

From the Principal's Desk

September, 2015

Dear Parents,

I am thrilled to welcome both returning and new families to William Fox Elementary. I hope your summer was enjoyable and you and your children are ready to begin another busy school year.

The mission of William Fox Elementary, "The model of unity in a diverse and inclusive learning community, is to enable and empower our students to develop creative, inquisitive minds; strong healthy bodies; and caring, compassionate hearts through challenging and engaging learning experiences guided by innovative, compassionate educators who are engaged learners themselves," sets the tone for what takes place each and every day here at William Fox Elementary, and invites you to share your skills and interests with our school family.

We hope that you will become our partner in helping us accomplish our mission. Our teachers and staff are outstanding, but we cannot accomplish anything without your help, and most of all, your support. We request and encourage your participation in the classroom, school-wide programs and PTA activities; and expect that you will set a good example for all to follow.

Please take some time this week to go over our Fox Handbook as a family. Our vision is that our school, with the support and involvement of its parents and the community, will provide all students with an inviting and enriching academic environment where the love of learning and discovery are valued, and creative solutions to problems are sought both independently and cooperatively. Students will develop a sense of respect for self and others, an appreciation for the uniqueness of all people and all cultures, and a desire to serve the community with compassion.

We know that it's going to be a great year, as we work side by side with one goal in common - to help each and every child be the best that he or she can be.

Yours truly,

Daniela S. Jacobs
Principal

How to Use This Handbook

This handbook is designed to communicate our policies and procedures to all parents. PLEASE READ THROUGH IT CAREFULLY. The purpose of this booklet is to protect our students' safety and to ensure that we are creating an environment conducive to learning. THANK YOU SO MUCH FOR YOUR SUPPORT OF THESE POLICIES!

FREQUENTLY ASKED QUESTIONS AND WHERE TO FIND THE ANSWERS

My child is sick and can't come to school. Should I let someone at school know? (See page 4)

My child has a dental appointment and will have to leave school early. What do I do? (See page 5)

What do I do if I get a letter from the principal or the superintendent regarding an unexcused absence that I called in? (See page 4)

I drive my child to school (or he/she rides in a car pool). What are the procedures for getting him/her into the school? (See pages 6-8)

How does the morning drop-off work? (See pages 6-9)

What time is an adult on duty at the morning drop-off? (See page 6)

Am I allowed to use the parking lot? (See page 9)

My child attends the YMCA program. May I use the parking lot for dropping off or picking up my child? (See pages 8 & 9)

What are the school hours? (See page 5,10,11)

What time does the tardy bell ring? (See pages 5 & 10)

What should my child do if he/she is tardy? (See page 5)

What happens if my child is tardy and/or leaves early repeatedly? (See page 5)

How early may my child arrive at the school? (See page 6)

May I pick up or drop off my child in front of the school? (See pages 6-7 & 11)

May I pick up or drop off my child on Stafford Avenue? (See pages 6-7 & 11)

May I pick up or drop off my child on Strawberry Street? (See pages 6-7 & 11)

I drive or walk to pick up my child in the afternoon. What are the procedures for after-school pick-up? (See page 11)

My child is going to go home with someone different today. How do we let the school know? (See page 11)

May my child play on the playground or on the grassy area in the front after school? (See page 12)

Can my child be dismissed to the playground and I will pick them up later? (See page 11-12)

What do I do if I want to talk to my child's teacher? (See page 14)

Can I request a specific teacher for my child? (See page 15)

How do I pay for lunch, field trips, or other school expenses? (See pages 13 & 18)

What is the grading scale? (See page 16)

Does Fox School have a Student Dress Code? (See page 17)

I want to volunteer. What do I do? (See page 24)

May I walk my child to the class? May I go into the classroom with him or her? (See page 10)

Does Fox School have a website? How do I get to it? (See page 21)

What do I do if I want to meet with the Principal or Assistant Principal? (See page 28)

What do I do to make sure that my out-of-zone child can attend Fox next year? (See page 23)

What happens if my child becomes ill at school or needs to take medication at school? (See page 19)

WHEN YOUR CHILD IS ABSENT...

