

SANDUSKY ELEMENTARY SCHOOL



2024-2025 Parent & Student Handbook

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**Lynchburg City Schools Mission Statement
Every Child, By Name and By Need to Graduation And
Beyond**

Sandusky Elementary Mission Statement

Being aware of the uniqueness and potential of each student, the entire Sandusky Elementary School family will cooperatively strive throughout the elementary years to develop the whole child into a responsible, productive, and successful student.

School Motto:

“We Do It Better When We Do It Together”

Dear Parents,

It is my pleasure to welcome you to Sandusky Elementary School for the 2024-2025 school year. The faculty and staff of Sandusky Elementary look forward to working with you to make this a successful school year. We are dedicated to making your family's connection with our school a positive and rewarding experience.

Being aware of the uniqueness and potential of each student, the entire Sandusky Elementary family will cooperatively strive throughout the elementary years to develop the whole child into a responsible, productive and successful student. We are truly committed to providing the best possible educational program for your child. In order to be successful with this endeavor, we need your assistance and support. As our number one partner in your child's education, we ask that you help us instill in him/her a positive attitude and self-image while developing an excitement toward learning. Working together as a team, we can foster a warm, inviting, and nurturing atmosphere that ensures academic achievement for all students.

This handbook is provided to give you pertinent information regarding the most important school policies and procedures. We hope this will provide easy, accessible reference to items of interest and concern. ***PLEASE read this handbook carefully, discuss the pertinent items with your child, and keep it as a future source of reference.***

Again, welcome to Sandusky Elementary. We are so excited to have you as a member of our family. We solicit your suggestions and encourage you to become an active participant in our school's many programs and activities. We look forward to a successful school year as we work with you as a partner in furthering your child's education. If you have any questions, concerns, or ideas you wish to share for promoting excellence in education, please feel free to contact me throughout the year at 434-515-5280 or womackde@lcsedu.net.

“We Do It Better When We Do It Together!”

Sincerely,



Derrick Womack
Principal

SCHOOL HISTORY

In the latter half of the 1950s, because of the growth that Lynchburg sustained as a result of opening its doors to two large new industries, there was a need for a school in this location; therefore, construction was begun in March, 1964. The first unit, now housing grades one and two and one kindergarten class, was completed that year. When the school opened in September of 1964, with some completion work still to be done, 210 students were enrolled in two half-day kindergartens, two first grades, and one each of the grades two through six.

In January of 1967, construction was begun on the second unit, the elementary building, now housing fourth and fifth grades and three third grade classes.

In May of 1974, the construction of a million-dollar addition to Sandusky Elementary School was begun. The new structure, consisting of an office complex, additional storage, teachers' lounge, media center and office, two kindergarten spaces, a music and art area, and a cafetorium was completed in July of 1975.

The first use of the new building began September 1975. The student enrollment was reduced to 290, due largely to the reconstruction project in the inner-city area.

During the year of 1975-76, the City of Lynchburg annexed 25 square miles of Campbell and Bedford Counties. Of this territory, a large portion of Campbell County directly adjacent to the school property was assigned to the Sandusky Elementary School attendance zone. In an effort to meet court ordered desegregation plans, the inner-city attendance zone was also changed. These changes resulted in an enrollment of 582 students at Sandusky Elementary for the 1976-77 school year.

With the opening of the new Heritage High School in the Brookville area and the establishment of three middle schools consisting of the 6th, 7th, and 8th grades, Sandusky Elementary became a K-5 school beginning with the 1977-78 school year.

Sandusky Elementary will be celebrating 60 years of excellence during the 2024-2025 school year and we look forward to continuing to serve this community, with the support of parents, community and business partners who are actively involved with the school program.

PHILOSOPHY AND OBJECTIVES OF SANDUSKY ELEMENTARY

The Lynchburg City Schools have a commitment to help every student achieve success both academically and socially by creating an environment conducive to learning. The elementary instructional program is consistent with the belief that educational opportunities should be provided to help each student reach his potential, with first priority being placed on mastery of basic learning skills.

In keeping with the basic philosophy and objectives of the LCS System, the staff of Sandusky Elementary School believes that the development of each student is the sole reason for the school. Each student is to be treated as an individual. Each student will be given the opportunity to develop responsibility, independence, respect for himself and others, and to gain a sense of achievement and success. Our program of home-school communication reinforces the school's efforts by generating interest and encouragement of parents and other adults in the community whose attitudes influence student motivation and learning.

Learning is a unique experience in which each learner can move toward his objectives in ways, and with speeds, that are unique to his own individual needs. All students have physical, mental, emotional, social, and cultural differences, and the school has the responsibility of providing for the diversities as well as for the similarities among its learners.

We believe that the total process of education is a responsibility shared by the home, the school, and the community. Each has a joint responsibility for the student's successful progress through school and for his ultimate adjustment in society as a citizen of our republic.

OBJECTIVES

Based on our philosophy, the school shall endeavor to accomplish the following:

1. Help students enjoy learning and coming to school.
2. Foster school/community interaction.
3. Provide all students with needed skills for continuing development.
4. Initiate, develop and refine education skills and self-motivation toward independence and creativity.
5. Develop a positive self-image for each student.
6. Promote acceptance of self and respect for others.
7. Help students learn to face the challenges of life realistically.
8. Develop and practice basic values paramount to man's co-existence.

