

# ***Sunnyside Elementary School***

**Dinwiddie County Public Schools**

## **Student Handbook**

# **2025 - 2026**



10203 Melvin B. Alsbrooks Ave.  
McKenney, VA 23872  
Telephone Number: 804-478-2313  
Fax Number: 804-478-2315  
[www.dinwiddie.k12.va.us](http://www.dinwiddie.k12.va.us)  
Office Hours: 8:00 a.m. - 4:30 p.m.

Nurse: 804-478-2313 ex. 1  
Cafeteria Manager: 804-478-2313 ex. 3  
School Board Office: 804-469-4190  
Transportation: 804-469-4680

## **General Schedule**

### **Morning**

8:00 a.m.	Office Opens
8:10 a.m.	Teachers Report
8:15 a.m.	Buses Unload/Car Riders Released Students report to class
8:30 a.m.	Tardy Bell: Morning Meetings <i>Students arriving after 8:30 a.m. are expected to stop by the main office and receive a tardy slip before going to class.</i> <i>*See Tardy statement on page 6.</i>
8:40 a.m.	Morning Announcements/Moment of Silence
8:45 a.m.	Instruction begins

### **Afternoon**

3:20 p.m.	Car Riders Dismissed
3:30 p.m.	Board buses
3:40 p.m.	Buses Depart
3:50 p.m.	Teachers Dismissed
4:30 p.m.	Office Closes

## **LUNCH SCHEDULE**

Preschool	10:50 - 11:20
Kindergarten	11:20 - 11:50
1st Grade	11:35 - 12:05
2nd Grade	12:05 - 12:35
3rd Grade	11:05 - 11:35
4th Grade	11:50 - 12:20
5th Grade	12:20 - 12:50

## Principal's Message

Dear Parents and Students,

I am excited to welcome you to Sunnyside Elementary for the 2025 - 2026 school year. Our focus remains on providing the very best learning experiences for our children by supporting them academically, socially, and emotionally.

This student handbook is a helpful guide that outlines the expectations, routines, and supports that help our school run safely and smoothly for everyone. Please take time to read through this handbook and ensure your child understands what is expected of them each day. Encourage your child to attend school each day, arrive on time, and be prepared for class with a willing attitude and all materials needed to learn.

We know that when families and schools work together, great things happen. Please keep lines of communication open with your child's teacher by signing up for their class app and keeping phone numbers updated with our main office. If questions or concerns arise, feel free to contact me at (804) 478-2313 or email me at [dahawkins@dcpsnet.org](mailto:dahawkins@dcpsnet.org). I look forward to partnering with you as we continue to grow and learn together.

Respectfully,

*Danielle Hawkins*

Danielle Hawkins  
Principal

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### **2025 - 2026 Sunnyside Elementary PTO Board**

- President – MacKenzie Taylor
- Vice President – Beth Price
- Secretary – Jessica Jones
- Parliamentarian – Jennifer Jenkins
- Historian – Laura Wright
- Treasurer – Kim Smith
- Faculty Liaison – Meredith Torres



### **Tips for A Successful School Year**

- Keep lines of communication open with your child's teacher. A strong partnership between the school and home is essential for student success.
- Read with/to your child daily. For resources and support, please reach out to your child's teacher or the main office.
- Provide a quiet place and a consistent time to do additional schoolwork. Support your child in their efforts but refrain from providing them with the answers.
- Help your child learn to follow directions by giving them one and two-step directions.
- Model, reinforce, and encourage appropriate behavior including speaking politely to others.
- Help your child learn their address and telephone number.
- Establish and monitor your child's television viewing and technology use time.
- Establish a bedtime routine and require your child to be in bed on time every school night.
- Listen to your child and encourage conversations about the school day.
- Encourage your child to succeed by insisting that they do their best at all times.
- Write your child's name on the inside of all personal items brought to school such (ex: coat, hat, gloves, sweater, lunch box, etc.)
- Dress your child according to the weather. Students will go outside every day – weather permitting.
- Discuss a plan with your child about what to do in the event you are not at home when they arrive.

## **Absences/Attendance**

Virginia Code Section 22.1-254 requires that all school age children be enrolled in school and attend school on a regular basis. Failure to comply with the Compulsory School Attendance Law will result in court action against both the child and the parent/guardian.

Please refer to the [DCPS school board attendance policy](#).