It is the parent's responsibility to **CALL** the school every day of your child's absence, **AND** send a written explanation with the child when he/she returns to school. If you do not send a written explanation within 5 days of the absence, even if you called the school, your child will have an unexcused absence, and you will receive a letter generated by a computerized system. **The only excused absences are: illness, religious holiday, bereavement, and court appearances.** A doctor's or dentist's appointment is excused for tardiness or early departure. **A family vacation during school is considered an UNexcused absence!**

Parents will be required to meet with the School Attendance Support Team after 5 unexcused absences, or after 6 unexcused tardies, to come up with intervention strategies to improve school attendance. Additionally, Our School Board considers more than 10 days of excused absences to be excessive. If your child has excessive absences, it is possible that you will have to meet with the School Attendance Support Team to develop a plan to improve attendance, your child could have to repeat the grade level due to excessive absences, or receive other sanctions (such as court appearances) as outlined in our School Board Policy 8-2.4.

Please call or email us by 10:00am to give the reason for the absence, tardiness, or early departure. These are our telephone numbers and email addresses:

- 780-6259
- wsledge@richmond.k12.va.us (attendance worker's email address)
- djacobs2@richmond.k12.va.us (principal's email address)



The school day is from 9:00 to 3:45.



TARDINESS

The first bell rings at 8:50 am. At that time, students may report to class. **STUDENTS MUST ARRIVE TO CLASS** (not the front door of the building) **BEFORE THE SECOND BELL RINGS AT 9:00 am.** Students who do not arrive TO **CLASS** by **9:00 am ARE MARKED TARDY!** Please make sure that your child reports to class on time daily so that he or she does not miss the most important time of the day. Late arrivals also cause other students' learning to be disrupted.

If your child arrives after the tardy bell has rung, he or she must sign in on the Tardy Book in the office. Between one and four incidents of tardiness each year are considered "to be expected." Tardies are considered "excused" if they are for a doctor's appointment, court appearance, religious reason, or for reasons associated with a death in the family. **If your child has 5 unexcused tardies, it will equal an UNEXCUSED ABSENCE.** The parent will have to meet with the School Attendance Support Team. **It is possible that your child will need to return to his/her zoned school if you are attending Fox through Open Enrollment.**

LEAVING EARLY

If your child has to leave school early due to a doctors/dentist appointment, please send a note to your child's teacher so that your child will be prepared to leave when you arrive to pick him/her up. When you arrive at school, please sign your child out in the office. **Our office staff will call for your child to meet you in the office once you arrive.** Please keep in mind that leaving early is an occasional occurrence. If your child is continually being picked up early, you will be asked to meet with the School Attendance Support Team to develop a solution to this problem. It is possible that your child will need to return to his/her zoned school if you are attending Fox through Open Enrollment.

MORNING DROP-OFF PROCEDURES

Early Arrivals

Students are not to arrive at school before breakfast begins at 8:30 am because we have NO SUPERVISION for them before that time. Students arriving prior to 8:30 am will not be permitted in the building unless they are enrolled in the YMCA program or are participating in a before school activity. Students who arrive before 8:30 am will be given one warning. If arrival before 8:30 am continues, Child Protective Services will be notified.

Students arriving between 8:30-8:50 am should report to the cafeteria to eat breakfast and wait to be dismissed to class. NO students OR parents should be waiting in the hallways or in the office. Students should report directly to class when the bell rings at 8:50 am.

If you drive your child to school in the morning, you have two options:

1. After 8:30 am you may park and walk your child into the building, but you may not park where the sign says "NO PARKING"! (i.e. in front of the building, Strawberry St. side or Stafford Side; or in the parking lot!)
2. Between 8:30 am and 9:00 am you may use the Kiss and Ride drop off lane (Parents must remain in vehicle. Children are assisted out of the vehicle in drop off zone and are escorted into the building). See Kiss and Ride Procedures on the following page.

