



# St. Michael's Episcopal School

## 2026–2027 Walking To and From School Policies and Procedures

### To School (Morning Arrival)

#### Eligibility

- Students in **5th–8th grade** may walk to school independently.
- Students in **Kindergarten–4th grade** may walk only if accompanied by an adult.
- **4th and 5th graders** may walk to school with an older sibling, but may not walk home without an adult.
- Students in **6th–8th grade** may walk to and from school without adult supervision once a waiver has been signed and submitted to the Division Assistant.

#### Procedure

1. Upon arrival, students must sign in at the front office.
2. Families of walkers must notify the office of absences/tardies **before 8:10 a.m.**
3. Failure to notify:
  - First instance → warning.
  - Second instance → loss of walking privileges.
4. By **8:15 a.m.** (or within 15 minutes of the start of school), the Division Assistant verifies all sign-ins. If a student has not signed in and no absence has been reported, the Division Assistant will contact the family or emergency contacts.



## Walking From School (Regular Dismissal)

### Eligibility

- Students in **6th–8th grade** may walk home from school at the end of the regular school day.
- With a completed waiver on file, students may also walk from St. Michael's **to Trinity Episcopal School** at regular dismissal.

### Procedure

1. Students must sign out at the front office, indicating their approved destination.
2. Families must notify the office of destination changes by **2:30 p.m.**
3. Failure to notify:
  - First instance → warning.
  - Second instance → loss of walking privileges.
4. By **3:30 p.m.**, the Division Assistant verifies all sign-outs and contacts families if a student has not signed out properly.
5. If a student does **not walk to the pre-approved destination**, this may result in the loss of walking privileges.



## Walking From After-School Care (Extended Day)

### Eligibility

- Students in **6th–8th grade** enrolled in the Extended Day program may walk home with parental permission under the following conditions:
  - **Longer daylight months (March–October):** may walk home **up until 6:00 p.m.**
  - **Shorter daylight months (November–February):** may walk home **up until 5:00 p.m.**
- With a completed waiver on file, students may also walk from Extended Day to **Trinity Episcopal School**.

### Procedure

1. Students must check out on the **Extended Day tablet**, which records a timestamp of dismissal.
2. Families must provide written permission and indicate approved walking times based on daylight hours.
3. Students may walk only to destinations pre-approved on the waiver (e.g., home, Trinity Episcopal School).
4. If a student does **not walk to the pre-approved destination**, this may result in the loss of walking privileges.
5. If a student has not signed out by the agreed-upon time, staff will contact the family or emergency contacts.



# St. Michael's Episcopal School

## 2026-2027 Walking To and From School Waiver and Release

For the 2026–2027 school year, or until St. Michael's Episcopal School ("the School") receives written notice to the contrary, I/we grant permission for my/our child:

**Student Name:** \_\_\_\_\_

to walk (check all that apply):

- To school at the beginning of the day
- From school at 3:00 p.m. dismissal
- From After-School Care (Extended Day), according to daylight schedule:
  - Up to **6:00 p.m. (March–October)**
  - Up to **5:00 p.m. (November–February)**
- From school/aftercare to **Trinity Episcopal School**
- From school to \_\_\_\_\_
- From school to \_\_\_\_\_



## Hold Harmless Agreement

I/we, the undersigned parent(s)/guardian(s), on behalf of myself/ourselves and my/our child, assume all risks and hazards associated with my/our child walking to and/or from the School, located at 10510 Hobby Hill Road, Richmond, VA 23235.

Further, I/we release and hold harmless the School, its employees, staff, representatives, and Board of Directors from any and all claims, injuries, damages, losses, and suits, including attorney's fees and costs, arising out of or related to my/our child's walking transportation.

I acknowledge that I have reviewed the walking routes, understand potential hazards, and assume responsibility for my child's ability to walk safely. My child will comply with all applicable pedestrian laws and walk only to destinations approved on this waiver.

I understand that the School reserves the right to suspend or revoke walking privileges if:

- Families fail to follow reporting/sign-out requirements, or
- A student does not walk to their pre-approved destination, or
- Conditions (weather, traffic, or safety concerns) warrant such action.

This waiver does not alter or affect the enrollment contract with the School.

**Parent/Guardian Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_