for ...



Different Last Names

If a child's last name is different from the parent's last name, please be sure to write the child's name on checks and other correspondence sent to school.

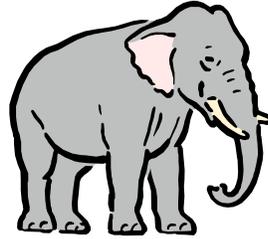
Dress and Appearance

Students at Agnor-Hurt are expected to dress in a manner appropriate for a school setting. To avoid disruptions and to foster student health and safety, the following guidelines are to be observed:

- Clothing that permits exposure of the body beyond acceptable standards is discouraged
- Clothing displaying words or pictures that suggest vulgarity, racial slurs, violence or obscenities is prohibited.

- Shoes must be worn at all times in school for health and safety reasons.
- Athletic shoes are recommended for physical education class. Sandals, jellies, slip-on styles, and hard-soled shoes are strongly discouraged in P.E., both for student safety and to preserve the gym floor.

E is for ...



Emergency Cards

Each student is given an emergency card in the take-home packet at the beginning of the year. This card needs to be completed by parents and returned as soon as possible. Please be sure emergency information is kept up-to-date throughout the school year.

Emergency Closings

Each student will be given an emergency closing form for parents to complete at the beginning of the school year. This form is kept on file in the classroom and in the office to inform us of your child's instructions in case school closes early. To avoid confusion, please fill out a separate form for each child and make sure the information agrees if that is your intention. Also, please discuss early closing arrangements with your child in advance, to avert misunderstandings and anxiety. Early closing information is broadcast on all local radio and television stations. The Albemarle County Schools' Closing Information telephone number is **296-5886**.

Emergency

If you have an emergency of any kind, please continue calling until you speak to a person. DO NOT leave a message.

End of Day Dismissal

Our school day ends at 2:25p.m. Students being picked up will be the first to be dismissed at 2:20. Parents can meet them in the front hallway or pick them up in their car in the loop in front of school. Students who have registered and paid to participate in the After School Program will also be called to the cafeteria at 2:25. Students riding buses will be dismissed immediately after the pickups and afterschool students.

Excuses

All students are expected to participate in school activities unless there is a medical reason for non-participation. Students who are unable to participate in P.E. for an extended period of time are required to have a written excuse from a physician.

Expectations

The mission of Albemarle County Schools is to provide and promote a dynamic learning environment through which all students acquire the skills, knowledge, and values necessary to live as informed and productive members of society. Students are expected to arrive at school on time, stay all day, complete assignments, and try to do their best daily.

F is for ...



FAX

Agnor-Hurt's FAX number is 974-7046.

Field Day/Fun Day

Each spring the Physical Education teacher coordinates a group of outdoor activities for the children in all grade levels. A variety of exercises, games, races, relays, and activities are planned. Parents are invited to observe or assist. It is our way of welcoming the end of the school year with a day of good, healthy fun.

Field Trips

We are fortunate to live in a vibrant area offering many opportunities to enrich our children's education outside the school walls. Each class takes occasional field trips to cultural events, nature areas, community organizations, historical sites, etc. Advance information about these trips is sent home at the classroom level. **Permission slips for field trips will be sent home as necessary.**

Forbidden Items

Knives, guns (including toy guns), cigarette lighters, projectiles, explosives of any type, or any other item deemed hazardous to people, property, or buses are prohibited. Possession of any of these objects will result in immediate suspension.

Fire Drills

A fire drill is conducted the first week of school and once a month thereafter. All students, staff, volunteers, and parents must evacuate the building

Free/Reduced Lunch

Lunch is provided free or at reduced prices to those who meet certain income requirements. Applications for free or reduced lunch are in the take-home packet sent home at the beginning of the year.

G is for ...



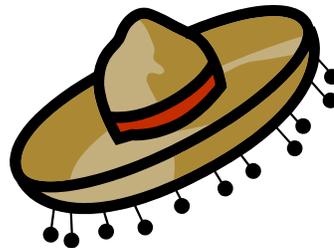
Grading

Report cards are sent home four times yearly. Assessment and the reporting of progress will be reviewed with parents by the teacher and is included on the report card/narrative sent home.