Kiss and Ride Procedures

- ✚ Parking is absolutely NOT PERMITTED in the Kiss and Ride lane before or during school drop off hours (8-9:30am). Vehicles parked in this area WILL BE TOWED.
- ✚ **Student Drop Off is between 8:30 and 9:00 Monday through Friday.** Volunteers will be available during this time to assist students out of vehicles and escort them into the school.
- ✚ Kiss and Ride lane access will ONLY be allowed either turning right (southbound) from Strawberry onto Hanover or coming straight through the Hanover/Strawberry intersection. *Northbound Strawberry Street vehicles will NOT be able to turn left into the Kiss and Ride lane!!!!*
- ✚ Vehicles in the Kiss and Ride lane may NOT drop off children until you have reached the designated DROP OFF ZONE (signposted). Volunteers will direct you to this zone. Parents/carpool drivers will NOT be allowed to park or stop in this lane and are not allowed to leave their vehicles! Please stay alert and pay attention to volunteer direction.
- ✚ Once in the designated DROP OFF ZONE, your students will be assisted out of the vehicle and then escorted directly into the school. Parents/carpool drivers will be directed out of the DROP OFF ZONE once the child has left the vehicle. There will be NO STOPPING to watch children get into the school. Please be sure your children are ready to leave the vehicle quickly upon entering the DROP OFF ZONE.
- ✚ Upon leaving the DROP OFF ZONE, you will be directed and merged into oncoming Hanover Street traffic. Please pay close attention to oncoming vehicles and pay special attention to pedestrians at the Hanover/Stafford intersection.

PLEASE REMEMBER THE FOLLOWING "NO-NO's":

- Do not stop your car to drop off your child on Stafford Street between the signs that say *NO PARKING BETWEEN 8 AM AND 4 PM ON SCHOOL DAYS*. This is the school bus loading/unloading zone!
- Do not drop off your child on Strawberry Street.
- Do not drop off your children in the Parking Lot: Only staff is permitted to use the parking lot from 7-5 pm.
- Do not walk your child through the parking lot.
- Do not *ever* allow your child to get out of the car and walk across Hanover Ave.
- Do not ever get out and leave your car in the Kiss and Ride Lane—even if it's "just for a minute."

WE HAVE COME CLOSE TO HAVING ACCIDENTS BECAUSE NOT ALL PARENTS HAVE BEEN ADHERING TO THESE POLICIES. WE KNOW MORNINGS AND AFTERNOONS CAN BE STRESSFUL TRYING TO GET EVERYONE WHERE THEY NEED TO BE ON TIME, SO PLEASE HELP US TO KEEP EVERYONE SAFE BY FOLLOWING THESE SAFETY GUIDELINES (EVEN WHEN THE PRINCIPAL IS NOT WATCHING!!!). BE COURTEOUS TO YOUR FELLOW FOX FAMILY MEMBERS!



THE PARKING LOT



THE PARKING LOT IS ONLY FOR FOX SCHOOL STAFF
BETWEEN 7:00 AM AND 5:00 PM
ON SCHOOL DAYS
NO PARKING or DROPPING OFF STUDENTS IN THE
PARKING LOT!

We realize that there are mornings and afternoons when you are busy trying to get your child to school on time and yourself to work on time. Unfortunately, we cannot allow you to use our parking lot even when you are in a big rush! We need every space in our parking lot for our staff during school days. When parents drop off or pick up their child(ren) in the parking lot, it also presents a problem regarding the safety of our students. This policy applies to parents whose children attend the YMCA program as well! Thank you very much for your consideration.

Schedule for Arrival

PLEASE NOTE: STUDENTS MAY NOT ARRIVE TO SCHOOL UNTIL 8:40 AM EACH MORNING. WE DO NOT HAVE SUPERVISION IN THE CAFETERIA UNTIL THAT TIME. ALL STUDENTS SHOULD REPORT TO THE CAFETERIA IF ARRIVING BEFORE 8:55 AM.

8:40 am - Children may begin to arrive at school. Students should report directly to the cafeteria to eat breakfast and wait to be dismissed to class.

8:55 am - First Bell - Students may report to class. Until that time, students (and accompanying parents) are asked to wait in the cafeteria. No students, or parents, are allowed in the hallways or in classrooms until the first bell rings.

