



Sheffield Elementary School

PARENT/STUDENT **HANDBOOK 2026-27**

115 Kenwood Place
Lynchburg, Virginia 24502
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www.lcsedu.net/schools/shf

Expect More!

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The purpose of this handbook is to provide basic information regarding school procedures and policies. It is not intended to be all inclusive. It, along with the [Lynchburg City Schools Parent/Student Handbook](#) and [Lynchburg City School Board Policy Manual](#), are meant to serve as a guide for parents, students, and staff. We encourage you to read these documents carefully and share the information with your student. If you need clarification or additional information, please contact the main office.

All Lynchburg City Schools policies can be found on [BoardDocs](#).

ABOUT THE SCHOOL

LCS Vision Statement: Growth, Opportunity, Success.

LCS Mission Statement: To empower students for future success through high-quality instruction, supportive learning environments, and experiences that connect classroom learning to real-world opportunities.

School Motto: Expect More!

School Mascot: Tiger

School Colors: Blue and white

School Hours

Students: 8:40 a.m.–3:40 p.m.

Instructional Staff: 8:20 a.m.–3:50 p.m

The school office is open from 8:30 a.m. until 4 p.m. Monday through Friday. If you call the school and no one is available to take your call, please leave a message on our school voicemail and someone will get back with you on the next school day. Our voicemail can be reached by dialing 515-5290.

In accordance with the Code of Virginia 22.1-203, the school will observe a minute of silence each day. This will be conducted during the homeroom period.

Staff Directory

Principal: Lisa Lee

Assistant Principal: Adam Benyo

Administrative Assistant: Stephanie Gomez Cajigas

Attendance Clerk: Missy Myers

School Counselors: Jenajah Carr & Kristen Edmondson

School Nurse: Sheila Roach

School Social Worker: Brenda Paradiso

Full staff listing: www.lcsedu.net/schools/shf/about/staff-directory

Supply Lists

A student supply list is developed for each grade level. The supply list for the following academic year is available via the school website. School supply lists vary from school to school and grade to grade. Be sure to check with your student's teacher throughout the year to see if additional supplies are needed. All supplies should be labeled with your student's first and last name.

School Supply Lists: www.lcsedu.net/schools/shf/about/supply-lists

Lost & Found

Lost and Found is located outside of the cafeteria doors.

ATTENDANCE

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 and complying with that responsibility.

Please refer to the Lynchburg City School Board Policy [JED-RZ - Student Absences/Excuses/Dismissals](#).

Tardiness or Early Dismissal

Students who arrive after homeroom begins will be marked as tardy. Students who are tardy miss valuable instructional time.

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:

- Personal illness. Written excuses should contain a description of the illness.
- Personal required court appearance with documentation from the court.
- Death or serious illness in the immediate family. The principal will also consider each individual case and any extenuating circumstances.
- Medical condition or appointment verified by a note from a medical professional or dentist.
- Religious holidays 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.

Truancy

When a student reaches five (5) unexcused absences during the school year he or she is considered truant. Truancy procedures can be found on the Lynchburg City Schools website at

www.lcsedu.net/departments/student-services/attendance-truancy/truancy.

BUSES & CAR RIDERS

It is essential that we know how students are expected to travel to their homes at the end of the day. Whether your child is a car rider, walker, or bus rider, we need to have this information on file. In the event that it becomes necessary for your child to change his/her mode of transportation, the parent is required to notify the school in writing or by phone. We ask that we be notified of all transportation changes/dismissal procedures for your student no later than 2 p.m. each day.

Buses

Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who constitute or cause disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions. If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely. The bus driver and/or bus assistant is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the

report to the transportation office.

Families can use the [MyRide K-12 app](#) and website to see their child's bus routes, get alerts about delays and changes, and track their child's bus location in real-time. If you have trouble with the app or have questions about your child's bus route, please contact Transportation at (434) 515-5100.

Car Riders

Drop-off time is between 8:25–8:40 a.m. Parents should enter from Kenwood Place into the main parking lot. Cars will not be allowed to pull into the drop off line before 8:25 a.m. to allow for faculty and staff arrivals. Students should be ready to exit cars as they pull up to the front doors. If a student is not ready, please circle around through the drop-off line again or park to keep from blocking the flow of traffic. To respect the instructional efforts of our teachers, we ask that parents drop their child off at the front foyer and allow them to walk to class on their own. Parents/Guardians may not walk students to class.

Dismissal is at 3:40 p.m. Cars will not be allowed to pull into the pick-up line before 3:25 p.m. to keep the parking lot from getting locked up. Parents/guardians picking up a student who chooses not to wait in the car-rider line will make a line on the sidewalk in front of the building, no earlier than 3:25 p.m. A staff member will radio for students when dismissal begins. There is no admittance to the front foyer before or during dismissal. No cars should be left in the pick-up line without a driver.

Any pick-up after 3:50 p.m. is considered late. Parents will have to park and enter the building to sign their child out. We ask that you respect that timeframe. Two late pickups will result in a required meeting with the building principal.

Early dismissals are strongly discouraged. Due to safety steps, entrance to the building during pre-dismissal times (3–3:40 p.m.) will be limited to emergencies. Any early dismissals will be run through a school administrator.

CONDUCT & DISCIPLINE

We are dedicated to ensuring a safe and secure learning environment for all of our students. Our rules for good citizenship are meant to preserve and protect each student's right to learn. We ask that our students practice good citizenship by:

1. Accepting and respecting the leadership of teachers, the administration, and other staff members.
2. Taking care of school property and equipment.
3. Using appropriate language and a respectful tone of voice.
4. Moving through the building quietly and respectfully.
5. Showing respect for the rights and property of other people.
6. Completing all assigned work on time.
7. Being attentive in class and becoming involved in all class activities.
8. Putting forth effective effort.

Each grade level will send a letter to parents explaining their class rules and procedures as well as appropriate rewards and consequences.

Please refer to the Lynchburg City School Board Policy [JFC - Student Conduct](#).

The Lynchburg City School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the Superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct apply to all Lynchburg City school students. They are enforced when the student's conduct occurs when the student is:

- On school property.
- Traveling to school or from school.

- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts and/or threatens the learning environment.

Be sure to read and share this information with your student.

Bullying

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

The principal or their designee shall notify the school board disciplinary committee and the parent of any student involved in an alleged incident of bullying of the status of any investigation within 24 hours of the allegation of bullying. Such notifications shall be communicated to the school board disciplinary committee via the superintendent or designee by the next meeting of that committee.

Cell Phones/Personal Electronic Communication Devices

Students enrolled in elementary schools 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 bookbag or locker) throughout the regular school day.

Please refer to the Lynchburg City School Board Policy [JFCZ - Use of Personal Electronic Devices](#).

In-School Suspension (ISS)/Alternative Instructional Assignment

Students who do not comply with division/school/classroom rules and procedures can be assigned by the administrative team to Alternative Instructional Assignment, also referred to as In-School Suspension (ISS). While in ISS, under the direction of the ISS supervisor, students are expected to complete their class assignments and demonstrate appropriate school/classroom behavior.

Suspension (Out-of-School)

Students who do not comply with division/school/classroom rules and procedures are subject to out-of-school suspensions. A pupil may be suspended for not more than ten (10) school days by either the school principal, any assistant principal, or, in their absence, the principal's designee. The principal, assistant principal, or principal's designee may suspend the pupil after giving the pupil oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts, and opportunity to present his version shall be given as soon as is practical thereafter. Please refer to the Lynchburg City School Board Policy [JGD/JGE - Student Suspension/Expulsion](#).

DRESS CODE

Students are expected to dress in a manner appropriate for a PK–12 educational environment. Clothing and appearance must be safe, appropriate, and not disrupt or interfere with learning or school operations.

All students must wear attire that meets the following expectations:

Shirts or Tops

- Shirts or tops shall be worn at all times and must fully cover the chest and midriff, with no skin visible in these areas.
- Sheer, mesh, or lace garments without full lining are not permitted.
- Necklines shall not be excessively low or revealing (e.g., “U” or “V” shaped necklines extending below the sternum).
- Backless, strapless (e.g., tube tops), or tie-only tops are not permitted.
- All tops must fully cover any undergarments.

Pants, Shorts, Skirts, Skorts, Dresses, Jumpers, or Equivalent

- Bottom garments shall be worn at the waistline and must fully cover all undergarments.
- Clothing shall not expose skin from the waistline to mid-thigh - including rips or holes.
- Shorts and skirts shall be of sufficient length to reach mid-thigh, including when worn with a backpack. Tights should be worn below shorts and skirts that do not meet this standard.
- Leggings and yoga pants are permitted; however, they shall be worn with a top that fully covers the student’s backside.

Sleepwear

- Clothing designed primarily as sleepwear is not permitted during the school day.
 - Examples include, but are not limited to, pajamas, pajama pants, nightgowns, robes, and blankets.

Shoes

- Shoes shall be worn at all times.
- Footwear must allow students to move safely throughout the school day, including during emergency procedures.
- Footwear that poses a safety concern or interferes with the school environment is prohibited, including, but not limited to, flip-flops, house shoes and slippers, shoes with wheels, skates, or other devices, or footwear not designed for walking.
- Certain classes or activities (e.g., Physical Education, laboratory courses, or technical programs) may require specific types of footwear, such as closed-toe, athletic shoes, or boots for safety reasons. In such instances, the teacher shall communicate these requirements to students and families as soon as practicable.

Clothing should be appropriate to the time, place, weather, and instructional activity and must conform to standards of health and safety.

Please refer to the Lynchburg City School Board Policy [JFCY - Dress and Appearance](#) and the [LCS Code of Conduct](#).

FIELD TRIPS

Field trips are a valuable part of our instructional program, offering unique learning experiences. To participate, all students must have written permission from a parent or guardian. Please note that trips may be canceled if overall funds are insufficient or at the discretion of the administrative team. Students are required to ride school-provided transportation, and

private car transport is not permitted. All school rules apply on field trips, and students are expected to represent our school positively.

Parents or guardians interested in chaperoning a field trip should contact their child's teacher. All chaperones must complete an approved volunteer application and background check at least two weeks prior to the trip and agree to abide by all school rules. For the safety and focus of our students, siblings or other non-enrolled children are not permitted on field trips. Please note that scheduled arrival and departure times may change due to unforeseen circumstances.

FORMS OF COMMUNICATION

Building a strong partnership and frequent communication between home and school is critical to the success of your child. Please do not hesitate to reach out to your child's teacher with any questions or concerns. We are happy to schedule a conference at any mutually agreeable time throughout the year. Please understand that teachers have a responsibility to the entire class throughout the school day and will not be able to meet with you without prior arrangements.

Class Dojo

This is our primary means of communication. With this phone or computer app, you can message your child's teacher or school administrators privately. You will also receive messages from your child's teacher(s), our PTO, and school administration.

Infinite Campus

As part of our continued effort to provide parents and guardians with information about their student's progress, Lynchburg City Schools utilizes an online parent portal called Infinite Campus. Infinite Campus is a single source for parents to track student data including contact information, schedules, attendance, grades, and notifications. Please contact the school to get your activation key.

Weekly Folders

Folders or envelopes are sent home weekly. Please check your child's backpack.

Tiger News

This is a monthly newsletter where updates, special events, and more are shared. This communication will be pushed out through Class Dojo and School Messenger.

School Messenger

We use an automated service to communicate with families via calls, texts and emails. These notifications 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.

Social Media

Follow us on Facebook at www.facebook.com/SheffieldLCS.

HOMEWORK, GRADES & REPORT CARDS

The positive effects of homework include understanding and developing effective study and time management skills, along with a sense of independence and responsibility; and fostering the concept that learning can occur anywhere, not just in school. Homework also provides an avenue for parental involvement by affording parents an opportunity to see what their children are learning and to encourage their children in their studies. Teachers will assign homework in accordance with Lynchburg City School Board Policy [IKB - Homework](#).

Report cards will be sent home at the end of each nine-week grading period for students in grades K-5. Students, in grades 3-5, who meet the established criteria, will be named to the Honor Roll.

Grading Scale

Grades K-2	Grades 3-5
90-100= E (<i>exceeds the standard</i>)	90-100 = A
89-80 = M (<i>meets the standard</i>)	89-80 =B
79-70 = P (<i>partially meets the standard</i>)	79-70 = C
69-below = U (<i>unsatisfactory</i>)	69-60= D
	59 Below = F

Interim & Report Card Windows

Quarter	Interims Sent Home	End of Quarter	Distribute Report Cards to Students
1st Quarter (8/18/26-10/16/26)	9/25/26	10/16/26	10/23/26
2nd Quarter (10/20/26-1/15/27)	12/4/26	1/15/27	1/22/27
3rd Quarter (1/19/27-3/18/27)	2/26/27	3/18/27	3/26/27
4th Quarter (3/22/27-6/4/27)	4/30/27	6/4/27	6/4/27 (Elementary)

MEALS & NUTRITION

Cafeteria

The entire school environment, including the cafeteria, lounges, and classrooms, will be aligned with healthy school goals. When packing food from home, parents are encouraged to provide healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards of the School Nutrition Program. Students are discouraged from bringing carbonated drinks (soda), chips, candy, and fast food lunches to school. Please refer to the Lynchburg City School Board Policy [JHCF - Student Wellness](#).

Breakfast

The Department of School Nutrition will provide breakfast for all students in grades K-5 from 8:20 a.m. until 8:40 a.m. each day Monday through Friday. Breakfast is served via Grab and Go lines and students are able to eat in the classroom.

Lunch

All students may receive a school lunch at no charge or they may bring a lunch from home. Students and visitors to our school cafeteria are discouraged from bringing carbonated sodas, chips, candy, and/or fast food lunches to school. Parents may put money in their student's food account in the cafeteria at any time for à la carte items. All students are given a student identification number to use to access their accounts. Money is deducted or debited from the account for each cafeteria purchase. Parents are invited to join their students during the lunch period. Please call the school office to verify your child's lunch schedule.

Snacks

With advance permission from your student's teacher, a parent/guardian may provide a snack for the class at a time and place designated by the teacher. It is important that the snack be approved in advance in order to ensure that health issues such as food allergies are considered. Also, snacks must comply with the standards established by the Lynchburg City School Board Policy [JHCF- Student Wellness](#).

To ensure the safety of our students, food brought into schools for events must be in original packaging, and it is highly recommended that fresh fruit and vegetables be used for events.

Nut-Free Cafeteria Table

In an effort to protect our students with nut allergies, we have a designated nut-free table in our cafeteria. Students who are allergic to nuts should sit at this table to avoid contact with nuts and nut products. Be sure that this information is listed on your child's emergency medical form.

Nut-Free Classrooms

In an effort to protect our students with nut allergies, all classrooms are "nut-free zones." Students are discouraged from bringing food items containing nuts or nut products for snacks.

NURSE & HEALTH INFORMATION

Clinic

Our school clinic is staffed by a full-time Licensed Practical Nurse (LPN). It is essential that we have your current phone number so that the school nurse can contact you in the event your child is sick or injured.

Medicine

Students are not permitted to bring medicine (over the counter or prescription) of any kind to school. This includes cough drops or throat lozenges. If your student is prescribed medicine by his/her doctor that needs to be administered during the school day, the parent and doctor must complete a [Physician/Parent Authorization to Administer Medication Form](#). The medicine and the completed forms must be brought to the school by the parent and be given directly to our school nurse. Students may not carry medicine to and from school for any reason.

Emergency Medical Form

In order to complete registration for each school year, parents/guardians are required to complete/update an online emergency medical form for each child. Current addresses and phone numbers are required as well as emergency contact information. All known allergies should be listed on the form. Any medical conditions should be noted as well. If your personal information changes, please contact the school office so that we can update your student's records.

Emergency Contact Information

It is the responsibility of all parents and guardians to provide emergency contact information for each student. This information must be part of the emergency medical form. This information must include the name of the person, the person's relationship to the student, and a current phone number for the contact person. Please be sure that your emergency contacts know that you have listed them on your student's form.

PARENT TEACHER ORGANIZATION (PTO)

Our school is stronger with parental support! Parents and guardians are encouraged to support our PTO and consider joining the PTO Board.

PARTIES & CELEBRATIONS

School and classroom parties/celebrations are planned which support our instructional program and our school goals/objectives. All such events must comply with Lynchburg City School Board Policies and Regulations.

Award Assemblies

Sheffield recognizes student achievement for attendance, behavior, and academics each quarter.

Birthdays

Students are discouraged from bringing and distributing birthday party invitations at school. Classroom teachers are encouraged to recognize student birthdays using a birthday board or classroom display. Individual birthday parties or celebrations are not permitted at school. With advance permission from your child's teacher, a parent may provide a snack for the class at a time and place designated by the teacher. It is important that the snack be approved in advance in order to ensure that health issues such as food allergies are considered. Also, snacks must comply with the standards established by the Lynchburg City School Board Policy [JHCF - Student Wellness Regulations and Guidelines](#) to ensure the safety of our students, food brought into schools for events must be in original packaging, and it is highly recommended that fresh fruit and vegetables be used for events.

PERSONAL PROPERTY

All personal belongings that are brought to school (such as coats, hats, sweaters, etc.) should be labeled with the student's name. Students are not permitted to bring personal, electronic devices such as hand-held games, watches or trading cards, toys, etc. to school.

Students are discouraged from bringing extra money to school. They should be advised to keep their money with them at all

times. Money should not be left in desks, coats, or lunch boxes. The school is not responsible for lost or stolen money. However, every effort will be made to find and return lost or stolen money to the appropriate person.

SAFETY & DRILLS

Fire Drills

Each school holds a fire drill within the first 10 days of the school session, and one fire drill per month while school is in session for the remainder of the term. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

The following procedures will be followed during a drill:

1. The signal for a fire drill is one continuous blast of the buzzer alarm system.
2. When the signal sounds, all students, staff members, and visitors are required to evacuate the building as quickly and quietly as possible using the nearest exit.
3. Students are to use the proper exits and remain with staff members in designated outside areas until the drill's conclusion.
4. While students are outside the building, there should be no talking or noise so that instructions may be given and heard in the event of an actual emergency.

Safety Drills

A procedure has been established to ensure student/staff safety in the event an unauthorized person enters the school or an unauthorized activity is occurring on the school grounds. This safety drill procedure is practiced during the year. During the school day, all entrances remain locked.

Each school has a lock-down drill at least once during the first 20 school days of school with at least one additional drill being conducted after the first 60 days of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code §27-94 et seq.

Severe Weather Drills

In the event of severe weather with strong winds, a plan has been developed to ensure everyone's safety. Staff and students are informed of the procedure each year.

SCHOOL CLOSINGS

In the event that Lynchburg City Schools cannot operate on a normal schedule due to weather related or other emergency conditions, parents, students, and community members will be given school-closing information through the following information sources:

- LCS Campus Messenger: a recorded telephone call and corresponding email will be sent to all parents/guardians based on contact preferences in Infinite Campus
- Online: LCS website and social media
- Television announcements

SERVICES & PROGRAMS

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

This program operates on the school calendar. The hours are 6:30 a.m. until school begins at 8:35 a.m., and from the end of the school day at 3:35 p.m. until 6 p.m. The program provides physical activities, games, homework/tutoring and character development. Financial assistance is available for qualifying families. For more information, contact YMCA Child Care Department at (434) 847-8750.

ELL (English Language Learners)

The school has an ELL teacher who supports students learning English as a second language.

Library

Students are encouraged to check-out books from the school library. Library books should be returned each week. Parents also will be notified regarding any damaged library books (torn pages, writing on pages, etc.) and payment for replacement will be required. Our librarian is available to assist students with book selection, research papers, and projects related to the Virginia Standards of Learning.

Mental Health Support

We partner with IMPACT to offer Day Treatment Services for qualifying students. Mental health professionals are on-site to assist these students as needed.

Movement Education, Music & Art

The school has the services of a music teacher, a violin teacher, a movement education teacher, and an art teacher. These programs are offered each week.

Recess

Students participate in outdoor recess whenever weather permits. To ensure their safety and comfort, students should come to school dressed appropriately for the weather, including suitable outerwear for colder days. In cases of inclement or extreme weather, recess will be held indoors. Specifically, indoor recess will occur when the heat index exceeds 92 degrees or when the wind chill falls below 32 degrees.

Resource

Title 1 and special education resource teachers work with identified students.

School Counseling

A full-time school counselor is available for short-term social-emotional counseling, student support, preventive and proactive classroom guidance lessons, whole and small group lessons, and career education awareness. If you do not wish your child to participate in personal/social counseling, sign and return the Counseling Opt-Out Form to the building principal. The form is available at www.lcsedu.net/parents/forms.

VISITORS & VOLUNTEERS

Anyone visiting the school must report to the office before going to see a student or staff member. Visitors and volunteers are asked to show photo identification and wear identification tags, which will be provided in the main office. This is required when volunteers are in school buildings for visiting or volunteering at the school for events other than assemblies and open houses. Classroom observations or tours should be scheduled through the building principal. Volunteers working with students are subject to a background check as outlined in Lynchburg City School Board Policies [IICC - Community Resource Persons/School Volunteer](#) and [IICB-R/IICC-R - Guidelines for Community Resource Persons/School Volunteers](#).