Gum

Gum is not allowed at school or on school buses.

H is for ...



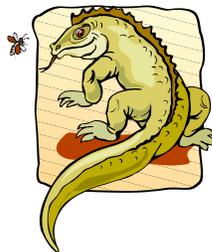
Health Assessment

Virginia State law requires that all student files contain a record of a physical examination and up-to-date immunizations.

Homework

Homework is given at the discretion of classroom teachers. Grade-level homework policies are provided by the classroom teacher.

I is for ...



Ill Children

If students become ill at school, parents will be notified. Please come as quickly as possible to pick up your child. Please do not send your child to school with a fever or other symptoms of illness.

Immunizations

Virginia requires that students enrolling in school provide proof of completion of immunization,

or evidence of being “in process” of receiving required immunizations at the time of enrollment.

Immunizations required:

- ✓ ***DTP*** - Three (3) doses of DTP with one of the three administered after the fourth birthday.

- ✓ ***OPV*** - Three (3) doses of trivalent OPV with one of the three administered after the fourth birthday

- ✓ ***Measles*** - Two (2) doses of live virus measles (rubella) vaccine, one dose given at 12 months of age or older, and the second dose administered prior to entering kindergarten or first grade, whichever occurs first, effective July 1, 1991.

- ✓ ***Rubella*** - One (1) dose of rubella vaccine received at 12 months of age or older.

- ✓ ***Mumps*** - One (1) dose of mumps vaccine received at 12 months of age or older for students entering school on or after August 1, 1981.

- ✓ ***Hepatitis B*** – Minimum of three (3) doses at the required intervals

Insurance

Accident insurance is offered through a school group policy for at-school and 24-hour coverage. Information is included in the take-home packet. Neither Agnor-Hurt nor the Board of Education provides insurance coverage for accidents at school except for the policy offered at the beginning of the school year.

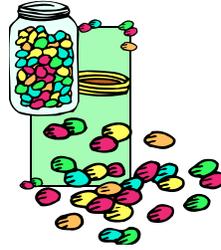
Integrated Learning

This is a process that requires students to use the skills of several subjects at once. Instead of having separate math and science classes, teachers may conduct a class where students use math skills to do science experiments. Students may also have activities that focus only on one subject area, such as reading or writing.

Interruptions

Teachers appreciate having as few interruptions as possible. Therefore, any messages, food items, or parcels brought into school for a teacher or student should be labeled with the classroom teacher’s name and delivered to the office. They will be collected at the teacher’s convenience.

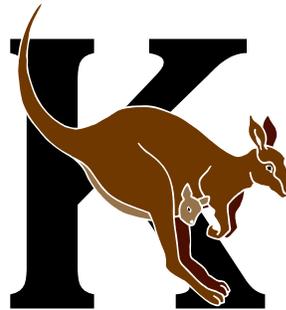
J is for ...



The *joy* your children feel when they are part of a learning, caring, growing, and sharing community like Agnor-Hurt!!

K is for ...

Kindness ...



Kindness in words creates confidence.

Kindness in thinking creates profoundness.

Kindness in giving creates love

Tao-Tsu

L is for ...



Library/Media Center

All students visit the library regularly for a library lesson, story time, and book check-out. Books must be returned to the library the following week. Please make every effort to help your child remember his/her library day and keep track of materials checked out. Parents will be charged the replacement cost of any lost or damaged book. Encourage your child to bring home a new book at each library visit and read the book with or to your child. It is important that parents show an interest in their children's reading by participating in reading activities with them. Children enjoy being read to and discussing favorite books and characters with their parents. Encouraging a love of books is one way that parents can help their children to become enthusiastic and successful readers.

Lost and Found

A "Lost and Found" box is kept at Agnor-Hurt outside the cafeteria. Parents are welcome (and encouraged) to look through the box for lost items at any time. Valuables such as watches, rings,

and money are turned in directly to the office. Parents are reminded to write the child's name on all jackets, coats, sweaters, backpacks, lunch boxes, and school supplies.

Lunch

Lunchtime is a period of approximately 30 minutes for students to relax, eat, and socialize. You are welcome to visit the lunchroom and eat with your child. You will find that when the noise level rises too much, as sometimes happens when 100 or more students all talk at once, an adult will remind the children to speak quietly.

