



Sandston Elementary School

Student and Family Handbook 2021-2022

7 Naglee Avenue
Sandston, VA 23150
(804) 328-4055
(804) 328-4017

<https://sandston.henricoschools.us/>

Instructional Day 7:40 a.m. – 2:10 p.m.
Office Hours 7:20 a.m. – 4:00 p.m.

Kim Powell, Principal

Dear Sandston Families,

Welcome to a new school year at Sandston! We are looking forward to a fantastic year of discovery and learning!

In order to learn and grow together we must be on the same page when it comes to school procedures and guidelines. **Please read this handbook thoroughly.** It is designed to serve as a source of information to help parents and students understand our school's guidelines and procedures. **These guidelines and procedures apply to everyone** and have been established to ensure a safe, effective, and organized school environment.

If you transport your child to school, please be especially diligent in reading the transportation and arrival / dismissal procedures. We must insist that everyone follow these as they are written.

After reading the handbook, **please sign and return the form on the last page.** Please discuss what you have read with your student and emphasize the importance of following all school policies and procedures each day. Keep this handbook for reference throughout the year. If you misplace your copy, please notify your child's teacher or the office and we will gladly send you a replacement. The handbook may also be accessed at any time on our school website.

We appreciate your involvement throughout the year and encourage you to stay informed. It is so important to **check your child's backpack each day** and our website frequently. If you have any questions about information sent home or posted during the school year, please do not hesitate to contact us. We look forward to working in partnership with you to provide the best possible school experience for our students, nurturing their curiosity, building skills, and fostering their lifelong love of learning!

Kimberly Powell, Principal

School Day Schedule

7:20 a.m. – Office hours begin for phone calls, etc. Please be sure to call the school if your child will be absent.

7:20 a.m. – **Earliest time that students can arrive.** Breakfast and car drop-off begin.

7:40 a.m. – First Bell. Breakfast ends. Students should be in their classrooms by this time.

7:41a.m. - All students arriving on campus later than 7:40 are tardy. Parent must accompany a student who is tardy to the office for sign-in. Students may never be dropped off at the front door!

11:05 a.m. - Dismissal Time for ½ days.

1:50 p.m. – Latest time to pick up your child for early dismissal, except in an emergency. Office personnel will be assisting with regular dismissal after this time. Your cooperation is so appreciated.

2:05 p.m. - Dismissal Bell: Bus and Day Care Van Riders Dismissed

2:10 p.m. – 2nd Dismissal Bell: Car Riders, Walkers, and Bike Riders Dismissed

4:00 p.m. – Office Closes

ATTENDANCE

In order to ensure success, students are expected to attend school each day on time. The regular school day for grades Kindergarten through Grade 5 is from **7:40 a.m. to 2:10 p.m.**

Students arriving at school after 7:40 a.m. must report to the office with a parent to sign in and receive a tardy slip before going to the classroom. **A parent must accompany the child to the office in case of late arrival.** Please note that tardies are recorded in individual attendance data for each child.

When a student is absent, a parent/guardian is asked to call the school at **328-4055**. If a call is not received, a staff member will be contacting you, as required by law. Please be sure to provide the office with a phone number where you can be reached during the day in case of sickness, absence, and/or emergency. Any student who has been absent from school must bring a note signed by a parent/guardian upon his/her return.

In case of excessive absences, a signed note from a physician may be required to excuse an absence due to illness. All student absences are considered unexcused unless the parent calls or sends a written notice providing a justifiable reason for the absence. In accordance with HCPS policy, upon 5 unexcused absences, the school social worker will contact the parent. At the 6th unexcused absence, the attendance status will be reported to the Commonwealth Attorney's office. A complaint must be filed through Henrico Juvenile and Domestic Relations Court if a student accumulates 7 unexcused absences. These are Henrico County Public Schools procedures. Extended absences for vacations or trips will not be approved, except in the case of a family emergency.

Please notify the school when phone numbers change or a move is anticipated. If you should move from the school district/zone, your child (ren) must be withdrawn and registered at the proper school within your new school zone or a variance requested. Please notify the office several days in advance, as transfer forms must be completed for the student to take to the new school.

If a child is absent on a school day, he/she may not participate in after-school or evening school-sponsored activities.

When it is necessary that a student be dismissed before the end of the school day, a note must be sent to the student's teacher stating the request and the dismissal time. Please come to the office in order to sign out your child. At that time, he/she will be called for by intercom. Please arrive at school by 1:50 to pick up your child for an early dismissal.

