

Fridge Tip Sheet 2014-2015

Please keep this sheet on your refrigerator.

Donahoe Elementary School

1801 Graves Road

Sandston, VA 23150

Phone—(804) 328-4035

Fax—(804) 328-4022

<http://blogs.henrico.k12.va.us/donahoe/>

Principal— Dr. Joe Koontz

jdkoontz@henrico.k12.va.us

Associate Principal – Jeanette Jones jljones2@henrico.k12.va.us

Resource Teacher—Kate Puschak klpuschak@henrico.k12.va.us

School Counselor- Lila Hiltz lohiltz@henrico.k12.va.us

Bell Schedule

7:20 AM.....School Opens

7:20-7:40 AM.....Student Breakfast

7:40 AM.....School Begins

(Students arriving after 7:40 am will be tardy)

2:10 PM.....Dismissal Begins

2:30 PMDismissal Ends

****11:05.....1/2 Day Dismissal****

Cafeteria Information

National School Lunch/Breakfast Program Prices:

Student Lunch / Breakfast **\$2.60** / \$1.50

Reduced Lunch/Breakfast **\$.40** / \$.30

Adult Lunch / Breakfast **\$3.25** / \$1.80

Milk **\$.65**

- You may pay cash or deposit money into your child's account to purchase breakfast/lunch using mylunchmoney.com. No refunds of unused money are made.
- An emergency lunch will be charged to a student's account that forgets lunch or whose account has a lack of funds. Borrowed money must be repaid.

Attendance

If your child arrives at school after 7:40 AM he/she is tardy and you must come to the office to sign-in your child. Call the office to report your child's absence. The office will contact parents who do not call. A parent/guardian must send a written excuse with the student when he/she returns to school stating the reason for the absence.

Clinic

The clinic attendant must administer all medication. There are specific guidelines for medication. Call Cindy Edwards, clinic attendant, for specific details and questions. (328-4036)

Conduct and Discipline

Henrico County Public Schools' Code of Student Conduct will be enforced at Donahoe Elementary. When students fail to observe rules of good conduct, we have a responsibility to deal with that behavior in a firm, fair, and consistent way.

Student Dress

The complete HCPS Dress Code can be found in the Student Code of Conduct and on the HCPS & Donahoe website. **Here are some highlights of the code:** 1) No hats or sunglasses; 2) Clothing must not be shorter than 4 inches above the knee – even with leggings/tights; 3) Nothing that reveals undergarments; 4) Girls' top must be at least 2-inches wide at the shoulder; 5) No tube tops, halter tops, strapless dresses, or spaghetti straps; 6) No slippers or "wheelies;" 7) Midriff cannot show while sitting or standing; 7) No high heels or **flip flops**; 8) Pants must stay at the hips; 9) No messages about drugs, etc.

Early Dismissal

A photo ID must be shown when a parent or designee comes to pick up a student. Students will be called to the office for dismissal. Parents must alert the school **in writing** if a change in transportation is made. **Changes cannot be made over the phone or email.**

Donahoe PTA

The Donahoe PTA is an active organization that does a great deal to support the school and its students. You are encouraged to join and participate. The PTA meets monthly on the fourth Tuesday of the month (unless otherwise noted) at 6:00 PM. Meetings are in the gym.

Transportation

Students must ride the same bus in the afternoon as in the morning and must use the same bus stop at all times. Any changes require written permission. **Changes cannot be made over the phone or via email.** Pre-K and KG students must be met at the bus stop by an authorized person (Photo ID is required) or they will be brought back to the school. Riding the bus is a privilege that can be revoked. Student behavior on the bus and at the bus stop is guided by the Student Code of Conduct.

Car Riders are to be dropped off at the car rider's circle. **No students are allowed to be dropped off on Graves road or in the bus loop at any time.** Students should exit on the sidewalk side of the car. Parents or designees picking up students in the afternoon must display the proper pick-up card in the vehicle dashboard or park and come into the office and show a picture ID for pick-up.

Walkers in gr. KG & 1st must have an adult pick them up from the car rider area with proper ID. A written request to the principal is needed to alter those plans.

Protocol for Birthday Parties

Birthdays are recognized weekly during the morning announcements and students receive a birthday pencil. As a part of our wellness plan and due to various allergies we do not permit the practice of bringing treats (food or candy) for the class. Parents may donate a book to the classroom library and/or provide treat bags (no food or candy) to each student. If invitations are given they must be distributed to **ALL** students. Balloons CAN NOT be taken on the school bus.

Visitors/Volunteers

All visitors and volunteers must report to the office to sign-in and out. Visitors must wear and properly display a visitor badge at all times. If you wish desire to visit a classroom, please make prior arrangements with the teacher. Volunteers (including field trip chaperones) must complete a Volunteer Application before working in the school. Parents may not bring preschoolers when volunteering in the classroom or attending a field trip.

Important Dates to Remember

September 2- School Opens
September 25- ½ day of school
October 13- School Closed for Students
November 4- School Closed for Students
November 26-28- Thanksgiving Holiday
December 22-January 2- Winter Break
January 19- Martin Luther King Jr. Holiday
January 26- School Closed for Students
February 16- School Closed for Students
April 3- ½ day for Students
April 6-10- Spring Break Holiday
May 25- Memorial Day Holiday
June 12- ½ day of school for students; Last Day of School