Lunch accounts may be set up at any time by sending in money or a check with a note indicating the number of lunches being purchased in advance. Monthly lunch menus are sent home at the beginning of each month. Please post the menu in your home to consult when deciding which days your child will buy lunch. Information about school lunches is provided in the take-home packet at the beginning of the school year.

M is for ...



Mathematics

Your child receives mathematics instruction every day at Agnor-Hurt, but you can help to strengthen and enrich math skills at home with very little trouble. Measuring cooking ingredients, counting items by 2's, 5's, etc. telling time, adding numbers on dice, and counting money are all simple but effective ways to help your child be comfortable with numbers and arithmetic operations.

Medication

According to Albemarle County Policies and Regulations (JHCD-E) regarding administering medicine to students at school, parents need to be aware of the following:

- Whenever possible, medication should be scheduled outside of school hours. Speak to your doctor about the possibility of your child taking medicines when you can administer them at home.
- If prescription medicine is to be dispensed at school, it must be sent in the original pharmacy container with the child's name, the doctor's name, the name of the drug, and the doctor's instructions. Non-prescription medication must also be clearly labeled and a note signed by the parent or guardian..
- All medications must be brought to the office immediately upon arrival at school, to be held,

and dispensed by the principal or designee. A *Request for Taking Medicine at School* form must be signed by parent/physician before anyone at Agnor-Hurt can dispense medication. This form is included in the take-home packet provided at the beginning of the school year.

- Not more than one month's supply of a prescribed medication shall be stored at the school. All medications are kept in the office and administered by office staff after the medication form discussed above is on file. Medication -- prescription or non-prescription -- may not be dispensed until forms are in place. We reserve the right to refuse the parent's request to dispense medicine.
- Parents should notify Agnor-Hurt in writing of any unusual allergies or illnesses that may require special attention or medication. Minor accidents that require general first-aid will be taken care of in the school office/clinic. Parents will be called immediately in the event of more serious injuries.

Messages

Emergency messages may be left for students and teachers in the office by calling 973-5211. Please be sure to call prior to 1:45p.m. in order to allow time to deliver your message.

Whenever possible, a note should be sent with your child in the morning to notify the teacher and the office if the student will leave early or visit another child after school (whether traveling by bus or car).

Money

Please do not send large amounts of money to school with your child. Be sure to label money for lunch, supplies, field trips, and other items with your child's name and what the money is for.

Please do not send large bills to have change made in the office and distributed among students in the same family.

Music

A music teacher is employed part-time to provide Agnor-Hurt students with music instruction on a weekly basis. In addition, the music teacher organizes and helps organize musical opportunities for children throughout the year.

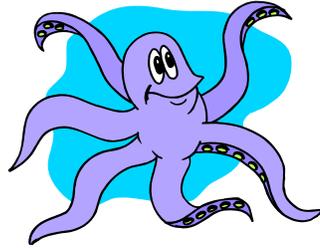
N is for ...



Newsletters

School and PTO newsletters will be sent home regularly. Classroom and grade level newsletters will be sent home at least monthly by teachers.

O is for ...



Office

Our main office is located in the front foyer. Our secretary and office staff will be glad to help you in any way.

P is for ...



Parent-Teacher Organization (PTO)

The Agnor-Hurt PTO is an association of teachers and parents joined in a partnership to provide students with the best education possible. General PTO meetings are held periodically throughout the year - usually once a month. The Agnor-Hurt PTO also conducts fund-raisers for the school and sponsors a number of special activities to bring the school community together. You are encouraged to support and become active in the PTO as a way to be directly involved in your child's education.

Parent Volunteers

Agnor-Hurt owes a debt of gratitude to its dedicated parent volunteers. Information about the parent volunteer program is sent home at the beginning of the year. We encourage parent volunteering as a positive connection between home and school, which benefits everyone in the community.

Parking

Please do not park along the sidewalk in front of school. Police will give tickets for violation. This lane must be kept open to facilitate a smooth flow of traffic. Visitor parking is available in marked spaces in the parking lot in the front of the building and around the side by the gym.