CLINIC/ILLNESSES

A clinic attendant is on duty during school hours to administer first aid for injuries **received at school**. Only basic first aid, as described in the American Red Cross First Aid Manual, shall be given by school personnel. Such preparations as aspirin, Tylenol, Alka-Seltzer, cough drops, throat lozenges, gargles, ear drops, Pepto-Bismol, eye drops, eye washes, and the like are classified as medicines and MAY NOT BE BROUGHT TO SCHOOL BY STUDENTS and are not to be given by school personnel unless accompanied by appropriate parent and doctor written direction as described below. The following information must be included:

- Physician's prescription and/or written clearance giving the following information:
 - name of person to receive medication,
 - date of prescription,
 - exact dosage, and
 - exact time dosage is to be given.

- Parent's written request for the school staff to administer the medication prescribed by the physician including a written release of liability. A form can be obtained from the school office or clinic. Medication must be in the original container.

All medications must be transported to and from school by the parent/guardian.

Medications cannot be transported in student backpacks or by a student through any means. Children who are found to have fevers/illnesses that warrant concern will need to be picked up from school immediately. Children vomiting, having diarrhea or exhibiting any other symptoms indicating a possible significant or communicable condition will need to be picked up immediately. It is the parent's responsibility to have arrangements in place to accommodate such situations.

In case of serious injuries or illness, every effort will be made to immediately contact the parent or guardian. If there is ever a change in your emergency information, please notify the school office as soon as possible. For serious injuries or symptoms, school staff will call 911 before contacting parents.

For the benefit of your sick child and all others here at school, the following procedures are in place and must be followed:

- If you receive a call from the clinic attendant to come pick up your sick child, please do so immediately. We do not have the facilities to provide ongoing care for a sick child. It is the parents' responsibility to have arrangements in place to accommodate such situations.

- If a child has experienced an elevated temperature (100 degrees or above),

he/she must remain at home for 24 hours after this temperature has returned to normal without fever-reducing medication.

- If your child has been diagnosed with a positive culture and has been placed on any antibiotic, he/she should not return to school until 24-48 hours after the medication has begun, or as directed by the child's physician.
- If your child exhibits other signs of a communicable illness, such as watery inflamed eyes, persistent cough, skin eruptions, sore throat, vomiting or diarrhea, he/she must be symptom-free for 24 hours or have a clearance note from a physician in order to return to school.

Periodic Screening Tests for identification of possible problems involving hearing, vision, and scoliosis will be conducted by the clinic attendant. Specific grade levels will be involved on a routine basis:

- Vision and hearing: Grades kindergarten, third, and all students new to Henrico County.
- Vision: Fifth grade students
- Scoliosis: Fifth grade students

Parents are notified and advised when referral to a physician is indicated by the screening tests.

EMERGENCY PLAN/EVACUATION

A fire drill is held once a week for the first four weeks of school and once a month thereafter to ensure safe evacuation of the building should a fire or any emergencies occur. The students are to follow procedures explained by the teachers. The evacuation plan is posted on the wall near the exit door in each classroom. Additional emergency drills will be conducted throughout the year. Emergency drills will also be conducted on buses each semester. All persons in the building at the time of a fire and/or emergency drill, including visitors and volunteers, must follow all procedures, as directed by staff.

A Crisis Intervention Plan has also been devised for the school should any unforeseeable disaster or crisis occurs. Our Safety Committee/Crisis Team meets once per month and as needed. Crisis and emergency training is provided to staff each year. Additional crisis and emergency information and links are available on our school website: blogs.henrico.k12.va.us/sandston.

Although we hope emergencies never occur, we want to be prepared and for parents to feel assured that our school is a safe environment for their children. Any input you have regarding safety issues is always welcome

EMERGENCY SCHOOL CLOSINGS

School closings or cancellations are authorized by Henrico County's Superintendent of Schools. Should these occur, please adhere to the following guidelines:

- Whenever there is a possibility of a cancellation or early closing, please listen to the radio or television for any announcements. We have limited phone lines and it is difficult to handle hundreds of phone calls and prepare for dismissal at the same time. Local radio stations and television stations are contacted immediately. If a delay is announced, it is suggested to continue listening, as conditions sometimes deteriorate and the school system may need to change the original announcement. In addition, HCPS utilizes a district-wide communication system.
- Students will be sent home via their normal mode of transportation in the event of an early school closing. Please make arrangements for someone to meet the bus/provide supervision accordingly.