9:05 am - Second Bell - Students should be in class and ready to learn when this bell rings! Students are marked **TARDY** if they are not in the classroom when the bell rings.

Being on time is extremely important. Please see that your child reports to his or her class on time every day.

BUILDING INDEPENDENCE IN YOUR CHILD

After the first couple of weeks of school when all of the children have gotten more comfortable with their routines, please allow your child to walk himself or herself to the classroom. If you choose to walk your child to class, it is best to say, "Goodbye and have a great day!" at the door. This will help your child know that you have put your trust in the teacher and the school to take good care of him/her, while also bringing about a feeling of self-confidence.

Dismissal Procedures

3:35 pm-Afternoon announcements-Daycare van and bus riders will be dismissed following the announcements.

3:40 pm - Dismissal Bell - Students should be picked up from their classrooms. Parents should wait outside the building at the **FRONT DOORS** until the 3:40 bell. (bus riders and van riders are dismissed from the side doors) At the sounding of the bell, parents may report directly to the classroom to pick up your child. Parents may park along Hanover Ave **ONLY** at **dismissal!** Students must be picked up from the classroom. They cannot be dismissed to the playground or to meet their ride outside. If you wish for your student to walk home, you must send a note giving your child permission to walk home without a parent.

If you change the way your child will be going home (i.e. student will NOT ride the bus today, but will be picked up by someone; or, will be going home with a friend) you must notify your child's teacher **IN WRITING**. The school office cannot handle phone calls changing the way a child is getting home.

PLEASE NOTE: STUDENTS SHOULD BE PICKED UP AFTER SCHOOL BY
3:45 PM.

If a student is continuously picked up late, the student will be required to return to their zoned school, or CPS will be notified.

Please note: at dismissal (ONLY) parents are permitted to park on Hanover Ave. along the front of the school. HOWEVER, you may not park and leave your car there for longer than the time required to go to your child's classroom and return. YOU WILL RECEIVE A TICKET FROM RICHMOND POLICE IF YOU LEAVE YOUR CAR ALONG HANOVER FOR MORE THAN A FEW MINUTES. You may NOT park along Hanover Ave. to take care of school business, socialize, or go to the playground, until after 4 pm.

USE OF PLAYGROUND AFTER SCHOOL

Unfortunately, we are unable to provide supervision on the playground after school. **Students MUST be accompanied by a parent or guardian if they will be playing on the grounds in the afternoon.** Please make certain that your child is not playing in the front of the building where flowers have been carefully planted and tended or where trees are trying to grow! No one should climb trees, fences, or the soccer goals/wall on school property at any time. **Please help us to enforce these safety rules by monitoring your children at all times.** Please note: children may NOT be dismissed to the playground after school by their teacher. All children must be picked up from the teacher and accompanied to the playground.

PLAYGROUND RULES

1. Adult Supervision is REQUIRED.
2. Soccer nets, trees, fence, and shed are NOT for climbing.
3. Keep mulch, sand, and gravel in their designated areas.
4. Use trash receptacles!
5. Show RESPECT for our Fox Family and Community Playground.

Outdoor Musical Classroom Rules

1. Respect all instruments.
2. Use reasonable force on the instruments.
3. Use the mallets provided on the correct surfaces.
4. Make great music!!

We are having difficulty with equipment being misused and damaged. **PLEASE help us to keep the playground open to the community and MONITOR your children on the playground.**

HOW TO SEND MONEY TO SCHOOL

When sending money to school to pay for requested items (i.e. field trips) please send exact change, a personal check, or a money order. It is very helpful if money is sent in a sealed envelope clearly marked with your child's name and purpose for the money. Checks should be made payable to "William Fox Elementary" or, for additional lunch items/snack, to "William Fox Elementary Cafeteria" (unless otherwise specified). It is necessary to write a separate check for each child if you have children in different classrooms.



COMMUNICATION WITH TEACHERS

Teachers are always interested in talking to you about your child's progress or about any concerns or issues you wish to share. However, teachers must be with their students from the time they open the door in the morning until all children leave in the afternoon. **So what should you do if you need to talk to the teacher?**

1. You may write the teacher a note or send an email if you wish to share any information, ask a question, or request a conference.
2. You may call the school and leave a message with the secretary for the teacher to call you. The teacher will return your call when they are not with their students (planning time or before/after school).

