



LIGHTFOOT ELEMENTARY SCHOOL

Student Handbook 2026-2027

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WELCOME

Welcome to Lightfoot Elementary School (LES) and the 2026-2027 school year. This handbook provides information specific to LES as well as some of the information included in the Orange County Schools Parent-Student Handbook. Please refer to it as needed throughout the school year.

MISSION

Lightfoot Elementary School is a community of students, parents/guardians, and staff dedicated to teaching students to be problem solvers, independent thinkers, and productive members of society. Collectively, we provide a safe, supportive environment that fosters curiosity, inquiry, and a lifelong passion for learning.

ARRIVAL AND DISMISSAL

LES opens its doors at 9:00 AM, and supervision begins at that time. Students should not arrive before 9:00 AM. **Instruction begins promptly at 9:15 AM.** Students arriving after 9:15 must be signed in at the front desk.

Students will be dismissed at 3:53 PM on regular school days and 12:53 PM on early closing days. Parents/guardians picking up students at dismissal must stay in their car and pull into the second entrance and follow arrows. Have your student's car number on your dashboard. **All students need to be picked up by 4:00 PM.** Students may not remain at school after dismissal unless they have written permission from a parent/guardian for a school sponsored event.

Parents/guardians requesting occasional changes in their child's normal departure routine must send a signed and dated permission note. **All adults who pick up students will be asked to provide identification (ID).** Due to limited space on buses, requests to ride a different bus may not be approved.

Medical appointments and emergencies occasionally require a student to leave school early. To assure the safety of our students, written permission should be sent ahead of time whenever possible. Parents/guardians must sign out their child at the front desk. Anyone picking up a student must show ID.

Cell Phones/Electronic Devices

In compliance with Code of Virginia § 22.1-79.3:1 and Orange County Public Schools School Board Policy JFC-R, Orange County Public Schools is a cell phone-free educational setting. To ensure that students have a focused and healthier learning environment, Orange County Public Schools has implemented and enforces the following procedures at all schools. Upon entering the school building, students must keep cell phones and other personal electronic devices turned off and in their backpacks or lockers until they exit the building at the end of the instructional day. No headphones/earbuds will be worn at

school. Headphone/earbud use will only be permitted for specific learning activities as directed by school staff.

For instructional purposes, only school-issued electronic devices will be allowed. Parents who need to reach their child during the school day should call the main office. Students who need to reach a parent should ask a teacher or other staff member and will be able to do so using a school phone.

VISITORS and VOLUNTEERS

Upon entering, **visitors will be asked to present an ID** such as a Driver's License, which can either be scanned or manually entered into the system. If a visitor for any reason does not have a US government-issued ID, the school staff member can use any form of official picture identification and manually enter the person's name into the Raptor system. Visitors must present identification to visit our schools past the front vestibule. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

Due to privacy and limited space, parents/guardians, extended family, or family friends are not permitted to visit in the cafeteria for lunch. Approved volunteers may assist in the lunchroom and classrooms once the required application and background check is complete.

CAFETERIA

For the 2026-2027 school year, breakfast and lunch will be free. If the student only wants milk, the account will be charged.

Additional items can be purchased a la carte. No change will be given--all change goes on the student's account.
Milk \$0.45
A la carte - see website
Payment app - K12PaymentCenter Mobile App

EMERGENCY DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the alarm is heard, everyone obeys orders and promptly evacuates the building. A tornado drill will be held once during the school year. Lockdown drills will also be conducted throughout the year.

MEDICATION / HEALTH INFORMATION

Medication cannot be given to students by school personnel without written parental consent. An adult must bring in all medication in its original container with written instructions. **Do not send medication (over-the-counter or prescribed) with the student.** Provide only the dosage to be administered at school. All medication that is to be taken on a regular basis requires a note from the child's physician. The school will not provide over-the-counter medication (cough drops, ibuprofen, aspirin, etc.) as in years past. This medication must be provided by the parent/guardian.

A school nurse is on duty. It is important that parents/guardians update phone numbers (mobile and emergency) on Parent Portal. Sick children cannot be allowed to spend the day at school. Parents/guardians should inform the school nurse as well as the child's teachers each year of any medical or physical condition which might pose a threat to the child's safety. To reach the nurse directly, call 540-661-4522.

MOMENT OF SILENCE AND THE PLEDGE OF ALLEGIANCE

State regulations instruct all Virginia schools to require the recitation of the Pledge of Allegiance and to observe a moment of silence before each school day begins. Students will be led through these activities each morning over the PA system during the morning announcements.

GRADING AND REPORTING

Orange County Public School System recognizes the importance of providing students and parents/guardians with frequent communications regarding student achievement through scheduled reports of progress combined with parent-teacher conferences. Report cards will be issued each nine weeks. Interim reports will be issued approximately every 4.5 weeks. Each school has its own parent portal to view student's current grades.

Grading Scale

A 100-90	D 69-60
B 89-80	F Below 60
C 79-70	

Birthdays, Holidays, Special Events

The Staff at LES appreciates the diversity of students and their beliefs and practices. Parents/Guardians may pack a special treat for their child for snack or lunch. Prepackaged treats to be shared with the class must be pre-approved and then checked with the nurse for student allergies. The office staff will not accept deliveries for birthdays, holidays, or special events, including, but not limited to, balloons and flowers. Food deliveries for students will not be accepted anytime of the year.

STUDENT ATTENDANCE

(See policy JED - revised August 12, 2024)

Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good attendance. Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Parents of students who are absent must provide a valid note stating the reason for the absence upon return to school. If (1) a student accrues a total of three consecutive absences or more than five absences total, for the school year, and (2) reasonable efforts to notify the parent of the absences have failed, then the Principal, or Principal's designee shall make a reasonable effort to ensure that direct contact is made with the parent in person through telephone conversation, or through the use of other communication devices to obtain an explanation for the student's absence and to explain to the parent the consequences of continued nonattendance. Upon the sixth absence the Principal or Principal's designee will require an in-person or over the phone meeting with the parent or guardian and student to create a plan for improving the student's attendance. If a school attendance plan has been adopted and the pupil is absent for more than one additional day after five absences, a documented reasonable effort of contact by the school Principal or Principal's designee with the student's parent/guardian will be made to conference with the pupil, the pupil's parent and school personnel by either telephone, email, postal mail, school meeting or home visit. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance.

Chronic absenteeism is defined as missing ten percent or more of the academic year for any reason, including excused absences, unexcused absences, and suspensions. Missed instruction, regardless of the reason, can have significant academic consequences. Therefore, the broader emphasis is on improving attendance for every student. Ms. Brooking, our attendance designee, will schedule a phone or in person meeting once a student meets the criteria for high risk of chronic absenteeism. Parents of students who are absent must provide a valid note stating the reason for the absence upon returning to school.