COMMUNICATION

All messages for teachers and other staff should be left with the school office personnel. If you have left a message for a teacher, he/she will contact you as soon as possible, usually after school. Teachers are not available to talk in person or by phone during the instructional day, including during morning drop-off and dismissal times, as their attention must be on the children. Thank you for understanding this important responsibility.

Conference days are scheduled several times throughout the school year. These dates are indicated on the Henrico County school calendar that is sent home to all parents. Specific reminder notices will also be sent home. Additional conferences can be scheduled if needed.

Notes, newsletters, etc. will be sent home from the school on a regular basis. These may be official school notices, classroom newsletters, teacher communications, PTA notices, or other information approved by the School Board. Since this is a primary means of communication with parents, we ask you to check the Sandston home / school communication folder in your student's backpack each day!

SAFE AND POSITIVE SCHOOL CLIMATE

We want our students to be their very best and set high expectations for themselves, both academically and personally. When adults consistently model positive interactions and behaviors and help children develop the skills needed to do the same, a safe, supportive, and happy school climate results. Therefore, it is important

that all adults and children in the school act in safe ways, treat one another with kindness and respect, and hold themselves to high standards in their work each day. Expectation for all members of the school community, including students, staff, parents, and visitors are as follows:

STAR:

- Show Kindness
- Take Responsibility
- Act Safe
- Respect Everyone

All staff members at Sandston will strive to provide a warm environment where all students can meet with success. Students, in return, are expected to respect staff members and classmates at all times and to follow all classroom and school rules. All children make errors in judgment at times. It is important for them to learn from each situation and take responsibility for their actions. Parents' full support and cooperation is expected in this process. When respect, kindness, self-control, and a strong work ethic are emphasized at home, students are more apt to arrive at school prepared to interact positively and approach their academic work with focus and enthusiasm. Working together, we can help each of our children to do their very best.

All Henrico Schools follow the HCPS Code of Student Conduct. Copies of Henrico County Public School's Code of Student Conduct will be distributed to all students. This document should be discussed with your child at home, emphasizing that the parental expectation is that all rules be followed. The student and the parent or legal guardian must sign the last page of the Code of Student Conduct. The signatures indicate that each of you recognizes your responsibility to assist the school in enforcing the standards of student conduct. Questions concerning the content of this document should be addressed with your child's classroom teacher or with the principal. If your copy is ever lost, please notify the office and a replacement will be sent to you.

DRESS CODE

The following is the Henrico County Public Schools Dress Code for all students. Please read carefully and abide by all guidelines.

Henrico County Public Schools
Student Dress Code

While most students dress appropriately and safely for school, the School Board and school staff rely on students and parents to exercise judgment in promoting modesty, decency, and a sense of decorum so as not to disrupt the learning environment. School climate has a direct influence on student achievement, and the manner in which students dress is a significant factor in school climate.

This dress code will assist parents and students as they make decisions regarding daily attire that contribute to an appropriate, safe, and secure learning environment for all students. Students must dress modestly and in a manner that neither distracts from nor substantially disrupts the learning environment. In support of the Code of Conduct Dress Code, a student's appearance that is disruptive, distracting, or hazardous is prohibited.

The administration of each elementary, middle and high school has the authority to notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant.

Students may not wear the following items unless otherwise stated:

1. Hoods, hats, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
2. The following items worn on school grounds during regular school hours: bandanas, do-rags, headscarves, hair picks, wave caps, large combs, brushes, and rollers.
3. Sunglasses inside the school building unless prescribed by a physician.
4. Dresses, skirts, shorts, athletic shorts, and other similar clothing that are shorter than four inches above the knee even when worn with leggings or tights.
5. Messages on clothing, chains, jewelry, and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity or that could reasonably cause a substantial disruption to the learning environment.
6. Spiked jewelry, chains, and items that could cause student injury.
7. Beachwear (which includes bathing suits and trunks) and sleepwear.
8. Clothing that reveals undergarments.
9. Cut-off jeans and cut-off sweat pants or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.
10. Bedroom slippers or shoes with wheels also known as "wheelies."
11. Clothing that reveals the midriff while sitting or standing.
12. Clothing that is excessively tight or skimpy, including biker pants and clothing with plunging necklines.
13. Clothing that is see-through, revealing, or resembles undergarments.
14. Tube tops, halter-tops, halter-top dresses, strapless dresses or tops or dresses with spaghetti straps (female tops must be at least two inches wide at the shoulder).
15. High heels or flip-flops at the elementary level (elementary students are

encouraged to wear athletic shoes or closed toe shoes with a rubber sole and should wear such shoes for Physical Education and recess.).