Please refrain from starting or ending the teacher's day with a face-to-face, "This will just take a minute!" type conference. Each one of those minutes can add up, and they take away from the time the teacher can spend with your child and instructing the entire class. The teacher's day is technically from 8:45 am to 3:45 pm. Teachers will make every effort to return calls and/or meet with you in a timely manner. Please be conscious of the teacher's responsibilities during the busy school day.

Also, teachers will send home weekly newsletters via backpacks and/or email. Please be vigilant about reading what your child is bringing home from school so you will know what is going on in the classroom and at the school! Our PTA will also send home monthly newsletters and weekly email reminders.

It is a good idea to go through your child's backpack-daily!!

CLASSROOM ASSIGNMENTS

Classroom assignments are made taking a great deal of care to balance each classroom with a similar total number of students as well as similar ratios of boys/girls and ethnic categories in each classroom. Classes are also made up of equal numbers of students from every academic level, although we may group certain students together who need similar services/academic support and we attempt to take care and separate potential discipline problems/personality conflicts.

At the end of every school year, the teachers on each grade level divide up the students for next year's classes, making every effort to match a child's learning style with a teacher's teaching style while still maintaining the balance described above. Then, the principal reviews the class lists and makes any necessary changes.

We do not accept parent requests; however, if a parent feels it is necessary, you are invited to write a brief description of your child's learning style, temperament, etc. that might help us with placement.

Please do not make a specific teacher request to the teachers or the principal. This places us in a very uncomfortable position, and warrants impossible accommodations.

Note: At the end of September, schools report student enrollment to the superintendent. If a grade is over or under enrolled based on the staffing standards, it is possible to gain or lose a teacher. If this happens, we must re-organize all the classes in the grade and this could mean that your child would be assigned a new teacher.

The following is the statement from the Standards of Quality for staffing elementary schools in Virginia: "Each school board shall assign licensed instructional personnel in a manner that produces division wide ratios of students in average daily membership to full-time equivalent teaching positions, excluding special education teachers, principals, assistant principals, counselors, and librarians, that are not greater than the following ratios: (i) 24 to one in kindergarten with no class being larger than 29 students; if the average daily membership in any kindergarten class exceeds 24 pupils, a full-time teacher's aide shall be assigned to the class; (ii) 24 to one in grades one, two, and three with no class being larger than 30 students; (iii) 25 to one in grades four through six with no class being larger than 35 students"

HOMWORK POLICY

Homework will be assigned to students by classroom teachers to reinforce, review, and extend the work presented in class. Students are expected to complete, to the best of their ability, all homework assignments given.

Kindergarteners will have a minimal amount of homework to begin getting them into the routine of school. First, Second, and Third graders should have no more than 30 minutes of homework per day. Fourth and Fifth graders should have no more than 1 hour of homework per day. **The School Board requests that parents sign their child's homework.**

SCHOOL GRADING SYSTEM

Kindergarten: E=Excellent
S=Satisfactory
N=Needs Improvement

Grades 1-5: A=90-100%
B=80-89%
C=70-79%
D=60-69%
F=0-59%

Scholar Roll= AAAA; AAAB; AABB

Honor Roll=B average and no grade below a C (AAAC, AABC, ABBB, AACC, ABBC, BBBB)