Physical Education

Students receive 120 minutes of PE under the direction of our certified physical education teachers each week. The program stresses age-appropriate skill-building, cooperative teamwork, health and fitness awareness, and training in accordance with the Albemarle County curriculum.

Pictures

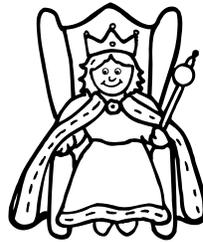
School pictures are taken twice a year, fall and spring. Fall pictures are traditional, individual

portraits. Spring pictures are class photos.

Playgrounds

Agnor-Hurt offers two playgrounds; one for children in kindergarten through second grade and one for third, fourth, and fifth graders. Both are surrounded by generous expanses of grass for free play. Children have access to a blacktop with basketball hoops. All children are instructed in safe use of playground and athletic equipment at the beginning of the school year.

Q is for ...



Questions

How do I contact my child's teacher?

For any call, phone the school office at 973-5211 and speak with the secretary to leave a message for the teacher. Minor messages requiring no response may be sent with your child in the form of a note.

How do I express concerns?

Call the school and leave a message for the teacher asking to make an appointment for a conference. The teacher will return your call.

Who can help my child in case of abuse, drugs, divorce, death in the family, etc.?

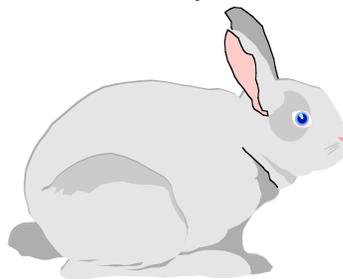
Your child's teacher should always be aware of situations which may affect your child's learning.

Call the office and leave a message for your child's teacher. You may also wish to contact the school counselor, who is professionally trained to help your child. The school counselor, if not available, will return your call as soon as possible.

How do I make suggestions to or through the PTO Executive Board?

Call the PTO President or any member of the Executive Board. Their names and numbers are available in the office. You may also send a note clearly marked PTO with your child. It will be placed in the PTO mailbox

R is for ...



Reading

We want all Agnor-Hurt students to be avid and accomplished readers. To meet this goal, we need your support at home. Instill a love of books in your child early by visiting the public library often and by reading to and with your child regularly. Occasionally the classroom teachers and the media center specialist send home lists of suggested books for various reading

levels. These are excellent guides to help you choose appropriate reading material for you child.

Records

It has been the practice for the administration of the Albemarle County Public Schools to permit parents to review, with the school principal or his designee, records maintained on their students. Virginia Department of Education Regulations officially mandate that parents and eligible students be informed in writing of the School Board's policy with respect to the management of student records.

Information can not be denied to a non-custodial parent unless there is court documentation not allowing such access. As such, non-custodial parents have the same rights to records unless that right is removed by a court order.

Student scholastic records are written and maintained for the purpose of assisting the student in his personal, social, educational, and vocational development consistent with high professional standards. These records are kept under supervision of the principal or his designee. The records are used to assist the school's staff in working with the student. The principal or his designee is responsible for reviewing the records to make sure information no longer needed is removed.

No person, other than the parent or eligible student and officials legally designated, has the right to information in the record unless the parent or eligible student gives written permission, or if the information is subpoenaed by a court or requested by officers of the court. Upon challenge of record content by the parent or eligible student, the established procedures for students and parents shall be followed. The cost of reproducing any portion of the record will be borne by the eligible person who desires such reproduction.

Registration

To register for school, a child must be five years old by September 30. All students registering for the first time must provide an original, State certified birth certificate, record of physical exam, immunization records, social security card, and two proofs of residence.

Resource

Agnor-Hurt offers a comprehensive resource department which provides services to children with special needs. Some of the programs available are speech and language therapy, individualized educational programs for children with learning disabilities or other special needs, support for physically challenged students, occupational therapy, and a resource program for identified gifted students. If you feel your child might qualify for the services of the resource department, contact the classroom teacher to discuss a referral.

S is for ...



S.I.P.

The S.I.P. (School Improvement Program) consists of a group of parents and teachers who focus on identifying annual goals for the school.

Smoke-Free Environment

Agnor-Hurt School provides a totally smoke-free environment for the good health of the entire school community. This includes all school grounds.