16. Coats inside the school building during the school day as determined by the administrative staff depending on the school design and administrative ability to provide storage for coats.

Students must wear clothing as designed (buttoned, zippered, etc.). Students must wear pants on the hips, secured above the buttocks. Students may not:

1. Drape towels, shirts or shorts around the neck;
2. Roll down waistbands on shorts, pants, and skirts;
3. Wear clothing in any manner that reveals undergarments at any time;
4. Wear athletic basketball jerseys without wearing a t-shirt beneath the jersey;

Please note that elementary students should wear shoes that protect their feet and allow them to safely participate in physical education and recess. **Open-backed sandals or shoes or high heels may not be worn.**

When students are not dressed in accordance with the Dress Code, parents will be called to bring suitable clothing to school. Students in violation of the Dress Code may not remain at school, unless the parent brings appropriate clothing.

EXPENSES

Field Trips - The children will take various field trips during the year. These are learning experiences away from the school grounds that are chosen to enrich the curriculum. Permission from parents or guardians must be granted in order for a child to participate. Trips may or may not require a fee. Staff will be very conscious of the total cost of field trips for the year and be conservative in planning trips that require a fee. If a fee for a field trip presents a difficulty, please let us know so that we can provide support.

Media Center Books - There is no fine for overdue books. However, children and parents are responsible for payment for lost or damaged books.

Pictures - Individual and class pictures will be taken in the fall and individual pictures will be taken again in the spring. Purchase of these pictures is optional. Our school receives a percentage of the fee and these funds are used to purchase supplies and school materials.

Books and Other Instructional Materials- Special attention should be given to caring for all school property. In the event that these materials are lost or damaged, students will be required to pay for them.

Checks - Unless otherwise specified, any checks should be made payable to "Sandston Elementary School." Items purchased through the PTA should be made

payable to "Sandston PTA."

INSTRUCTION

We believe in an approach to teaching and learning that challenges students to think critically and take an active role in their learning. We utilize the Standards of Learning and other skill sets as a base for developing units of study that foster not only content area learning, but the development of 21st Century Learning Skills, including research, communication, critical thinking, problem solving, and creativity, with daily opportunities for students to extend learning beyond the core curriculum and strong connections between subject areas. Intensive instruction in language arts and math is designed to support our students in developing their skills in reading, writing, oral language, computation, and mathematical thinking.

Instead of "covering" the curriculum, we support our students in "uncovering" the curriculum, with rigor and relevance. We believe that learning should be challenging, meaningful, and experiential and we plan instruction with this in mind, making connections with students' lives outside the classroom and within our community.

We differentiate learning through small group instruction, selection of instructional materials, and through many other strategies and continually assess students' growth and understanding. We provide focused and tiered intervention to students needing extra support.

At Sandston, our students take ownership for their own learning and interactions with others, to set goals, and assess their progress towards those goals. Our goal is to help each child develop strong skills in reading, composition, math, science, and social studies and to develop the habits of mind and scholarship that will enable them to be confident, engaged thinkers and learners.

Homework - Homework is designed to develop responsibility, develop independent work/study habits, and apply or extend learning from the day. It is important for students to complete their homework. Parents are encouraged to emphasize the importance of establishing strong habits within the homework routine. Although the actual work is the responsibility of each student, parents are encouraged to support their student and review homework assignments with them nightly. It is suggested that a specific time and area be designated for children to study in order to help them develop good work habits. The following are time guidelines for homework. If your child is working hard and it is taking significantly longer to complete homework than the time listed below, please talk with your child's teacher.

Kindergarten – 15 minutes

Grades 1-2 – 30 minutes

Grade 3 – 40 minutes

Grade 4-5 – 60 minutes

Homework will not be assigned on Fridays, over holiday periods, or on the evenings of grade level/school-wide events.

A homework buddy system is encouraged to provide students a friend from whom they can receive assignments when they are absent for a day or two. In order to minimize interruptions to the instructional day, make-up work for absent students will be available after **2:45** p.m. for pick-up if requested by the parent by 10:00 a.m. Although teachers can provide an outline of topics to be covered in advance, specific assignments cannot be provided in advance of an absence.