PARENT PARTNERSHIP

SEE THAT YOUR CHILD:

- ...gets the proper amount of sleep each night.
- ...gets up in time to eat a good breakfast.
- ...is appropriately dressed for the weather and activities of the school day.
- ...has collected the books, homework papers, notes, supplies, lunch money, etc. needed to be taken to school each day.
- ...is feeling well and does not have a fever.
- ...has a special time and place to complete his homework assignments.
- ...reads each day for at least 15 minutes.

SEE THAT YOU AS A PARENT:

- ...ask your child for interesting and exciting details about his school day.
- ...read to your child often and listen to him read to you.
- ...go over papers with your child that have been completed in school.
- ...praise him for a job well done and encourage him where improvements can be made.
- ...get to know your child's teacher early in the school year. Keep in touch often throughout the year.
- ...see that homework is completed and placed in a convenient place to be returned to school.
- ...support the school rules and discuss these with your child often.
- ...inform the school when your address or phone number changes.
- ...listen to your child's ideas and opinions without criticism.

SANDUSKY ELEMENTARY POLICIES

SCHOOL DAY SCHEDULE

School Day Start: **8:40 AM**

School Day End: **3:40 PM**

Master Schedule

8:00 AM	Office staff arrive
8:20 AM	Instructional Assistants' contractual day begins
8:20 AM	Teachers' contractual day begins
8:25 AM	Breakfast begins
8:40 AM	Instructional program begins
11:00 AM-1:55 PM	LUNCH (six periods)
3:35 PM	End of instruction – prepare for dismissal
3:40 PM	Dismissal
3:50 PM	Instructional Assistants' contractual day ends
3:45 PM	Teachers' contractual day ends
4:00 p.m.	Office staff Contractual Day ends

** Identified staff remain until all students are dismissed. No students are left unattended.

Arrival (Car Riders & Walkers)

No student should arrive prior to **8:25 AM**, as there is no one on duty to supervise students prior to that time.

We ask you to adhere to the following procedures when bringing children to school during **normal arrival (8:25 AM) and dismissal (3:40 PM)** times:

1. Turn on Monocan Lane as if going to Sandusky Middle School.
2. Drive toward the elementary school, going around the Middle School parking lot. Continue to drive to the angled sidewalk from the elementary school. Your child will meet you at your car. (Do not pick up in front of the elementary school at the curb; this loop is reserved for school buses.)
3. Exit using the Middle School Loop, traveling from Monocan onto Sanhill Drive.

Dismissal

Dismissal time for students is **3:40 PM**. The individual schedules of the faculty and staff do not permit children to remain at school after 3:40 PM unless involved in a supervised, school-sponsored activity or previous arrangements have been made between the parent and individual staff members.

We will begin dismissing walkers and car riders at **3:40 PM**. Please arrive prior to or at that time using the travel pattern detailed above (**car riders**). If you are

consistently late (**after 3:50 PM (multiple times per week)**) in picking up your child as a car rider, it will be requested that they ride a bus as we will not have staff members available after school hours to monitor students. If it is not feasible for your child to ride the school bus and transportation cannot be provided by 3:50 PM, the YMCA offers after school day care at Sandusky Elementary. The closing time is 6:00 PM. For more information about registration and fees, call 434-847-8750.

The appropriate agencies will be contacted for students who are consistently left at school well after listed dismissal times without any communication from the parent. We will make every effort to contact Emergency Contacts prior to this step.

Students riding buses will be dismissed by bus numbers beginning at 3:40 PM. We utilize a "Silent Dismissal" process where bus numbers are highlighted on the tv screen as they arrive. Teachers, resource teachers and assistants escort students to their buses. Students are expected to walk quietly in the hallway and out to their buses. Students will not be allowed to get on an empty bus or in an empty car.

Parents are reminded to send a note that is both signed and dated to the school if their child is planning to change his/her normal routine for the day, (i.e., change of bus, remaining after school, walking home, going to a friend's house, etc.). The note should be sent to the attention of your child's homeroom teacher. The note will then be sent to the main office for confirmation by the office staff and final approval by the principal.

During dismissal times, students with specific needs related to arrival and/or dismissal will have accommodations made to meet their needs. If your child has a special handicapping condition that requires special arrangements, please contact the school office immediately.

Students Walking

1. To cut down on the danger of accidents, please encourage children to always walk on the sidewalk and to cross at the street corners. Where there are no sidewalks, please encourage your child to walk at the edge of the street facing the traffic. Students should not take short cuts through private property without permission from the owner.
2. Walkers are not permitted to make stops on the way to and from school without permission from a parent or guardian.

ATTENDANCE

Lynchburg City Schools 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 Lynchburg City Schools expects parents and students to take active roles in accepting that responsibility.

In all cases of tardiness to school or early dismissals, students must present that day a written note from a parent/guardian to the school stating the reason for the tardiness or

early dismissal. Excused tardies/early dismissals are granted only for the following reasons:

- o Personal illness. Written excuses should contain a description of the illness.
- o Personal required court appearance with documentation from the court.
- o Death or serious illness in the immediate family. Principal will also consider each individual case and any extenuating circumstances.
- o Medical condition or appointment verified by a note from a medical professional or dentist.
- o Religious holiday will be excused upon presentation of written verification from the student's parent/guardian. No student will be deprived of any award, eligibility, or opportunity to compete for any award, or the right to take an alternate test or examination the student missed by reason of such verified absence.

Tardy Arrival

If your child arrives at school **after 8:40 AM**, (s)he is tardy and needs to sign-in at the office **BEFORE** going to the classroom. **The parent or guardian must accompany the child to the office to sign-in and provide written documentation that states the reason for the student's tardy arrival.** Tardies will be counted as unexcused unless they meet the criteria for excused tardies as stated in the Lynchburg City Schools attendance policy.

Early Dismissal

If a student is to be picked up prior to dismissal time, (s)he must be signed out at the office by a parent or guardian. If anyone other than a parent or guardian is to pick up a child, (s)he **MUST** have written permission from the parent/guardian. Parents are encouraged **NOT** to pick up students early unless absolutely necessary for an emergency situation. Students will be counted absent for the day if they miss more than half of the school day.

Per School Board Policy JED-RZ: (student absences)

Upon a student's return to school, the student shall bring a note signed by the parent/guardian to explain the reasons for the absence and the dates of the absence. The school should receive the note on the day of the student's return to school. E-mail will be accepted for a note. Absences will be unexcused if notes are not received by the school within two school days of the student's return to school even if the parent has called.

Truant with 5 Unexcused Absences:

When a student reaches five **(5) unexcused absences** during the school year he or she is considered truant. At the fifth unexcused absence, a **5 Day Letter is mailed** to the parent/guardian along with a printed copy of the student's attendance record for the school year. The school administrator, or his/her designee (i.e., often the attendance clerk), will conduct the 5 Day Conference with both the parent/guardian and the student; he/she will make reasonable efforts to obtain an explanation for the student's nonattendance. An Attendance Plan will be developed with the parent/guardian and student during the conference to resolve attendance issues. All future student absences

will require the parent to turn in a note from a professional service provider (e.g., doctor, dentist, mental health care provider).

Tuant with 7 Unexcused Absences:

The seventh unexcused absence is defined in the Code of Virginia as, "More than one additional day after the Five Day Conference." If the student is absent for more than one additional day after direct contact with the student's parent and school personnel have received no indication that the student's parent is aware of and supports the absence, the school principal or principal's designee shall refer the student to the LCS Inter-agency Truancy Review Team for a conference. Such conference may include the Student Support Specialist and other community service providers to resolve issues related to the student's nonattendance. The conference shall be held no later than 10 school days after the tenth absence, regardless of whether the student's parent approves of the conference. The **Inter-agency Truancy Review Team** shall monitor the student's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve.

The City Attorney Letter will be mailed to the parent/guardian when the Truancy Department invites the family to the Interagency Truancy Review Team Meeting. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the student is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the Student Support Specialist. The Student Support Specialist shall schedule a conference with the student and student's parent within 10 school days. Continued nonattendance may result in the Student Support Specialist (1) filing a complaint with the Juvenile & Domestic Relations District Court alleging the pupil is a Child in Need of Supervision as defined in VA. Code § 16.1-228 or (2) instituting proceedings against the parent pursuant to VA Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the Student Support Specialist shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody, pursuant to VA Code § 20-124.2, and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

Tuant with 10+ Unexcused Absences:

If the Interagency Truancy Review Team (ITRT) interventions are not effective and the student continues to accumulate unexcused days from school, a complaint may be filed with the Juvenile & Domestic Relations District Court alleging the child is a Child in Need of Supervision pursuant to § 22.1-267 (Proceedings against habitually absent child) of the Code of Virginia.

10 EXCUSED or UNEXCUSED Absences:

Upon the tenth day of any absence, **either excused or unexcused** (i.e., with the exceptions of documented five to ten day medical illness, vacation requests where the guardian followed our policy, and suspension) a 10 Day Letter is mailed to the

parent/guardian along with a printed copy of the student's attendance record for the school year. 10 days of school absence is considered excessive. The school administrator, or his/her designee (i.e., often the attendance clerk), will conduct the 10 Day Excessive Absence Attendance Plan and Conference with both the parent/guardian and the student. He/she will make reasonable efforts to obtain an explanation for the student nonattendance. An Attendance Plan will be developed with the parent/guardian and student during the conference to resolve attendance issues.

11 – 14+ EXCUSED or UNEXCUSED Absences:

Students who accrue 11 or more excused or unexcused absences are the most likely to become chronically absent from school. While all absenteeism affects academic success, chronic absenteeism often puts students at serious risk of falling behind in school.

15 Consecutive Absences:

Pursuant to 8VAC20-110-130 (When pupil dropped from roll) of the Administrative Code of Virginia, **any student who has accumulated 15 consecutive absences (i.e., excused or unexcused) from school shall be dropped from the roll and marked "Withdrawn"** in Infinite Campus. If the student does not re-enroll within three school days, the attendance clerk will notify the Student Support Specialist. The Student Support Specialist will then mail a Compulsory Enrollment Letter to the parent or guardian of the student. This letter outlines legal consequences of continued nonenrollment.

Attendance Zones

- a. Generally students must attend school in the zone where their parents or legal guardian resides. The school **MUST BE** notified immediately whenever there is a change of address.
- b. Change of Residence During the School Year: If a parent/guardian moves **within Lynchburg City** during the school year, they may have the option of providing transportation and leaving their child(ren) in the school in which they are presently enrolled for the remainder of the current year only or transferring to the school serving their new **LYNCHBURG** residence. Parents must make a written request to the principal and Superintendent upon moving to a different attendance zone within the city if they wish to have their child(ren) finish out the school year at Sandusky.
- c. Tuition: During the school year, if a parent/guardian moves **outside of Lynchburg City**, they have the option of **paying tuition** to the Lynchburg City Schools.
- d. Elementary Child Care: A parent/guardian may request an alternative school assignment if there is a documented hardship involving a working parent/guardian and the need for extended child care services. An application should be requested from the Director for Student Services who will notify the building principal in writing of any decisions. The application may also be printed at <http://www.lcsedu.net>. This

service is only available to parents of elementary students and the service ends after fifth grade.

Before and After School Child Care - “Live Yer’s” Program

The YMCA, in cooperation with the Lynchburg City Schools, offers before and after school day care at Sandusky Elementary. The morning hours begin at 6:30 a.m. and the closing time is 6:00 p.m. For more information about registration and fees, call 434-847-8750.

Birth Certificates

Except as otherwise provided below, no pupil shall be admitted for the first time to any public school in any school division in Virginia unless the person enrolling the pupil presents, upon admission, a certified copy of the pupil's birth record. The principal or his designee shall record the official state birth number from the pupil's birth record into the pupil's permanent school record and may retain a copy in the pupil's permanent school record. If a certified copy of the pupil's birth record cannot be obtained, the person so enrolling the pupil shall submit an affidavit setting forth the pupil's age and explaining the inability to present a certified copy of the birth record. If the school division cannot ascertain a child's age because of the lack of a birth certificate, the child shall nonetheless be admitted into the public schools if the division Superintendent determines that the person submitting the affidavit presents information sufficient to estimate with reasonable certainty the age of such child.

Breakfast/Lunch

During the 2024-2025 school year, each student attending Sandusky Elementary School will be provided with a **free lunch and breakfast**. No application process is necessary.

1. Regular breakfast **is** served on days that the opening of school is delayed due to inclement weather.
2. Students in grades 1-5 will eat their breakfast in classrooms while Kindergarten students will eat in the cafeteria.
3. Students may add money to their account to purchase “extra” items the school nutrition program may offer on specified days. (i.e. ice cream, cookies)

Celebrations

Various events are held throughout the school year to recognize special events and occasions. Edible treats **may be offered** as part of the following “celebrations” during the year: Fall Celebration, Winter Celebration, Valentine’s Day, Spring Celebration, End of the school year celebration. Celebrations will be planned/organized in conjunction with the classroom teacher(s), upon receiving permission from the Principal. The specific dates for these events will be shared in advance of the event. The Lynchburg City Schools’ Wellness Policy will be adhered to when providing treats to students.

Due to the standard of academic excellence at Sandusky Elementary School, **birthday party invitations will not be distributed at school**. Parents who wish to

recognize their child's birthday are cordially invited to come to school to have lunch with their child. **Because of the many food allergies, edible birthday treats cannot be shared with other students.** Parents may send inedible treats such as pencils, stickers, etc... for teachers to distribute in the classroom in recognition of a child's birthday.

CELL PHONE POLICY

Students enrolled in Sandusky Elementary may have personal electronic communication devices in their possession, however, the devices must be turned off (not just silenced) and remain out of sight (e.g. in a book bag) throughout the regular school day.

1. The principal may authorize restrictions on the use of personal electronic communication devices that exceed those in this policy.
 2. Any inappropriate use of personal electronic communication devices, including but not limited to, inappropriate photographs, text messaging, practice known as sexting, and recording/videotaping will result in confiscation of the device; further consequences may include suspension from school and possible referral to appropriate authorities.
 3. The principal or their designee may confiscate a student's personal electronic communication device if needed, and then determine to either return the device to the student at the end of the day or require the student's parent to make an appointment with the principal to retrieve the device.
 4. A student who refuses to surrender their phone when asked shall be suspended for 3 days.
 5. Violations of this policy on school property may result in progressive disciplinary action as set forth by procedures outlined in the LCS School Board policy manual.
- *The principal may authorize individual exceptions to this policy based on medical needs documented by a medical doctor or while a student is present in the school office.

COMMUNICATION

Monday Folders - Daily/Weekly Communication

It is extremely important for parents/guardians to have open communication with the teacher(s). Blue communication folders are provided for all students in grades K-5. These folders will be sent home regularly on Mondays. The folders contain student work, school notices, and information regarding student academic progress and behavior/citizenship. Be sure to read and review the papers in the folders. Parents are encouraged to check book bags daily for notes sent home by the school and/or teacher. Many notes require a signature in order to make certain the school has communicated with the home.

ClassDojo

We will also be utilizing ClassDojo as a means of communication. This tool allows for two way communication between the teacher and parent. Teachers will be sending home instructions for connecting to this communication tool. Please set up your account upon receiving this information.

Infinite Campus Messenger

We use an automated calling service to communicate with families. These calls are used to announce school events, changes to the school calendar, and school closings and delays due to inclement weather. We also will use this service in the event of a school-wide emergency. It is essential that we have a current phone number for all of our families. In the event that your phone number changes, please notify the office so that we can update our student records or go into the parent portal of Infinite Campus to update your contact information.

Parent-Teacher Conferences

September 27, 2024

February 28, 2025

If a problem or concern should arise, the parent and teacher should address the issue together for the good of the child. Conference days are built into the school calendar to accommodate meetings with parents and guardians. Other conferences should be scheduled according to the need.

Custody

Whenever there is a question concerning the custody of a student, Sandusky Elementary has permitted both parents to visit the child. This also includes releasing the student to either parent during the school day, unless otherwise indicated by a court order. As a school, we are able to enforce certain restrictions and custody rulings only in the event that a parent is able to present an official court document giving us specific instructions as to the custody. More specifically, we cannot legally deny access to any parent without the proper authorization by the courts. Once custody has been awarded, the school requires that a copy of the court document be provided for the office files. This ruling is kept in a confidential file and the appropriate staff members are notified immediately.

Discipline and Student Conduct

In order to establish a sound foundation upon which good discipline will be maintained, clearly understood responsibilities must be established and supported by students, parents, faculty/staff members, and school administrators.

When self-discipline fails, disciplinary forces and procedures outside the individual must be imposed to protect the rights of others. In the Lynchburg City Schools, certain rules and guidelines have been established to ensure the acceptable behavior of all students.

The Lynchburg City Schools also takes an active approach to ensure a safe and orderly environment that also creates an atmosphere which is conducive to learning. The discipline policies are included as part of the Lynchburg City Schools **Parent/Student Division Handbook**. They may also be found using the following link: <https://go.boarddocs.com/va/lynchburg/Board.nsf/goto?open&id=CL7PR864E30E>

Parents are encouraged to review these policies with their children in an attempt to promote a better understanding.

The Virginia Tiered System of Supports, which includes the Positive Behavioral Intervention & Supports system implemented at Sandusky Elementary is outlined in every classroom and throughout the building. In addition to the classroom teacher, other resource personnel, (i.e., School Counselor, Instructional Assistants, Behavior Coach, Administrators, etc.) will be used when appropriate in working students through discipline problems.

When all avenues have been exhausted within the classroom by the teacher, administrative help may be requested from the Principal or Administrator.

Students referred to the principal for any infraction will receive one of the following, (depending on the severity and frequency of the offense):

1. Discussion with the student
2. "SOAR" - Spartan Opportunity to Achieve Readiness
3. Discussion with the parent/guardian via telephone
4. Visit the parents at their place of business
5. Conference with the parent(s) and student at school
6. In-school Suspension
7. Overnight Suspension (Parent must accompany child to school the next day.)
8. Short-term Suspension (1 – 10 days)
9. Long-term Suspension (11 - 365 days) Recommendation
10. Involvement of other agencies to examine full-time/in-class assistance for the student
11. Involvement of other agencies to examine alternative forms of education
12. Recommendation for alternate placement

Dress

During the 2024-2025 school year, all students must be dressed according to Dress Code as listed below which reflects Lynchburg City Schools Dress Policy. Parents will be notified immediately of any adjustments to the dress policy.

LYNCHBURG CITY SCHOOLS DRESS CODE

DRESS AND APPEARANCE

Principals shall see that individuals in school or at events are clothed so as not to violate health or safety concerns and not to be disruptive or distracting to the educational process.

A. Expectations of Appropriate Dress

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should conform to standards of safety and be appropriate for the learning environment. Clothing that does not meet these standards includes the following:

- Loose fitting clothing that could cause safety hazards
- Clothing that exposes or highlights private areas or shows an excessive amount of bare skin
- Hats and other head coverings, unless for religious or medicinal purposes

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

B. Violation of the Regulation

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home. Willful violation of the student dress and appearance regulation will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation, to various in-school actions, to suspension from school for continued willful violations.

EXCEPTIONS

- Exceptions to this policy will be at the Principal's discretion.
- Exceptions will be handled on a case by case basis, considering all factors.

All individuals in school or at school events must be clothed so as not to violate health or safety concerns and not to be disruptive or distracting to the educational process.

Emergency Medical

This form is completed as part of online registration. (**Online Registration Summary**) Contact information, including emergency contact info included as part of the online registration process is of the utmost importance and must be completed for each child in order for the child to be registered. Should information change, please make the change in Infinite Campus using the Parent Portal immediately, **and** notify the office of the change. Please contact the office for support as needed.

Emergency Procedures

State law mandates that fire drills be held weekly during the first month of the school year and monthly thereafter. The following procedures will be followed during the drill:

1. The signal for a fire drill is one continuous blast of the buzzer alarm system.
2. During the fire drill, everyone is to leave the building no matter where (s)he is at the time by using the closest exit.
3. When the signal sounds, all work stops and students leave materials on their desks and evacuate the building as quickly as possible. Students exit with no

talking or noise, and remain with the teacher in the designated outside areas until the drill's conclusion.

4. While students are outside the building, there should not be talking or noise so that appropriate instructions may be given in the event of an actual emergency.
5. Parents and visitors in the building at the time of the fire drill are expected to evacuate the building in the same manner as staff and students.

The school reserves the right to keep children at school during times of threatening weather (e.g., high winds, thunder, lightning, or excessive rain) for the purpose of safety.

Field Trips

A field trip is defined as any school sponsored activity off the school premises during the regular school day. Each field trip requires a parent or guardian's permission by signature before their child will be allowed to participate in field trip activities. Parents will always be notified by their teacher or principal prior to any field trip which involves their child. In accordance with LCS policy, students are required to ride the bus to and from the field trip destination. Any request for a change in this procedure must be submitted in writing and pre-approved by the building principal.

Grading

All classroom teachers are responsible for the grading and evaluation of his/her student's achievement in class.

The following grading scale will be used in grade levels 3-12 for all students:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 and below

The following state scoring rubric will be used to evaluate student progress on the Standards of Learning (SOL) in grade Kindergarten through 2:

E = Exceeds the Standard (student demonstrates knowledge and skill 94 percent or more of the time)

M = Meets the Standards (student demonstrates knowledge and skill 80 percent or more of the time)

P = Partially Meets the Standard (student demonstrates knowledge and skill 70 percent or more of the time)

U = Unsuccessful in Meeting Standard (student demonstrates knowledge and skills less than 70 percent)

All other areas in grades K-5 (handwriting, art, music, movement education, technology and character/conduct) will use the following evaluation:

S = Successful

I = Improving

NY = Not Yet Successful

Homework

Homework is usually assigned for each evening Monday through Thursday. Occasionally there may be weekend assignments that are required for students to complete. Parents should be aware that there is a division homework policy (P6-41) which provides guidelines (acceptable time allocations) for teachers to use as they assign homework in the core subject across the curriculum.

- Students in kindergarten through second grade should be assigned homework two to four times per week. Students should not have more than 30 minutes of homework per night. In addition, students should be engaged in reading books on their independent reading level for at least 20 minutes per day including weekends.
- Students in third through fifth grade should be assigned homework four to five times per week. Students should not have more than 60 minutes of homework per night. In addition, students should be engaged in reading books on their independent reading level for 30 minutes per day including weekends.

Illness/Accidents at School

In the event that a student becomes ill during the school day, it is the parent's responsibility to see that the child gets home. The clinic is for emergencies and brief waiting periods. A student too sick to stay in the classroom needs to be at home. Please see that the school has current telephone numbers at which someone who will be responsible for your child can be reached at all times.

Accidents

1. All accidents are reported immediately to the school office and care is provided by the nurse/health assistant, secretary or principal.
2. An accident report will be filled out by the teacher on duty at the time of the accident and filed with the secretary.
3. When there is concern about the seriousness of an accident, **the parents are contacted immediately.**

Immunizations

STUDENT IMMUNIZATIONS

No student is admitted by a school unless at the time of admission the student or student's parent submits documentary proof of immunization as required by Va. Code §§ 22.1-271.2 and 32.1-46 to the admitting official of the school or unless the student is exempted from immunization as described below or is a homeless child or youth as defined in Va. Code § 22.1-3.

If a student does not have documentary proof of immunization, the school will notify the student or student's parent

- that it has no documentary proof of immunization for the student;
- that it may not admit the student without proof unless the student is exempted, including any homeless child or youth as defined in Va. Code § 22.1-3;

- that the student may be immunized and received certification by a licensed physician, physician assistant, advanced practice registered nurse, registered nurse or an employee of a local health department; and
- how to contact the local health department to learn where and when it performs these services.

Any parent, guardian, or other person having control or charge of a child being home instructed or exempted or excused from school attendance shall comply with immunization requirements provided in Va. Code §§ 22.1-271.4 and 32.1-46 in the same manner and to the same extent as if the child has been enrolled in and is attending school.

Conditional Enrollment

Any student whose immunizations are incomplete may be admitted conditionally if that student provides documentary proof at the time of enrollment of having received at least one dose of the required immunizations accompanied by a schedule for completion of the required doses within 90 calendar days. If the student requires more than two doses of hepatitis B vaccine, the conditional enrollment period will be 180 calendar days.

The immunization record of each student admitted conditionally is reviewed periodically until the required immunizations have been received.

Any student admitted conditionally who fails to comply with the student's schedule for completion of the required immunizations will be excluded from school until the student's immunizations are resumed.

Exemptions

No certificate of immunization is required for the admission to school of any student if

- the student or student's parent submits an affidavit to the admitting official stating that the administration of immunizing agents conflicts with the student's religious tenets or practices; or
- the school has written certification from a licensed physician, physician assistant, advanced practice registered nurse, or local health department that one or more of the required immunizations may be detrimental to the student's health, indicating the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization.

Homeless Pupils

If a student is a homeless child or youth as defined in Va. Code § 22.1-3 and

- i. does not have documentary proof of necessary immunizations or has incomplete immunizations and
- ii. is not exempted from immunization,

the school division immediately admits such student and refers the student to the school division homeless liaison who will assist in obtaining the documentary proof of, or completing, immunization.

Immunization Record

Every school records each student's immunizations on the school immunization record. The school immunization record is a standardized form provided by the State Department of Health, which is a part of the mandatory permanent student record. Such record is open to inspection by officials of the State Department of Health and the local health departments.

The school immunization record is transferred by the school whenever the school transfers any student's permanent academic or scholastic records.

Within 30 calendar days after the beginning of each school year or entrance of a student, each admitting official files a report with the local health department. The report is filed on forms prepared by the State Department of Health and states the number of students admitted to school with documentary proof of immunization, the number of students who have been admitted with a medical or religious exemption and the number of students who have been conditionally admitted, including those students who are homeless children or youths as defined in Va. Code § 22.1-3.

Lost or Damaged Books

CONSEQUENCES OF A LOST LIBRARY BOOK

The number of books a student may check out shall be determined by the librarian based on factors that include whether any books are currently lost or unreturned. The practices for checkout established by the librarian should be reviewed with the principal. This will help minimize the possibility of multiple lost books.

No overdue fines shall be used. The librarian should work with the student and parent to determine the point at which an overdue book is considered lost, providing sufficient opportunity for the book to be located.

Once a book is determined by the librarian to be lost, the parent should be provided a two week notice of the charge for the book, as noted in Section IV. While the full cost of the book is owed if not returned, the family may work with the librarian to see if there are options for a replacement book.

At the point that there is a lost book that has not been re-paid, the student will be restricted to only one book to checkout until the lost book is repaid. If two books are lost, checkout privileges will be lost until the books are re-paid or returned. In addition, the other consequences of non-payment in Section V shall be applied.

If a book that was considered lost and was paid for is then found within a reasonable period of time (usually the same school year or just after the summer), the money should be refunded if the book is then returned in good condition.

Lost and Found

Parents are encouraged to write student's names on all loose articles with a permanent marker (e.g. lunch boxes, jackets, raincoats) in an inconspicuous place on the garment/article. If an article is lost, students and/or parents should check the lost and found area in the cafeteria. Small items such as jewelry will be kept in the Main Office. All items that are found should not be kept by the finders but turned in to the Main Office. If articles are not claimed after a reasonable time, they will be donated to the school's clothes closet, to a charitable organization for distribution to the needy, or discarded.

Medical Screening (Required)

As per the code of Virginia, we screen all children in the following areas within sixty (60) administrative working days of initial enrollment in the Lynchburg City Schools.

1. Speech, voice, and language
2. Fine and gross motor functions
3. Vision and hearing

In addition, screening in vision and hearing will be administered to all students in third grade. Information related to the results of the screening is considered confidential. We will maintain your child's scholastic record as outlined in the Management of Student's Scholastic Records in the Public Schools of Virginia (Code of Virginia).

Medication/Nurse

A certified nurse, Mrs. Charlene James is on staff in the school clinic from 8:20 AM until 3:50 PM. All medication and health related concerns should be directed to Mrs. James.

The school cannot administer any medications and/or prescriptions without the expressed written authorization of an attending physician AND parent/guardian.

The proper form for allowing the school to administer medication can be secured from the School Nurse or the school's Main Office.

MySchoolBucks/Money/Valuables at School

MySchoolBucks is available for parents to pay for various school related costs. Please notify the office should you require additional information regarding MySchoolBucks. Students should only bring money to school when absolutely necessary. Only the exact amount needed for that school day should be brought. Students should be advised to keep their money with them at all times; money should not be left unattended in desks, coats, or lunch boxes.

Parental Involvement

We believe that the total process of education is a responsibility shared by the home, the school, and the community. Each has a joint responsibility for the student's successful progress through school and his or her ultimate adjustment in society as a successful citizen. **Parents are encouraged to become engaged and involved in your child's education. We consider you our Number One Partners In Education!**

Parking Procedures

Fortunately, the parking capacity and arrangements at Sandusky Elementary are adequate for the school's faculty, staff, and parents. There is NO PARKING in front of the building. This is designated as a loading and unloading zone for school buses during school hours.

Physical Examination

Prior to entry for the first time to any public kindergarten or to any public elementary school, a child must have a recent comprehensive physical examination by a qualified licensed physician; the scope of this examination is prescribed by the State Department of Health. Admission of students without a physical examination is not allowed.

Progress Reports

During the 2024-2025 school year, Lynchburg City Schools will operate under a nine week progress schedule. Progress reports are scheduled to be issued on the following dates:

Academic Calendar		
	Window Open	Send Home
1st Quarter Interim Window (9/20)	9/19-9/23	9/26
1st Quarter Grading Window (10/23)	10/22-10/28	11/1
2nd Quarter Interim Window (12/6)	12/5-12/9	12/13
2nd Quarter Grading Window (1/16)	1/15-1/21	1/24
3rd Quarter Interim Window (2/21)	2/20-2/24	2/27
3rd Quarter Grading Window (3/20)	3/19-3/21	3/28
4th Quarter Interim Window (5/2)	5/1-5/5	5/9
4th Quarter Grading Window (Elementary) (6/5)	5/23-5/30	6/5
4th Quarter Grading Window (Secondary)	5/27-6/4*	6/11

Parents will be notified of any deviation from this schedule.

Parent-Teacher Organization (P.T.O.)

Parents and guardians, and interested others are encouraged to join and participate in P.T.O. activities. Sandusky Elementary recognizes parents/guardians as the school's most valuable resource.

The P.T.O. Executive Board meets regularly as does the general session of the P.T.O. Any parent/guardian is welcome to attend P.T.O. meetings. We at SES encourage 100% participation through the Sandusky Elementary P.T.O.

Awards Recognition

The faculty and staff continually seek ways to recognize and reward outstanding student achievement.

Students in Grades K – 5 are eligible for Honor Roll when they earn all “E’s” and/or “M’s” (K-2) or “A’s” and/or “B’s” (3rd – 5th) on their progress reports with marks higher than “Not Yet” in all areas.

Students in Grades K – 5 are eligible for Scholar Roll when they earn all “E’s” (K-2) or all “A’s” (3rd – 5th) on their progress reports with marks higher than “Not Yet” in all areas.

Records

All information regarding students and their families is collected and maintained under safeguards of privacy established by federal and State laws and regulation, LCS school board policies #'s 7-29 and 7-60. State law mandates that academic, special education, and discipline records be maintained as one scholastic file. It is especially important to be aware that discipline information is contained in the student’s scholastic record. When students transfer from school-to-school or from school division to school division, discipline records will follow the child. It is critical for parents to communicate to their children the importance of a good discipline record.

Parents may request to inspect and review their child’s scholastic records. The school’s custodian of records shall comply with such a request in no more than 14 calendar days after the request has been made. When a request for disclosure of scholastic record data is made, such a request should be granted in no more than five (5) administrative working days after the date of the request when possible.

Safety

All personal belongings brought to school (such as coats, sweaters, lunch boxes, backpacks, etc.) should be marked with the child’s name. It is recommended that names **NOT** be marked on items where strangers can readily see them. Students are not allowed to bring anything to school unless directed by their teacher (toys, pet animals, playground equipment, radios, etc.) Weapons or look-alike weapons such as toy knives, guns, etc., are not allowed on school property at any time for any reason. Such items will be taken by the principal and will be returned only to the parent/guardian. Students possessing weapons or look a-like weapons on school property are subject to immediate suspension from school.

Students who do not ride a school bus or walk home **MUST** be picked up promptly beginning at 3:40 p.m. each day. Parents should arrive no later than 3:50 p.m.

A student **may not** go home with a friend or ride another school bus from school unless a **written request** is provided by the parent or guardian.

We ask parents/guardians, please **do not call** the school and request that your child be put on another bus, that someone else be allowed to pick up your child, or that your child go to an unscheduled destination. The staff cannot know everyone's voice, and we will not make any changes without written requests. For your child's safety, please understand our position on this matter. Should there be an extenuating circumstance where this is necessary, you will be asked several specific identifying questions to fully confirm your identity and relationship to the student.

All doors other than doors that are closely monitored will be locked during the day. Cameras for monitoring purposes have been installed at all Lynchburg City Schools. There will be times in which the front doors will be locked and to gain entrance to the building, you will need to utilize the call button that has been installed to the right of the front door. Please exercise patience during these times inasmuch as we are working to ensure the safety of your child(ren).

Individuals who are not listed on the contact information for your child WILL NOT be allowed to interact with your child should they visit the building with that request.

School Counseling

School Counselor services are provided by a trained elementary school counselor, Guidelines set forth by the state legislature and Virginia Board of Education are adhered to as part of the school counseling program. Please contact the school counselor, Mrs. Karen Heaphy should you have any questions or concerns regarding the components of the counseling program, including methods of implementation.

Signed Excuses

1. Whenever a student is absent from school, (s)he needs a signed, dated excuse stating the reason for the absence when (s)he returns to school. Please see the Lynchburg City Schools attendance policy that clearly states the circumstances under which an absence will be considered excused.
2. Regardless of the reason for the absence, it will be counted as "unexcused" without a signed, dated note presented within **one** day of the absence that states the reason for the student's absence.
3. If you think it necessary for your child to remain inside during physical education period because of his/her health, please send a **dated note stating the reason for this request**. Repeated or frequent requests must be doctor substantiated.

Telephone

Please inform the school office of any changes to your telephone number. In case of emergency, the school **must** be supplied with a telephone number of someone to contact.

1. Please make arrangements with your child(ren) before leaving home regarding plans for the afternoon, lunches, etc. Students **MAY NOT** use the phone except in emergencies.
2. Students and teachers **WILL NOT** be called from the classroom for incoming calls. Teachers are happy to return calls at a time during which they are not responsible for student supervision.

Traffic Flow

When visiting Sandusky Elementary and not just dropping off or picking up -

1. Enter the parking lot from Apache Lane
2. Park in a space in Sandusky Elementary's parking lot. Please **DO NOT** park at the curb or in the drive between the rows of parked cars. Please **DO NOT** park in the bus lane in the front of the building.
3. Exit the parking lot by turning right on Chickasaw Drive.

Visitor Policy

Parents and guardians are encouraged to and welcome to visit during the school day. We do, however, want to be mindful of respecting the learning environment for all students, ensuring that students are not distracted and learning/instructional time is not interrupted.

If you desire to visit the classroom during the school day, the following guidelines are expected and will be enforced:

- All visitors **MUST** check-in with the Attendance Clerk. Please remember to bring your driver's license or identification card as it has to be scanned prior to entering.
- A visitor badge will be issued and **MUST** be worn during the duration of your visit. Due to safety reasons, this will include parents who desire to enter the building to walk their child to class. We ask that this occurrence be limited if possible.
- If you are visiting classrooms, you **MUST** sign and adhere to a Classroom Visit Agreement. (see below) You will be required to sign this agreement each time you visit the classroom.

CLASSROOM VISIT AGREEMENT

Thank you for visiting Sandusky Elementary School. We are excited to have you visit your child(rens) classroom(s) to see the wonderful experiences and lessons in which your child(ren) are being engaged. We welcome visits to classrooms anytime, however, as our instructional time is valuable, we want to ensure that minimal distractions take place during your visit. We ask that the following be adhered to during your visit:

Sit in the area designated by the teacher

Visit as an observer only, (no interaction unless asked to interact by the teacher)

This **IS NOT** a time for a parent-teacher conference

DO NOT video or audio record

Contact the teacher via email or phone **LATER**, should you wish to discuss your child

DO NOT discuss other children upon your departure

If your child(ren) will be distracted by your presence, we ask that you observe from outside the classroom in an area where you are not visible.

Failure to adhere to the above listed guidelines will result in adjustments to your ability to visit classrooms, up to and including denial of classroom observations.

Your signature below indicates that you are aware of and in agreement with the above outlined expectations.

Parent Signature

Student Name

Date

Thank you for your understanding!

Mr. Womack, Principal

Volunteer program – All patrons are invited to participate in our school's Parent/Volunteer Program. Interested parents may contact the school's Attendance Clerk or the Administrative Assistant. The division requires an online application be completed prior to volunteering in schools.