Snack

Primary grade children are given a short snack break during the school day. The student is responsible for providing his or her own snack. **It is recommended that snacks brought from home be of good nutritional value (fruit, vegetables, fruit drinks, cheese, crackers, yogurt, granola bars, etc.).** Please be sure to pack spoons, straws, and other necessary items since snack is generally eaten in the classroom or on the playground. Students will have an opportunity to buy snack, milk, or juice from the cafeteria before snack time begins.

Suspension

Students who continually disrupt class or who are involved in severe misconduct may be suspended from school. Every effort will be made to enlist parent assistance before a student is suspended. *When a student is suspended from school, a conference with the parent must be held prior to readmission.*

T is for ...



Tardiness

School begins at 7:55a.m Students who come in after 8:00 are considered tardy and need to be signed in by a parent. The office will then issue a late pass to admit the child to class..Students must be present at school until 11:30 a.m. in order for them to counted present for that day.

Telephone Calls

Teachers may receive telephone calls through the office (973-5211) between 8:00 a.m. and 2:25p.m. in emergencies only, otherwise a message can be left in their mailbox located in the office. Teachers will return calls at their earliest convenience. Students may receive messages during the school day only in emergencies.

Toys

Toys are not allowed at school or on the school bus. Teachers may at times allow students to bring a toy to school as part of an activity. Any toy that is removed from a child will be held in the office until a parent can pick it up.

Transfer

To transfer your child out of Agnor-Hurt School, simply notify the office. If you are leaving the country, at least one week's notice is required for preparation of records. Students transferring within the United States will have their records requested by the new school; however, the office still needs to be notified of the move and advised of the child's last day in school.

Trips

If you know your child will be out of town and needs to miss class, please contact the teacher several days ahead of time to discuss academic expectations during and after the trip.

U is for ...

Us

Together we make a difference in your child's life.

V is for ...

Valuables

Items such as expensive watches and other jewelry, large amounts of money, and other valuables should remain at home.

Visitors

Parents are welcome to visit the school and classrooms. Please give the teacher advance notice if you will be visiting class. When you arrive, please remember to sign the Visitor/Staff log in the office and pick up a Visitor badge.



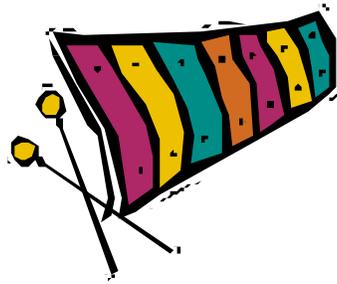
W is for ...

Weather

Please listen carefully to the weather report each morning and dress your child appropriately. Notification of school cancellation, delayed opening, or early dismissal due to severe weather conditions will be broadcast over local television and radio stations. The Weather line number is 296-5886.

Writing

The best way for children to learn how to read and express themselves is to write. Ask your child's teacher for ways to encourage writing at home. Providing pencils and paper is a good way to get your children started.



X is for ...

XXXXXXXX

...the love, hugs, and warmth given to all children at Agnor-Hurt. We believe that children don't care how much you know until they know how much you care.

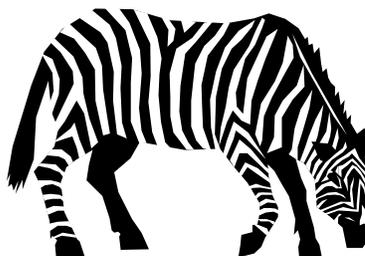
Y is for ...



Yearning

Yearning, wishing, and hoping for our children to be high achievers, with everyone's hard work, we will make our wishes come true!

Z is for ...



Zeal

...the *zeal* we feel for special jobs at Agnor-Hurt. We are privileged to have the trust and support you show by sending your children to us every day!

**We Expect Success
For All Students**



**The A B C's of
Learning at**

**AGNOR-HURT
ELEMENTARY
SCHOOL
STUDENT/PARENT HANDBOOK**

A publication of

**Agnor-Hurt Elementary School
3201 Berkmar Drive
Charlottesville, Virginia 22937
434 973-5211**

**Phone: (434) 973-5211
FAX: (434) 984-**

Albemarle County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability.