

2019-2020

# **Sandlick Elementary School**

Student/Parent Handbook



**186 Anderson Lane Birchleaf, Virginia 24220**

PHONE: 865-5361 | FAX: 865-0489

## **A Message from the Principal**

The faculty and staff at Sandlick Elementary would like to welcome you to our school. Our goal at Sandlick Elementary School is to help each child reach their full potential by providing them with the necessary support to achieve their future goals. The support we provide could be in the form of emotional, social, and/or academic support. Each child has the right to learn and it is our responsibility to encourage them to succeed to their full potential.

Creating a good working relationship between parents and staff is our second goal. If there is a positive relationship, both the child and school will be successful. We think this can be accomplished by encouraging communication, parent/teacher meetings, and the willingness to support each other during difficult situations.

We have provided useful information in this handbook to answer some of your questions. If there are other questions, please feel free to contact the school. My employees are willing to help in any way to make sure your child is successful.

Sincerely,

Mr. Dennis Deel, Principal

# Welcome to Sandlick Elementary School...

## Administration

Mr. Dennis Deel	Principal	<a href="mailto:ddeel@dcps.k12.va.us">ddeel@dcps.k12.va.us</a>
Dr. Jesse Neece	Assistant Principal	<a href="mailto:jeneece@dcps.k12.va.us">jeneece@dcps.k12.va.us</a>
Mrs. Jessica Sutherland	School Counselor	<a href="mailto:jsutherland@dcps.k12.va.us">jsutherland@dcps.k12.va.us</a>
Mrs. Teresa Edwards	Secretary/Bookkeeper	<a href="mailto:tedwards@dcps.k12.va.us">tedwards@dcps.k12.va.us</a>
Mrs. Melanie Ball	Attendance Clerk	<a href="mailto:mball@dcps.k12.va.us">mball@dcps.k12.va.us</a>
Ms. Crystal Rasnick	School Nurse	<a href="mailto:crasnick@dcps.k12.va.us">crasnick@dcps.k12.va.us</a>
Mrs. Stefanie Mullins	School Resource Officer	

## Faculty

Pre-School Handicapped | Planning Time: 8:00 – 9:00 AM

Mrs. Sydney Compton [scompton@dcps.k12.va.us](mailto:scompton@dcps.k12.va.us)

Pre-Kindergarten | Planning Time: 10:30 – 11:15 AM

Mrs. Krista Anderson [kanderson@dcps.k12.va.us](mailto:kanderson@dcps.k12.va.us)

Mrs. Norma Hay [nhay@dcps.k12.va.us](mailto:nhay@dcps.k12.va.us)

Mrs. Jennifer Rose [jrose@dcps.k12.va.us](mailto:jrose@dcps.k12.va.us)

Kindergarten | Planning Time: 1:05 – 1:50 PM

Mrs. Tabitha Keen [tkeen@dcps.k12.va.us](mailto:tkeen@dcps.k12.va.us)

Mrs. Patricia Rasnick [prasnick@dcps.k12.va.us](mailto:prasnick@dcps.k12.va.us)

Mrs. Shelia Wallace [swallace@dcps.k12.va.us](mailto:swallace@dcps.k12.va.us)

First Grade | Planning Time: 12:20 – 1:05 PM

Mrs. Natasha Gardner		<a href="mailto:ngardner@dcps.k12.va.us">ngardner@dcps.k12.va.us</a>
Mrs. Kristen Ramey		<a href="mailto:kramey@dcps.k12.va.us">kramey@dcps.k12.va.us</a>
Mrs. Barbara Spangler		<a href="mailto:bspangler@dcps.k12.va.us">bspangler@dcps.k12.va.us</a>
Mrs. Elizabeth Wallace		<a href="mailto:ewallace@dcps.k12.va.us">ewallace@dcps.k12.va.us</a>

Second Grade | Planning Time: 8:50 – 9:35 AM

Mrs. Robin Belcher	(Language Arts/History)	<a href="mailto:rbelcher@dcps.k12.va.us">rbelcher@dcps.k12.va.us</a>
Mrs. Tammie Davis	(Math/Science)	<a href="mailto:tdavis@dcps.k12.va.us">tdavis@dcps.k12.va.us</a>
Mrs. Miranda Fleming	(Language Arts/History)	<a href="mailto:mrflaming@dcps.k12.va.us">mrflaming@dcps.k12.va.us</a>
Ms. Brittany Stanley	(Math/Science)	<a href="mailto:bstanley@dcps.k12.va.us">bstanley@dcps.k12.va.us</a>

Third Grade | Planning Time: 1:55 – 1:40 PM

Mrs. Rita Bailey	(History/Science)	<a href="mailto:rbailey@dcps.k12.va.us">rbailey@dcps.k12.va.us</a>
Mrs. Jessica Ballard	(Language Arts)	<a href="mailto:jballard@dcps.k12.va.us">jballard@dcps.k12.va.us</a>
Mrs. Myra Fleming	(Math)	<a href="mailto:mflaming@dcps.k12.va.us">mflaming@dcps.k12.va.us</a>

Fourth Grade | Planning Time: 9:45 – 10:30 AM

Mr. Carter Edwards	(History/Science)	<a href="mailto:eedwards@dcps.k12.va.us">eedwards@dcps.k12.va.us</a>
Mrs. Holly Fleming	(Math)	<a href="mailto:hhyden@dcps.k12.va.us">hhyden@dcps.k12.va.us</a>
Mrs. Kayla Wood	(Language Arts)	<a href="mailto:kmwood@dcps.k12.va.us">kmwood@dcps.k12.va.us</a>

Fifth Grade | Planning Time: 8:05 – 8:50 AM

Mrs. Tammi Belcher	(History/Science)	<a href="mailto:tbelcher@dcps.k12.va.us">tbelcher@dcps.k12.va.us</a>
Ms. Patricia O'Quinn	(Language Arts)	<a href="mailto:poquinn@dcps.k12.va.us">poquinn@dcps.k12.va.us</a>
Mrs. Vanessa Souleyrette	(Math)	<a href="mailto:vsouleyrette@dcps.k12.va.us">vsouleyrette@dcps.k12.va.us</a>

Library

Ms. Karen Tiller      [ktiller@dcps.k12.va.us](mailto:ktiller@dcps.k12.va.us)

Special Education

Mrs. Karen Coleman      [kcoleman@dcps.k12.va.us](mailto:kcoleman@dcps.k12.va.us)

Ms. Chandra Mullins      [cmmullins@dcps.k12.va.us](mailto:cmmullins@dcps.k12.va.us)

Mrs. Kayla Powers      [kpowers@dcps.k12.va.us](mailto:kpowers@dcps.k12.va.us)

Mrs. Angie Slep      [aslep@dcps.k12.va.us](mailto:aslep@dcps.k12.va.us)

Physical Education

Mrs. Amy Mullins      [amullins@dcps.k12.va.us](mailto:amullins@dcps.k12.va.us)

Mr. Ethan Owens      [eowens@dcps.k12.va.us](mailto:eowens@dcps.k12.va.us)

Computer Lab

Mrs. Cara Justice      [cjustice@dcps.k12.va.us](mailto:cjustice@dcps.k12.va.us)

Title I

Ms. Pam Fields      [pfields@dcps.k12.va.us](mailto:pfields@dcps.k12.va.us)

Art

Ms. Jenna Jordan      [jmjordan@dcps.k12.va.us](mailto:jmjordan@dcps.k12.va.us)

Music

Ms. Shelly Molinary      [smolinary@dcps.k12.va.us](mailto:smolinary@dcps.k12.va.us)

## Therapists

Ms. Shelda Cline	Physical Therapy	<a href="mailto:scline@dcps.k12.va.us">scline@dcps.k12.va.us</a>
Mrs. Kayla Conaway	COTA	<a href="mailto:kconaway@dcps.k12.va.us">kconaway@dcps.k12.va.us</a>
Mrs. Anna Hill	Occupational Therapy	<a href="mailto:ahill@dcps.k12.va.us">ahill@dcps.k12.va.us</a>
Ms. Larissa Stanley	COTA	<a href="mailto:lstanley@dcps.k12.va.us">lstanley@dcps.k12.va.us</a>
Mr. Courtney Sutherland	Speech	<a href="mailto:csutherland@dcps.k12.va.us">csutherland@dcps.k12.va.us</a>

### **ATTENDANCE REGULATIONS (File: JED-R1)** **(Grades K-8)**

Attendance on a daily basis is a mandatory requirement for all students. The Code of Virginia §22.1-254, requires that all children who have reached their fifth birthday on or before September 30th and who have not yet reached their eighteenth birthday must attend school. This requirement does not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who is exempted pursuant to the provisions of the law.

When a student accumulates more than seven (7) unexcused absences in an academic year the attendance officer/superintendent's designee will enforce the provisions of the Code of Virginia §22.1-258 by one or all of the following: (i) scheduling a conference with the pupil and the pupil's parent; (ii) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in §16.1-228, or (iii) instituting proceedings against the parent pursuant to §18.2-371 or §22.1-262, as described in File: JED, of the Dickenson County Public Schools Policy Manual.

#### **Absences**

Students are expected to be in school every day. Parents/Guardians are expected to contact their child's school on the day of the child's absence to inform the school of that absence. Parents/Guardians are encouraged to notify the school of pre-arranged appointments as soon as the date of such appointments is known. When such notification is made, the parent/guardian need not contact the school on the first day of the absence. **For any reason, a written note providing the dates of and reasons for the child's absence is required from the parent/guardian within three days of the child's return to school.** The purpose of this note is to determine whether or not the student's absence is excused or unexcused. This note will be maintained until the end of the school year for documentation purposes.

#### **Excused Absences**

Dickenson County Public Schools defines excused absences in support of the mandatory attendance law. The following conditions provide the only acceptable reasons for a student's absence from school.

*Illness* - When a student is unable to attend school due to an illness, a note written by the parent or a physician documenting the illness will provide evidence of the illness for the school.

*Prearranged Appointments* - For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the school.

*Family Death or Emergency* - For absences because of a death in the family or an emergency beyond the family's control, the parent must notify the school and provide documentation for the absence.

*Religious Observances* - Absences as a result of observances of religious holidays should be prearranged by the parent, who is responsible for notifying the child's school of the religious holiday(s) to be observed.

*Extenuating Circumstances* – Unforeseeable or unpreventable absences as determined by the school administration.

*Exceptional Circumstances* - The principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family. Prior to the student's absence, the parent must complete the Request for Exceptional Circumstance to Attendance Form.

The parent will document on this request the rationale for the absence, dates of absence, and siblings within the school division for whom the exception will be also requested. The principal will provide the response to the Requests for Exceptional Circumstances in writing to the parent.

In documented extenuating circumstances, the principal may approve an absence after-the-fact as exempt from the sanctions of the attendance policy. For those circumstances which cause the student to be absent and prior request for approval is not possible, the parent must complete the Request for Exceptional Circumstances within two days of the student's return to school.

The school may require terms of compliance which the student must meet prior to the principal's approval of the Request of Approval of Exception to Attendance. Required terms of compliance may include, but are not limited to, timely completion and submission of make-up work and assignments, a relevant journal, and/or a related project.

No more than five (5) days may be approved by the principal for exceptional circumstances during a school year. For requests of more than five days, the request must be endorsed by the principal and approved by the superintendent/designee.

*Field trips and school related activities-* Days missed due to principal approved student participation in school related activities will not be counted as an absence.

### **Suspensions**

For absences because of a suspension, the parent will be notified of the suspension and the date when the student will be expected to return to school. The student must return on the indicated date.

### **Make-up Work**

When students are absent, (this includes absences for suspension), an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction.

Students will be expected to make up work for all classes missed within five (5) days of returning to school. Extenuating circumstances may be considered in extending the time limit.

It is assumed that an unexcused absence will represent a deliberate attempt by a student or his/her parents to avoid the duty of attending school. Assignments associated with unexcused absences and suspensions, including Comprehensive Tests (unit tests, exams, etc.), will receive a 10% reduction on those scores. These must be completed within five (5) school days after returning to school.

### **Excessive Absences**

Ten (10) or more parental notes to excuse absences are considered excessive and may require a physician's note or other official documentation to excuse subsequent absences. When a student accumulates ten (10) or more parental notes to excuse absences, the student may be referred to the school's principal or principal's designee. The principal/designee will confer with the parents/guardians to determine the circumstances surrounding the absences and develop a corrective action plan as appropriate. Interventions may include, but are not limited to, parent conference, referral to guidance counselor, or development of an attendance contract.

### **Tardiness/Check-outs**

A student arriving late to school or leaving early from school will only be excused for the following reasons; illness, prearranged appointments, family death or emergency, religious observances, or other extenuating circumstances.

Any combination of three (3) unexcused tardies or check-outs will count as one (1) unexcused absence for the purpose of supporting the mandatory attendance law.

Any combination of ten (10) unexcused tardies or check-outs may result in a referral to the school's principal or principal's designee. The principal/designee will confer with the parents/guardians to determine the circumstances surrounding the unexcused tardies or unexcused check-outs and develop a corrective action plan as appropriate.

### **Arrival and Departure**

Students who are brought to school by a parent or guardian should not arrive before **7:20 AM**. These students should enter the building near the cafeteria entrance of the building. A staff member will greet students at the door until 8:15 AM. If students arrive after that time, they will need to be brought to the main entrance of the building.

### **Breakfast and Lunch**

Students are provided breakfast and lunch each school day. Students wishing to eat breakfast will do so upon arriving at school. **All students will be able to eat breakfast & lunch free of charge during the 2019-20 school year.** If you would like for your child to purchase extra items, money will need to be added to his/her account. Also, students are allowed to purchase ice cream one time per week; the cost is \$0.75 per week. The most convenient way to pay for ice cream is monthly in advance (either \$3.00 or \$3.75, depending on the number of weeks in each month). We welcome parents to visit and eat breakfast or lunch with their child. Adults can purchase a breakfast for **\$2.15** and lunch for **\$3.65**.

### **Bus Notes**

Students must ride their assigned buses according to Dickenson County Public School Transportation policies and procedures. Students CANNOT ride a different bus unless the parent/guardian has provided the school with a written request or phone call instructing the alternative bus for their child to ride. As a result, the student will be given a bus note to give to the driver specifying where he/she is to be let off. The school should be notified of any and all bus changes BEFORE 2:00 PM DAILY.

Students that report they should ride a different school bus without written permission or a phone call from the parent/guardian the student will be instructed to ride their normal bus to their normal destination.

### **Discipline**

Students are expected to follow all rules and regulations set forth by Dickenson County Public Schools. Student discipline guidelines will be adhered to as outlined in the *2019-20 Dickenson County Handbook of Expectations and Consequences for Students*.

### **Emergency Drills**

Students will practice safety and emergency drills at Sandlick to ensure their safety in a variety of situations. The Commonwealth of Virginia mandates that emergency drills be conducted throughout the school year. Fire drills will take place monthly (an initial fire drill within the first 10 days of school and another within the first 20 days, and at least one per month for the remainder of the school year), a tornado drill will be conducted in March, and at least four lockdown drills will be conducted during the year (two during the 1<sup>st</sup> 20 days of school and 2 additional drills the remainder of the year). The faculty and staff at Sandlick Elementary School will ensure that students are aware of emergency evacuation procedures to maintain student safety.



## Nurse & Medication Administration

Sandlick Elementary School has a full-time nurse, Crystal Rasnick, in the building to meet the health and medical needs of our students. All students needing to see the nurse will be allowed to do so with permission from their teacher or the assigned adult on duty.

### *Medications Prescribed for Individual Students*

Employees of Dickenson County School Board may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

### *Nonprescription Medications*

Employees of Dickenson County School Board may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

For more information regarding administering medications, see Policy *JHCD* in the *Dickenson County Public School Student/Parent Handbook & Attendance/Conduct Code* manual.

## Promotion/Retention of Students

Students may be asked to repeat a grade if they have not successfully met the requirements of that grade level in Reading & Math. Absenteeism may be a factor in determining retention, although teacher evaluation of student achievement/progress will be the primary factor in that determination. A parent conference will be scheduled and parent input requested prior to retention/promotion of a struggling student. **However, the final decision of promotion or retention rests with the teacher and principal.**

## Student Personal Items

Student personal items (including but not limited to electronic items, toys, cards, etc.) **should not** be brought to school unless special permission is given by the teacher and/or principal. Sandlick Elementary cannot be responsible for items brought to school by students.

## School Visitors

Visitors are welcome in the schools as long as their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office. Potential visitors, including parents, who are registered sex offenders, should consult Policy KN Sex Offender Registry Notification and Policy KNA Violent Sex Offenders on School Property before arriving at school property or school sponsored activities. The school division expects mutual respect, civility and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator. Unauthorized persons who fail to leave the school grounds or school activity as requested will be considered trespassers. The School Board authorizes the superintendent to take all necessary actions regarding the safety, order and preservation of the educational environment on School Board property or at school division sponsored activities. Law enforcement may be called to enforce this policy.

Anyone, including students, who enters a school at nighttime without the consent of an authorized person except to attend an approved meeting or service or who enters or remains on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen may be prosecuted.