When a child is absent, every effort needs to be made to make up assignments within a reasonable amount of time. Two days allotted for each day absent is a good rule of thumb. We understand, however, that this may not always be possible. Teachers will be happy to work out a reasonable make-up timetable for you. Tests will be given as soon as possible after a child returns to school.

Programs - Special programs are available to students meeting specific criteria. Parents will be notified when their child qualifies for involvement in these activities.

- ESL (English as a Second Language) is available for students needing supplemental assistance in learning to communicate in English.
- Students may qualify for Exceptional Education Services based on learning needs and/or disabilities. 504 Plans are also available for students who qualify.
- Every new student is screened routinely for speech difficulties, and when appropriate, Speech Therapy is made available.
- Our academic intervention program offers assistance in reading and mathematics to students who meet stated criteria and are exhibiting needs in basic skill areas.
- A program of gifted education will be designed to meet specific and individual needs of selected students. Classroom teachers will be the primary facilitators of this differentiated instruction.
- Our school counselor is available to work with students in the classrooms, in small groups, and individually. Parents and students are encouraged to contact the counselor with special concerns or problems.
- Art, Music, and Physical Education instruction is provided on a weekly basis by teachers who specialize in these areas. In the event your child cannot participate in physical education activities over an extended period of time, a doctor's excuse must be sent to school. If a child is to be excused from PE for a single day, a parent's note should be sent to the teacher. All students should wear or bring appropriate shoes for recess and athletic activities each day and should dress appropriately for PE instruction.

STUDENT PROGRESS

All staff members at Sandston work together to support progress for all of our students. Teachers consult with one another and the principal, guidance counselor, and other school personnel to develop strategies and alternate instruction as appropriate and provide ongoing information to parents regarding their student's progress.

Progress Reports – To ensure communication regarding student progress, progress reports will be sent home at the completion of each nine-week grading period.

Grades – Students are graded based on their demonstrated understanding of the content presented each nine weeks. Grades are given based on understanding and demonstrated competency. Grades for effort and other scholarly habits are separate from content knowledge and are marked under "Work Habits" and "Conduct" on the Report Card. HCPS Grading Scales have been revised, beginning with the 2014-15 school year. Grading scales for elementary are as follows:

Kindergarten and 1st Grade:

4 Consistently: Student performance consistently meets or exceeds standard / expectation and student produces outstanding work.

3 Usually: Student performance usually meets standard / expectation and student produces acceptable work.

2 Inconsistently: Student performance is approaching standard / expectation and student inconsistently produces acceptable work.

1 Rarely: Student performance is below standard / expectation and student frequently requires re-teaching.

Grades 2-5:

A	90 – 100	Excellent
B	80 – 89	Very Good
C	70 – 79	Satisfactory
D	65 – 69	Marginal Progress
F	Below 65	Failing

The grade for the marking period is designed to reflect students' mastery of the content as evidenced through daily work and assessments, therefore, extra credit work is not provided in order to raise a grade.

In physical education, music, and art the participation standards of S (Satisfactory) or N (Not Satisfactory) will be used, K-5.

The report card is to be reviewed, signed by the parent(s) or guardian(s) and returned promptly to the school. The grading system is also listed on the report card.

In addition to the grades as outlined above, students' specific progress on the content targeted in each subject during the nine weeks will be shared with parents. Students are involved in the assessment of their own work and will take part in conferences.

Honor Roll Recognition – Academic honor roll recognition will be given at the beginning with the first nine-week report period in grades 3-5. In Henrico Schools, students who receive an A and/or B in all subjects are considered to be on the Honor Roll. These students will receive a special honor roll certificate in their report card envelopes.

Promotion/Retention – Promotion and retention are based on academic progress and achievement level. Henrico County has developed specific guidelines to be used as a basis for making promotion and retention decisions. The classroom teachers will be in close contact with parents throughout the school year regarding each child's progress.

LOST AND FOUND

It is requested that all outerwear and other personal items be labeled with the child's name whenever possible so that we can easily return items to their owners. Lost and Found items that go unclaimed will be given to a local charity at the end of each month.

LUNCH AND BREAKFAST

Breakfast and lunch are free to all students enrolled at Sandston Elementary School.

Carbonated drinks/sodas should not be included in lunches brought from home. Glass containers are not permitted.

For safety reasons and so that everyone may enjoy a pleasant lunch, self-control and good behavior are expected in the cafeteria. We do everything possible to encourage positive behavior. In the event that a student exhibits unsafe / inappropriate behavior or does not follow the school or cafeteria rules, he / she may be seated at an alternative location in the cafeteria or referred to the office. Classes may be assigned seats, when and if needed.

Due to the lunch schedule, snack breaks for certain grade levels are planned. We highly encourage parents to send nutritious snacks, such as fruit, vegetables, or crackers, etc. No beverage for snack should be included; water is available. Do not send candy or other sweet snacks.

We have students with serious and, in some cases, life-threatening food allergies. For this reason, additional food guidelines are necessary in some classrooms and will be shared as appropriate. No food may be shared with other students or brought in by parents for sharing, except at the direct request of the teacher. **It is imperative**

that these guidelines be followed.

Computerized Lunch - Henrico County School Food Service has a computer system for collecting funds for lunch and a la carte sales in the school dining room. Each student will be issued a five-digit lunch account number. This number will be entered on a keypad by the student, thereby recording the transaction that takes place that day. Each student may deposit money in his /her account to pay for lunch and a la carte purchases. Prepayment should be made on Monday mornings or the first day of the school week, if possible. Cash will be accepted at the register exactly as it has been in the past. However, every student who goes through the lunch line and purchases anything must use lunch ID to make purchases. Parents can also pre-pay through **mylunchmoney.com** using a personal credit or debit card from home. There is a handling fee charge for each prepayment. See the website for details.

PARTIES/TREATS/GIFTS

School board policy allows one class party each year, which will usually be held in December. Students/parents may not collect money for a class gift for the teacher at any time. No balloons, flowers, etc. are to be sent to children while at school.

We have students with serious and, in some cases, life-threatening food allergies. As part of the school health program, we also hope to promote healthy nutrition. For these reasons, no food other than that specifically requested by the teacher may be brought or sent in to be distributed to students in the classroom, in the cafeteria, or any other area of the school. This includes birthday treats. For safety reasons and so that all children are recognized similarly on their special day, we will recognize student birthdays on announcement each week (summer birthdays will be recognized, as well).

SOLICITATION BY STUDENTS

According to Henrico County Public Schools policy, students shall not be involved in any activity that requires or promotes sale of items during the regular school day or in a door-to-door canvass of residences or businesses when done in the name of the school or organizations within the school. This practice is not intended to exclude fund-raising activities by the school itself or by organizations within the school, so long as such activities do not involve selling by students during the school day or in door-to-door solicitation. Students **may not solicit staff or other students** at school for scout, athletic or other fundraising sales.

TRANSPORTATION/PARKING

Bus Riders - Riding the school bus is a privilege, and students are expected to obey the rules of the bus drivers and those stated in the Henrico County Department of Transportation pamphlet that is provided to all students. Students must ride the same bus in the afternoon as in the morning and must use the same bus stop at all times. If there are exceptional circumstances which make it necessary for a child to

disembark at a different bus stop, **it is required that a note be sent in advance to the principal requesting permission.** Except in emergency situations, and with permission from the school, students may not ride a bus other than the one they are assigned. Students will be required to wear masks on the school bus during the pandemic.

Respect of other persons and their property is expected while waiting at bus stops. Students are to stand well back and away from any road surface and traffic and are to exhibit appropriate and safe behavior. Students should be at the bus stop 5-10 minutes **before** the designated pick-up time. Buses will not wait for students not all ready in line when the bus arrives.

Bus schedules can be found in Rycor. We highly encourage your student to ride the bus and to begin doing so the first day of school as we will have extra help on those days. **For kindergartners**, a parent or pre-designated adult **MUST** be at the bus stop, with a **picture I.D.**, in order for the student to be dropped off in the afternoon. Please be at the bus stop 5 minutes **before** the schedule time. The bus will not wait and your child will have to ride the rest of the route and then be returned to school. All students may only ride the bus to which they are assigned. Excellent behavior is expected at the bus stop and on the bus at all times. Please review this expectation with your student prior to the first day of school. Adults / those accompanying / meeting children at the bus stop **MAY NOT** board the bus at anytime.

Morning Car Arrival: We highly encourage you to use bus service if available, but if you will be transporting your child by car, arrival is between 7:20 and 7:35 at the Union Street entrance. If there is no adult outside at the car drop-off area, this means that morning drop-off has not yet started. For safety reasons, you must wait for the adult to arrive. **DO NOT** drop children off to wait on the porch. We ask that you use the carpool line if you are driving your child to school. **Only students exiting cars in the carpool line will enter through the Union Street entrance.** If you park and escort your child into school, you will need to enter at the **main entrance** on Naglee Avenue. There are no exceptions, as all visitors must always proceed directly to the office.

Afternoon Car Pick-up: All drivers must get in the car pick-up line at the Union Street entrance in the afternoon. A **Sandston Transportation Hang-Tag** should be displayed on your rear-view mirror that has your family number. Your family number will be called up to the office and your child will be dismissed from his/her classroom. This will help staff immediately identify you as someone who can be picking up a student. These tags will be available at Open House. Please be here promptly at 2:05 for afternoon pick-up. **If you do not have your family number, you will be required to park your car and come to the office with your ID. There will be no exceptions.**

Walkers / Bike Riders: Students walking to school may enter through either entrance. If an adult is accompanying the child into the school, then the student and adult

must enter through the main entrance (Naglee). Pick-up for walkers / bike riders will be at the Union Street Entrance. An adult or responsible teen must accompany kindergarten – second grade students walking or riding their bike to and from school and we encourage this supervision for students of all grade levels. Please be here promptly at 2:10 for afternoon pick-up.

Daycare: If your child will be picked up in the afternoon by an **after school program van**, please ensure that your after school care provider will be here to pick them up between **2:05-2:15**. Day care van drop off / pick up is at the Naglee Avenue entrance. Please share this information with your after school care provider.

Change in Transportation: Any changes in a child's normal transportation pattern must be requested each time in writing by the parent or guardian. Dismissal changes may not be communicated via email.

NOTE: There is no parking at any time in front of the school or on the Union Street circle. THIS IS A FIRE LANE.

All of these procedures are in place to ensure the safety of all of our boys and girls and our staff and to support a smooth drop-off and pick-up routine. The procedures apply to everyone and we thank you for carefully following them each day.

VISITORS/GUESTS/PARENT VOLUNTEERS

In an effort to safeguard the well being of every student attending Sandston Elementary, **all visitors, guests, and parent must enter through the front entrance and immediately report to the office.** All doors will be secured in order to ensure safety and all visitors should use the intercom/buzzer system in order to enter the school. Parents can drop off forgotten textbooks, lunches, and lunch money in the office. Such items will be forwarded to students by school personnel in a timely fashion so that instructional time is not lost. **All visitors, parents, and volunteers must wear a nametag while in the building.** Staff have been instructed to stop persons without a nametag and direct/escort them to the office.

MISCELLANEOUS / GENERAL INFORMATION

Money (other than money for lunch or other school related purchases) or other personal items (i.e. electronic devices, toys, stuffed animals, etc.) should not be brought to school. The school cannot be responsible for loss or damage.

Pets or other animals, other than service animals, may not be brought to school grounds in compliance with Henrico County Public School Board policy. Please do not bring your dog or other pet if you are walking your child to school.

We invite you to join your child for lunch when it is convenient for you. Due to food

allergies, food may only be brought for your child. Children may not share food at school. We encourage you to bring healthy lunch items when visiting us or plan on purchasing a lunch from the school cafeteria.

Sandston Elementary is an important part of the community and we all want to take pride in it. Help us to protect it. If you see any unusual activity after hours, please call the police department immediately. (Call **911** for emergencies and **501-5000** for non-emergencies.) This building belongs to all the taxpayers of Henrico County. Please help us be good stewards of our school and property.

Per Henrico County School Board Policy, smoking is not permitted in the building or anywhere on school grounds at any time.

At Sandston, we are committed to providing the best possible education for our students. Thank you again for allowing us to work with your child each day. Thank you, too, for your cooperation in becoming knowledgeable about school procedures and guidelines and following them throughout the year.

A copy of the Policies and Regulations Manual of Henrico County Public Schools is available to students, employees, and the public on the HCPS website, www.henricoschools.us. Any person unable to access the online policy may request a copy of a specific policy by contacting Records Management at 652-3828.

**SANDSTON ELEMENTARY
COMMITMENT STATEMENT**

We have read and discussed the information contained in the handbook and agree to follow all school rules and procedures.

Student's Name

Student Signature

Parent's Signature

Date

Grade and Teacher Name

***Please return the signed form to school by September 6th in your
child's home / school folder.***