## **Arriving Late**

Late arrivals must stop by the main office to receive a tardy slip if they arrive after 8:30 a.m. Students will need to be signed in by an adult. Your child will still need a tardy slip to report to class. No child should enter class late without a tardy slip.

## **Awards and Student Recognition**

Students have a number of opportunities to participate in activities for which they receive special recognition. These include, but are not limited to, citizenship, spelling bee, physical fitness, and academic excellence.

Students will be recognized each nine weeks for academic achievement as well as good behavior.

### **Criteria for Citizenship Award (End of Year):**

- Displays appropriate behavior on a consistent basis
  - no office/bus referrals for the nine weeks
- Displays appropriate work habits and attitude in the classroom and in encore classes (P.E., Art, Library and Music).
  - no “N”s or “U”s on the report card

### **Criteria for Citizenship Award for the year:**

- Displays appropriate behavior *above and beyond* expectations
  - No office/ bus referrals for the year
- Displays appropriate work habits, citizenship, and attitude in the classroom and encore classes above and beyond expectations

### **Criteria for Honor Roll/Principal’s List**

- Each nine weeks, students who receive all A’s and B’s (*no C’s*) will be recognized:
  - Principal’s List – Grades K-2
  - Honor Roll – Grades 3-5
- To receive Honor Roll/Principal’s List for the year, a student must receive A’s and B’s (*no C’s*) **each nine weeks** for the entire year.

### **Criteria for Attendance Awards**

- Definition for **Perfect Attendance**: student has missed less than ½ day of school (no more than 3.5 hours accumulated through the school year. )
- Definition for **Outstanding Attendance**: student has missed less than 1 day of school (no more than 7 hours accumulated through the school year)

## **Birthday Celebrations**

Student birthdays are important to us at Sunnyside. Birthdays are announced daily and students receive a birthday card and a book from the school.

We are asking that any food that comes to school is in the original container. Please check with your child's teacher to see if there are any allergies in the class before making plans to distribute food to students. Students will enjoy birthday treats during lunch. We will monitor outside food entering the building.

Party invitations may be distributed at school only if every student in the classroom is invited to the party. The teachers are unable to give out student addresses.

### **Breakfast/Lunch Program**

Student meal costs will be free this year at Sunnyside Elementary. Menus are posted in the classroom and sent home monthly in the Weekly Folders. Menus can also be found online on our school website. Menus are subject to change due to the supplier.

\*Adults may purchase breakfast for \$3.00 and lunch for \$5.00.

There are no microwaves available for students to heat/reheat lunches.

### **Bus Behavior**

School bus transportation is provided as a service to the students of Dinwiddie County. Riding the bus is a privilege that may be revoked if students fail to follow bus rules. (*Refer to the County Code of Conduct for a full explanation of bus expectations.*)

Bus drivers will explain the bus expectations to students on their bus during the first week of school. Parents are encouraged to carefully review these guidelines with their child. It is critical that students comply with all bus expectations and procedures to ensure all students arrive at their destination safely.

### **Bus Passes**

Bus passes will not be issued to students during the first two weeks of school. Bus passes are for emergency situations only and can only be approved/denied by the transportation department.

All requests for bus passes must be in writing to the main office **before 2:30 PM** (a written note or email to [kcairns@dcpsnet.org](mailto:kcairns@dcpsnet.org)).

### **Cafeteria Manners**

Students are responsible for using good manners in the cafeteria and ensuring that our cafeteria is clean and orderly. Students are expected to pick up dropped paper or food items. At the end of the lunch period, each child is responsible for properly disposing of trash.

All students are asked to assist in having our lunchtime remain orderly. Parents can assist us greatly by teaching and modeling appropriate table manners at home.

### **Calendar**

A school calendar for the upcoming month will be sent home with students, reminding families of important dates.

### **Cell Phone Use**

Cell phones are required to be out of sight and powered off during scheduled class time. Cell phones may not be displayed, activated, or used on the school bus by students while being transported to/from school. Please visit the [DCPS Code of Conduct](#) for more information.

### **Changes in Parent Contact Information**

Parents are expected to notify the school immediately of any changes in address, phone numbers, or other contact information throughout the school year. This enables the school to reach parents quickly in the event of an emergency involving their child. Please ensure your contact information is up-to-date in Infinite Campus. For assistance with updating your information, please contact the main office at (804) 478-2313.