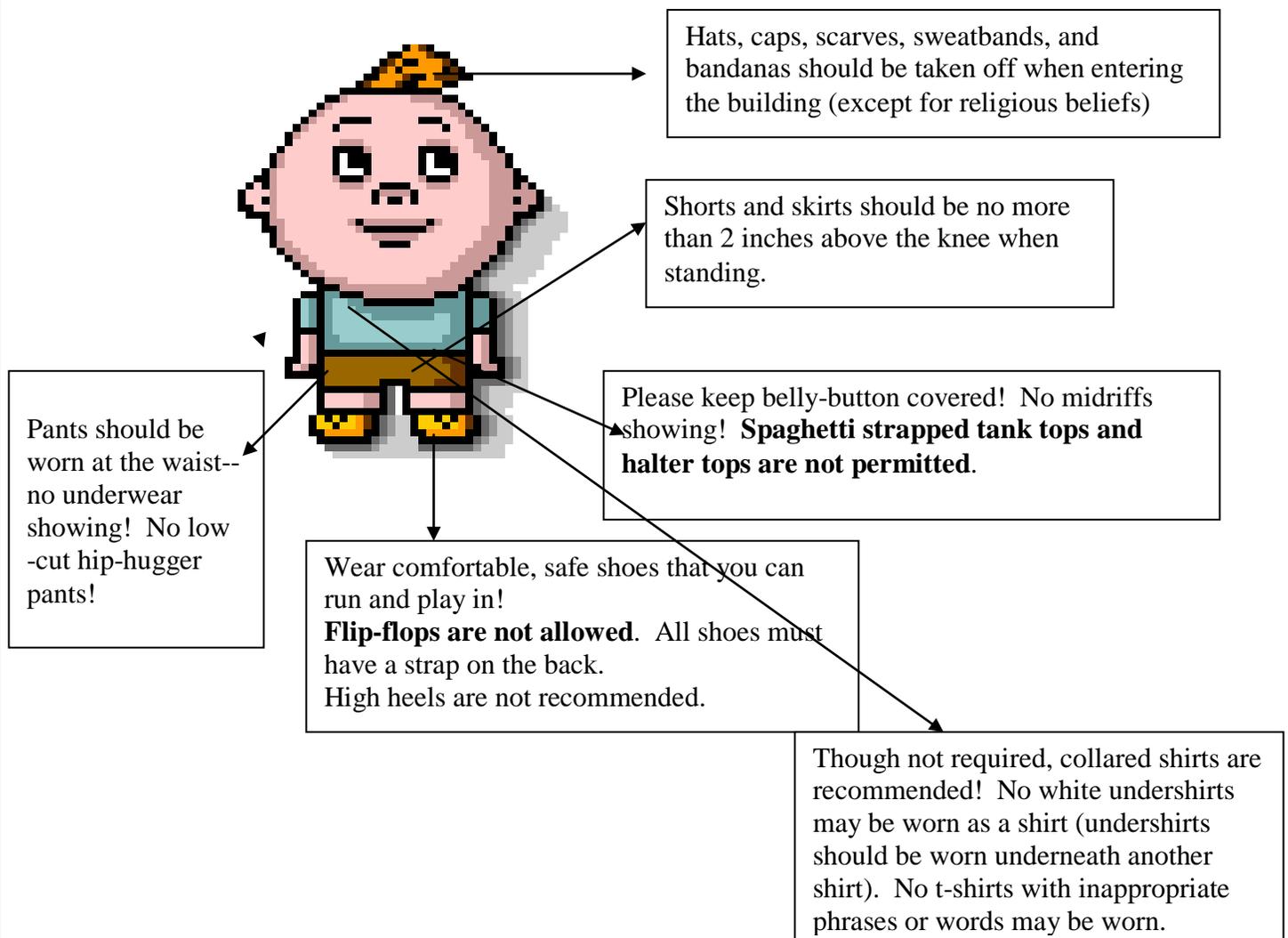
TEXTBOOKS

All students in grades 1-5 will be issued textbooks for math, history, science, and reading, as well as a variety of supplementary workbooks to accompany each text. Some of the textbooks will travel back and forth between home and school, and others will primarily be used only in class. Students are not to write, draw, color, or deface textbooks in any way. If a textbook or workbook is lost or damaged, students/parents will be responsible for payment. End of year report cards will be held until payment is made.

DRESS CODE

Here is a diagram of regulations for students. You may also refer to the Richmond Student Code of Responsibilities and Ethics (SCORE). Please keep in mind that a student's dress should not cause disruption, distract others, or be immodest. If you have any questions about this matter, please feel free to call or email the principal at 780-6259/

djacobs2@richmond.k12.va.us. Thank you!