### **Character Education**

Character Education involves teaching children about basic human values including honesty, kindness, generosity, courage, freedom, equality, and respect. The goal of our Character Education Program is to support children in becoming morally responsible, self-disciplined citizens. Problem solving, decision making, and conflict resolution are important parts of developing moral character.

We focus on one character word each month. We encourage students to remember these words throughout the year and show good character every day. Parents can help by modeling good character traits and by reminding their child to be a good citizen.

### **Character Words**

#### **August**

**Respect** - *Showing consideration for self, other people, property, and authority.*

#### **September**

**Caring** - *Having a sympathetic attitude towards others in need, with a desire to help*

#### **October**

**Citizenship** - *Living up to obligations to society and community, showing patriotism and being involved*

#### **November**

**Gratitude** - *The quality or feeling of being thankful, showing appreciation*

#### **December**

**Generosity** - *Sharing and giving to others willingly without selfishness*

#### **January**

**Responsibility** - *Being dependable, reliable in words and conduct, accountable for one's actions*

#### **February**

**Kindness** - *Being helpful and caring towards other people*

#### **March**

**Honesty** - *Speaking and acting truthfully*

#### **April**

**Self-Control** - *The ability to manage one's behavior, words, and action*

#### **May**

**Perseverance** - *To persist in any undertaking, to complete a task*

### **Child Custody**

The issues related to the legal and physical custody of students are complicated and can impact the student's academic performance. Parents and legal guardians are strongly encouraged to stay involved with their child's academic progress. Unless a court order states otherwise, either parent or a legal guardian may view educational



records and attend school functions or school meetings regarding the child. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody for the student during the school year.

**It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school.**

### **Classroom Assignments/Teacher Requests**

Students are assigned to classrooms and teachers by the principal. Many factors are considered including the student's academic strengths and weaknesses. Decisions are made based on what is believed to be best for the student. Any parent with a specific concern about class placement can make their request to the principal in writing. The request may or may not be granted and will be handled in a timely manner.

### **Contagious Diseases (NURSE)**

If your child has a contagious condition such as pink eye, chicken pox, etc., you will be given a letter at the time of occurrence outlining the conditions which must be met for the child to return to school.

### **Discipline Referrals**

Teachers are responsible for addressing a child's inappropriate behavior in the classroom and seeking the parent's assistance. In cases of serious disruptive behavior or when the child's behavior is repeatedly disruptive to the learning environment, a referral to the principal may become necessary. When a referral is received by the principal, the action taken will be determined in accordance with the [Dinwiddie County Public School's Code of Conduct](#).

### **Dress Code**

There is a direct correlation between dress, attitude, and achievement in school. Parents and students are asked to support a standard of dress that contributes to a positive educational environment.

A student's dress and appearance should not cause disruption, distract others from the educational process, or create a health or safety problem.

Please adhere to the following guide when dressing for school:

- Appropriate shoes are required; either tennis shoes or hard-soled shoes are acceptable. **(Flip-flops and slippers are not allowed in school at any time as they pose a safety issue.)** Shoes should be secure on the child's feet with a strap. Students are also discouraged from wearing shoes with an excessive heel. Crocs/sides/clogs are strongly discouraged. Tennis shoes are required for P.E.
- Spaghetti straps, bare midriffs, bare shoulders, bare backs, excessively low cut clothing, or clothing made of see-through material are prohibited unless covered with a sweater or jacket.
- Shorts, skirts, and dresses are to meet the "fingertip test." When standing with arms fully extended at his/her side, the child's shorts, dress, or skirt must extend "at or beyond" the longest fingertip.
- Shorts and pants should be worn at the waistline and be securely fastened. Undergarments may not be visible at any time.
- Hats, caps, hoods, and other head coverings should not be worn inside the building.
- Sunglasses may not be worn in school.
- Clothing that exhibits written, pictorial or implied references to illegal substances, alcohol, violence threats, vulgarities, or causes a disruption to the school environment, is prohibited.
- Any item of jewelry or clothing that might create a hazard to a student's safety may not be worn (ex. large necklaces, chains, or jewelry with sharp points).
- Clothing which is too tight, too revealing, or too loose is not allowed.

Consistent disregard of the Student Dress Code will result in disciplinary action by the school administration.

Dress code rules may be adjusted to accommodate students on specific announced school-wide spirit days (*ex. Hat Day*).

## **Dropping Off/Picking Up Students**

### **AM Car Drop Off**

- Students will be dropped off at the gravel lot loop, door D2 area, starting at 8:15 a.m. Students should exit the vehicle from the passenger side of the vehicle, onto the curb.

### **PM Car Pick-Up**

- The parent pick up process is going to take place at the gravel lot loop, door (D2). At dismissal, car pickup students will transition to the K hallway. To support a smooth dismissal process, parents are not expected to come into the building.
- Families of students being picked up daily will be given a “Car Pick-Up Pass” to be displayed on the rearview mirror of the vehicle. Vehicles will enter the gravel parking lot and proceed to door D2 stopping at the first cone lined on the sidewalk. Staff on the outside will radio to staff on the inside to send students out of Door D2. Students then follow the directions of staff and report to the vehicle picking them up.
- **Parents should not enter the car pick up line before 3:00 PM.**
- **If your child is normally a bus rider or a car rider and you have to change their transportation, a note should be provided to the school no later than the morning of the change. This allows us to properly prepare your child to report to the correct area for dismissal.**
- **In the event of an emergency or an unusual situation, please call the school before 2:30 PM to make any transportation changes. We appreciate your consideration of this process. Please do not message the teacher during the school day. They are busy providing quality instruction.**

## **Drug-Free/Smoke-Free Workplace**

The Dinwiddie County Public Schools abide by local, state, and federal laws to provide a drug-free workplace for staff, students, and visitors. Smoking/vaping is not permitted on school property at any time. This includes field trips and any school sponsored event.

### **Early Dismissal/Leave Early**

When early dismissal is necessary (doctor’s appointment, dentist appointment, etc.), the person picking up the student must report to the main office. Persons picking up children will be required to show identification and must be listed on the emergency card.

*(Note: Written permission is required if the child is leaving with someone other than the legal guardian.)*

Parents are encouraged to ensure that students remain in school until dismissal. Valuable instructional time is lost when students leave before the end of the school day. Early dismissal is before 3:00 p.m. **After 3:00 p.m. you will be asked to line up in the car pick-up line.** Thank you for your cooperation.

## **Emergency Procedures**

Dinwiddie County Public Schools have established plans for emergencies such as fire, illness, and violent or threatening behavior. Plans and complete procedures are on file in the school office and students are informed of them at the beginning of each school year, as well as throughout the year.

In addition, Sunnyside Elementary School has a Crisis Management Team and the entire staff receives training in crisis management annually.

Should your child notice a condition that appears threatening to them, he/she should tell the nearest staff member so that appropriate action may be taken to ensure the safety of all students.

### **Field Trips**

Field trips are an extension of classroom instruction. They enhance and enrich concepts taught in the classroom. While on a field trip, students are expected to follow all school rules and expectations.

### **Fundraising/Selling**

Fundraising activities that involve Sunnyside Elementary students in door-to-door solicitation will not be allowed. Students are not allowed to sell/buy items to/from other students on the bus or at school.

### **Holiday Celebrations**

We are asking that any food that comes to school is in the original container. Homemade food items will not be allowed. Please check with your child's teacher to see if there are any allergies in the class before making plans to distribute store bought food to students. We will monitor outside food entering the building.

### **Homework**

Additional work beyond the school day is sometimes necessary to support student learning goals. It provides opportunities for independent practice that a child needs to build confidence in their classroom. For this reason, it is extremely important that time is set aside for your child to complete this additional work and return it to school when it is due. This work is like practice for an athlete. The more time your child spends strengthening his/her skills, the more likely he/she will understand concepts for all subjects. Students are expected to read a minimum of 15 minutes each night including weekends.

### **Inclement Weather/School Closing**

In the event that inclement weather conditions warrant the closing of school, announcements will be made over several media platforms including:

- Dinwiddie County Public Schools Facebook Page
- Dinwiddie County Public Schools Website ([www.dinwiddie.k12.va.us](http://www.dinwiddie.k12.va.us))
- Local News Outlets (WTVR 6, WRIC 8, WWBT 12)
- Automated Messages from Dinwiddie County Public Schools

(Please keep phone numbers updated)

The school division continues to utilize an automated telephone system to communicate with and notify parents of events or schedule changes for the school or division. ***Parents should notify the office to update any telephone number, mailing address, or email address changes that occur during the school year to allow these communications to be received.***

If it is necessary to close school early due to weather conditions, announcements will be made over the same media platforms.

If it is necessary for the school to close on short notice, please have a dismissal plan for your child to follow if it is different from the regular afternoon routine.

### **Lost and Found**

Items which are found should be brought to the main office. To claim an item, students should come to the office and check to see if the item has been turned in. Every attempt will be made to return items that have your child's

name written on it. ***Due to the lack of space, items with no names will be removed from the school based on the following schedule:***

- Last day of school for October
- Last day of school for December
- Last day of school for February
- Last day of school for May

Unclaimed jackets and other clothing will be donated to Social Services or other charitable organizations. Personal items such as combs, costume jewelry, etc. will be thrown away if not claimed within this period of time.

### **Minute of Silence**

A minute of silence will be observed daily as mandated by the Virginia General Assembly.

### **National Elementary Honor Society Criteria**

Fourth and fifth grade students who meet set criteria may be eligible for the National Elementary Honor Society.

**Fourth Graders:** maintain cumulative 3.2 GPA when grades for the second semester of third grade and the first semester of fourth grade are averaged.

**Fifth Graders:** maintain cumulative 3.2 GPA when grades for all of fourth grade and the first semester of fifth grade are averaged.

**In addition to grades, a NEHS candidate must meet attendance, behavior, and citizenship requirements as outlined in the school bylaws. NEHS Bylaws available upon request.**

### **Nurse**

#### **A) Medication**

A student **must not** bring medication of any type to school. This is Dinwiddie County School Board Policy and must be followed. Please use the following guidelines when requesting the school to administer medication to your child.

**Non-Prescription Medication** – We **do not** administer this type of medication without a doctor's order (this includes Tylenol, Motrin, etc.). The medication is to be brought to school by the parent/guardian:

- In the original unopened container
- A written request from the parent/guardian
- Child's name (First and Last)
- The name of the medication,
- The dosage to be administered
- The time to be administered

**This will be done on a short term basis only.**

**Prescription Medication (for a temporary condition)** – We ask, if possible, to arrange a schedule that would not make it necessary to give this medication at school. If the medication must be given three (3) times a day, check with the doctor to see if this could be done before and after school, and at bedtime. If the medication should be given every six (6) hours, ask the doctor if it is possible to administer before and after school.

#### **Prescription Medication (given at school on a regular basis)** –

The parent must bring the medication to school. The proper documentation must be submitted at this time.

**1. Physician's Administration Form** indicating the name of the medication, dosage that the child receives, time that the medication is to be administered and the signature of the physician.

**2. Parent Permission Form** that gives school personnel permission to administer the medication.

The medication must be in the original container with the child's name, name of the medication, dosage time and amount.

***Reminder: An adult must bring all medication to the school office. At no time should medication be transported by a child.***

### **B). Illnesses**

If your child becomes ill or is injured at school, we will make every attempt to follow our emergency plan:

1. Notify parent/guardian
2. Notify persons listed on the Emergency Card in numerical order
3. Refer to our Student Management System

***Please help us keep emergency information current by notifying us of changes in telephone numbers or emergency contacts.***

***Students showing signs of vomiting, diarrhea, or who have a fever 100 degrees or higher must be promptly picked up from school. Students may not return to school until they have been free of vomiting, fever, and/or diarrhea for 24 hours. If you seek medical attention, a doctor's note can come to school when your child returns. A doctor's note is not required for your child to return to school.***

### **C). Accidents**

Minor cuts and scrapes will be disinfected and dressed. The administrative team will notify emergency services when deemed necessary. You will be notified of this call.

We sincerely appreciate your concern for the health and well-being of other children by keeping your child home when they are sick. Please consult with our school nurse about specific medical concerns.

### **Parent Conferences**

Parents who wish to meet with the teacher at any time outside of organized conferences are asked to call the office or communicate with the teacher to make an appointment. Every effort will be made to accommodate a parent's schedule; however, parent conferences cannot be scheduled during a teacher's instructional time. .

### **Parental Notification of Assessment Opt Out Policies**

On December 10, 2015, the Every Student Succeeds Act of 2015 (ESSA) was signed into law. Section 1112(e)(2) of ESSA states that parents of students in Title I schools have a right to know about state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental right to opt students out of such assessments. If you would like to receive information about this topic, please contact the Director of Assessment and Student Services for more information.

All students enrolled in Virginia Public Schools are expected to take the applicable state tests. The Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia state:

“In kindergarten through eighth grade, where the administration of Virginia assessment program tests are required by the Board of Education, each student shall be expected to take the tests” and “each student in middle and secondary schools shall take all applicable end-of-course SOL tests following course instruction” (8VAC20-131-30).

The Virginia regulations do not provide for what is sometimes referred to as an “opt out policy” for students regarding the Virginia assessments. If parents refuse to have their student participate in one or more of the required Virginia assessments, they should be aware that their student's state assessment score report will reflect a score of “0” for any test that is refused.

## **Parent Teacher Organization (PTO)**

The goal of the Sunnyside PTO is to create awareness about the educational programs offered and to provide support for these programs. The interest and support of every parent/guardian is essential to the success of this organization. The PTO sponsors several fundraising projects each year. Proceeds from these projects are used to purchase equipment, books, instructional supplies and entertainment for the development and enjoyment of the children. Parents are encouraged to join the PTO as your involvement will create a better educational environment for our children. Other PTO sponsored activities include: Theater IV, Special School Assemblies, Veteran's Day, and some after school events.

## **Parking**

Parents and visitors are asked to park in the gravel lot between the paved parking lot in front of the school and enter the building through entrance A-1. Parking is prohibited along the curb near the entrance. All vehicles should be parked in a parking space. Car traffic is prohibited in the bus loop (in front of the building at gym) anytime buses are present --- generally between the hours of 7:30 a.m. and 9:00 a.m. and 2:30 p.m. and 4:00 p.m.

## **Physical Education**

The physical education program is an important part of the elementary education experience for students. If a health condition prevents a student from participating in physical activities, a note from a doctor indicating the limitation and duration is required. For a student to be excused from physical education for a short period (1-3 days) a written request from a parent is needed.

## **Gym Rules**

1. Students are expected to wear tennis shoes on the days they have P.E. Students without appropriate shoes will not be allowed to participate.
2. Gum, food, and drink are not allowed in the gym. Water bottles are allowed.
3. Students are expected to exhibit good sportsmanship at all times. Reckless behavior such as running, pushing, foul language, defacing of facilities, or fighting will not be tolerated and may result in exclusion from activities or school.
4. If a student gets injured, he/she should report the injury to the Physical Education teacher immediately.

## **Prohibited Items**

Parents are encouraged to carefully review the following list with students to ensure these items are **not** brought to school:

- Toys including but not limited to, fidget spinners/cubes, trading cards, balls, plastic guns, plastic knives/swords, toy cars, action figures, etc.
- Weapons including but not limited to, guns, knives, cap guns, swords, bullets, empty ammo casings, etc.
- Electronic games, CD players, cell phones, radios, laser pointers, earbuds, air pods, etc.
- Matches, lighters, tobacco products, alcohol, fireworks, illegal substances/drugs, prescription medications, etc.
- Glass or breakable items
- Expensive/valuable jewelry or items

Any articles of this type which are brought to school or on the school bus will be removed from the student's possession and handled appropriately. Any child who is aware of another child having a dangerous article should report it to the closest authority.

Also, for the protection of all, we will rigidly enforce the existing policies as stated in the Dinwiddie County Public Schools [Code of Conduct](#). In the event a dangerous article is brought to school (**regardless of intent**), a lengthy suspension or expulsion will most likely result and School Board action may be required for reinstatement.

Please do not allow your child to bring any item to school which is forbidden by policy. Your cooperation will help us maintain a safe environment for your child. ([See Dinwiddie County Code of Conduct](#))

### **Promotion/Retention**

In the event your child is receiving low grades (Ds or Fs) in any subject, we suggest that you schedule an appointment with his/her teacher to discuss your child's academic performance. Should retention be necessary, it should be evident by the third nine weeks.

A copy of [Dinwiddie County's Promotion/Retention Policy](#) is in the school office and will be made available upon request.

### **Reading**

Reading is a top priority at Sunnyside. Parents are encouraged to read to/with their child a minimum of 15 minutes each day (including weekends). It is also important to discuss what was read with your child. Each year, Sunnyside will participate in a variety of literacy events to educate families and support our young readers.

### **Reporting Student Progress**

Report cards are sent home with students at the end of each nine-week grading period. Interims (progress reports) are sent home midway through each nine weeks. Grades are also available in live-view through the Infinite Campus portal. Specific dates are indicated on the school calendar.

### **Grading System**

A	90 – 100	Superior
B	89 – 80	Good
C	79 – 70	Fair or Average
D	69 – 60	Poor
F	59-Below	Unsatisfactory

### **Residency**

For a child to attend Dinwiddie County Public Schools, he/she must reside with a natural parent/guardian (with legal custody) who is a legal resident of the county. Proof of address can be requested at any time during the school year. Any parent who wishes to have their child attend Sunnyside Elementary and does not reside in the Sunnyside school attendance zone must submit an Out-of-Zone Form to the building principal and Superintendent for approval. [*Note: Out-of-Zone permission is determined by the Superintendent on a year-to-year basis.*]

### **School Pictures**

Dinwiddie County Public Schools works with The Barksdale Group to provide professional photography services to our schools. A schedule is provided for individual and group photographs throughout the year. All students will be photographed in the fall regardless of whether parents choose to purchase pictures. All purchases will be completed online through the website provided by the picture company and sent directly to your home. Information regarding school pictures will be sent home with students in their weekly folders.

### **Student Conduct**

The Dinwiddie County [Code of Conduct](#) is accessible online beginning the first week of school, along with this handbook. It contains specific information concerning student behavior, disciplinary consequences, and expectations and rights of students. Parents and students should read and discuss its contents thoroughly. ***It is important to understand that disruptive students who interfere with the educational process and/or do not***



*comply with regulations and procedures are subject to administrative action. All administrative actions align to the Dinwiddie County Public Schools' [Code of Conduct](#).*

- **Bullying** – Dinwiddie County Public Schools subscribes to a zero tolerance policy with respect to bullying. Bullying includes, but is not limited to, physical intimidation and repeated incidents of teasing, name-calling, and insults. Students who are being bullied should report the incident to the nearest adult. *Consequences for bullying may include, but are not limited to, walking recess, school counselor intervention, detention, parent conference, referral to the principal, suspension from school.*
- **Cheating** – Students are expected to demonstrate their own knowledge and understanding on assessments, tests, reports, etc. *Consequences for cheating may include, but are not limited to, loss of credit for the assignment, completion of an alternate assignment, parent conference, referral to the principal.*
- **Disrespectful to Adult** – Students are expected to demonstrate a respectful manner/attitude at all times. Arguing, shouting, talking back, and refusing to follow the teacher's instructions are disruptive to the learning environment and will not be tolerated. *Consequences may include, but are not limited to, time out, referral to guidance, walking recess, detention, parent conference, referral to principal, or suspension from school.*
- **Fighting** – Students are expected to keep their hands and feet to themselves at all times. If a student feels threatened by or is confronted by another student, they are to seek the assistance of an adult immediately so that the issue can be resolved peacefully. Fighting, pushing, shoving, or any other type of physical confrontation will not be tolerated on the school bus or at school. *Students found to be fighting are subject to suspension from school. Repeat offenses may result in referral to the School Board.*
- **Profanity** – Abusive, vulgar, or profane language will not be tolerated. *Consequences may include, but are not limited to, detention, parent conference, referral to principal, and suspension from school.* Just as we do not tolerate such behavior from children, neither is it acceptable from adults. Adults may be refused the opportunity to come to school if their language and behavior are threatening or unacceptable. Adults must model appropriate behavior and problem solving strategies for students.
- **Theft** – Students are expected to respect the property of others. *Consequences for stealing include, but are not limited to detention, parent conference, referral to principal, replacement/return of item(s), and suspension from school.*
- **Vandalism** – Students are to treat school property and the property of others with respect. Students will be held directly responsible for the willful damage, destruction, or defacing of school property. The Commonwealth of Virginia establishes the monetary limit for such damages. It is not the responsibility of the school or school personnel to provide reimbursement to the owners of private property lost, damaged, or destroyed through vandalism. Damaged property must be repaired or replaced at the student's/parent's expense. *Consequences may also include, but are not limited to suspension from school.*

### **Student Success Team**

The Student Success Team is available to assist the school and our parents in seeking solutions to problems which result from poor attendance, lack of academic progress, lack of motivation, and concerning behavior. This team will seek to find solutions for children who are not meeting success, regardless of the reason. Parents may contact the school counselor for more information.

### **Technology**

Students and parents will be expected to sign and return an Acceptable Computer Use Policy (located in the County Code of Conduct) before students will be allowed access to school computers. Students who fail to abide by the Acceptable Computer Use Policy may lose their privilege to use school computers for part or all of the school year.

### **Telephone**

The school telephone is for conducting school business. Students may use the phone for emergencies only. An item or assignment forgotten at home is not considered to be an emergency. Elementary students are not allowed to bring or use cell phones at school or on the bus.



**Chromebooks/Library Books**

The school division provides students with chromebooks for use during the school year. Students are expected to exercise care when handling and using chromebooks and library books. Parents may be responsible for the cost of lost or damaged library books and Chromebooks.

**Transfer/Withdrawal of Students**

Parents of students withdrawing or transferring from school should contact the office at least two days prior to the last day of attendance. This allows time for completion of records, return of books, and completion of the transfer form. All accounts with the school should be settled prior to the transfer.

**Weekly Folders**

Information will be sent home weekly in Tuesday folders (day may changed if school is out). Students will bring home an envelope each week containing papers and graded work from that week as well as calendars, flyers, lunch menus, and general school information. Parents are asked to carefully review the contents of the Weekly Folder with their child. Papers requiring a signature should be signed and returned to school in the envelope.

**Visitors**

All visitors are required to sign in with the office staff before going to any part of the school. An appointment is required for parents seeking a meeting with the teacher. This helps the teacher prepare for your visit and invite other staff if necessary to best address your concerns.

**Volunteers**

If you are interested in volunteering, please contact the main office.

Bullying Prevention: <https://www.dinwiddie.k12.va.us/students/bullying-prevention/>

DCPS Resource Guide:

# School Year 25-26 Calendar

DINWIDDIE COUNTY PUBLIC SCHOOLS						
July 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
August 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
September 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
November 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
30						
December 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
January 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
February 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
March 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
April 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
May 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
June 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## COLOR GUIDE

	Professional Development
	School Begins
	Teacher Workday
	Student/Staff Holiday
	Early Release Day/Teacher Workday PM
	End of the 9 Weeks

## IMPORTANT DATES

- July**
- 3-4: Holiday/Independence Day (All Schools/Offices Closed)
  - 11, 18, and 25: All Offices Closed
  - 31: New Teachers Report
- August**
- 1: New Teachers Report
  - 4: All Teachers Report
  - 6: IDCPs
  - 7: IDCPs
  - 13: Secondary Open House
  - 14: Elementary Open House
  - 18: First Day - PK, K, 6th, and 9th
  - 18: 1st Quarter Begins
  - 19: First Day- All Other Students
  - 29: Holiday- Labor Day (All Schools/Offices Closed)
- September**
- 1: Holiday-Labor Day (All Schools/Offices Closed)
  - 18: Interim Grades Posted
- October**
- 17: End of the 1st Quarter
  - 20: Teacher Workday/Student Holiday
  - 21: Begin 2nd Quarter
  - 24: Report Card Distribution
- November**
- 4: Professional Development/Student Holiday
  - 20: Interim Grades Posted
  - 24-28: Holiday-Thanksgiving Break (All Schools/Offices Closed)
- December**
- 22-31: Holiday-Winter Break (All Schools/Offices Closed)
- January**
- 1-2: Winter Break (All Schools/Offices Closed)
  - 9: End of 2nd Quarter
  - 9: Early Release Day
  - 12: Teacher Workday/Student Holiday
  - 13: Begin 3rd Quarter
  - 16: Report Card Distribution
  - 19: Holiday- Martin Luther King, Jr. (All Schools/Offices Closed)
- February**
- 2: Professional Development/Student Holiday
  - 17: Interim Grades Posted
- March**
- 20: End of 3rd Quarter
  - 23: Teacher Workday/Student Holiday
  - 24: Begin 4th Quarter
  - 27: Report Card Distribution
  - 30-31: Holiday-Spring Break
- April**
- 1-3: Holiday-Spring Break
  - 28: Interim Grades Posted
- May**
- 25: Holiday- Memorial Day (All Schools/Offices Closed)
  - 28: End of 4th Quarter
  - 28: Student Last Day/ Elem. Report Cards/Early Release
  - 29: Teacher Workday/DHS Graduation
- June**
- 5, 12, 19, 26: All Offices Closed
  - 18-19: Holiday- June/June 19th (All Schools/Offices Closed)

Dates are subject to change due to inclement weather or other emergencies. The Superintendent determines makeup times. The School Board retains the right to modify the calendar.