PARENTS, PLEASE CHECK YOUR CHILDREN BEFORE THEY LEAVE HOME TO MAKE SURE THAT THEY ARE DRESSED APPROPRIATELY!

LUNCH AND BREAKFAST

Breakfast and lunch are FREE for all students. Your child may either bring lunch or get lunch from the cafeteria. We are fortunate to have the regularly planned cafeteria choices as published by Richmond Public Schools, as well as a fresh salad bar, known as the "Garden Patch" available Monday-Thursday.

The cafeteria also offers a la carte items for students to purchase in addition to their lunch:

8 oz. 100 % Fruit Beverages - \$1.00

8 oz. Water - \$.50

All Chips - \$.75

Reduced Sugar Fruit Snack 1.5 oz. - \$.75

Whole Grain Reduced Fat Cookie - \$.50

8 oz. Low Fat/ Skim Milk - \$.50

8 oz. Lactaid Milk - \$.75

If your child has any kind of food allergy, PLEASE let his/her teacher, the school nurse, and the principal know about this in writing on day one!

You are always welcome to join your child for lunch. Ask your child's teacher for the regularly scheduled lunch time for his/her class, sign-in in the office, and meet your child in the cafeteria! Adult Breakfast/Lunch items are sold a la cart. Our salad bar is sold to adults by weight. Please be mindful that there may not be room at your child's cafeteria table, but our monitors will assist you in finding a seat for you and your child.

SCHOOL CLINIC PROCEDURES

The school clinic provides only a temporary resting place for ill students. If you are called, please pick up your ill child promptly!

Policy does not permit our administering internal medication (over the counter and prescription) without a physician's written statement indicating that it is necessary during the school day. Forms for this purpose are available upon request from the school nurse. If your child will need medication at school, a **PARENT must bring the medication** to the nurse with the appropriate documentation. Students are prohibited from possessing any medication unless a doctor has ordered it to be in their possession.

If a student suffers from a physical or medical condition, please notify the teacher and the nurse/office and supply any pertinent details necessary for emergency treatment (i.e. allergies, asthma etc.). Remember each year students will have a new teacher, so please notify the teacher at the beginning of each school year.

Parental Responsibility: It is the expectation that parents/guardians of students known to have a need for epinephrine availability should provide the school with student specific medical orders, an individualized healthcare plan, and their own supply of epinephrine promptly at the start of the school year or upon transfer to the school.

Many parents are frequently concerned about when to keep children home or send them to school. The following guidelines should help you in making this decision, and will be used to determine when a child needs to be picked up from school:

Your child should stay at home if he/she.....

- has a fever of 100° or more, and should remain at home for 24 hours after the temperature returns to normal.
- has vomited or has had diarrhea and should remain at home for 24 hours after it has stopped.
- has a persistent cough.
- has any rash.
- has open or draining skin sores.
- has inflamed or draining eyes or ears.

Student Health and Wellness

Birthday Treats:

Most teachers celebrate student birthdays in a variety of ways in the classroom. RPS has adopted a new wellness policy which discourages sugary treats. Please feel free to recognize your child's birthday, by using something other than a sugary treat (i.e. stickers, pencils, etc.). Also, keep in mind, if you are sending in birthday party invitations to distribute at school, you must invite the entire class. If you would rather not invite the entire class, feel free to use our directory to send invitations to each student's home address. (The directory is typically distributed in November) Thank you for respecting your child's instructional time during the day, and understanding that we do not have birthday parties during the school day at school. Please feel free to join your child for lunch on their special day (or at any other time!).

Head Lice:

The bane of many parents, the head louse is a tiny, wingless parasitic insect that lives among human hairs and feeds on extremely small amounts of blood drawn from the scalp. Although they may sound gross, lice (the plural of louse) are a very common problem, especially for kids ages 3 years to 12 years (girls more often than boys). Lice aren't dangerous and they don't spread disease, but they are contagious and can just be downright annoying. Their bites may cause a child's scalp to become itchy and inflamed, and persistent scratching may lead to skin irritation and even infection. RPS does have a nit free policy. If you find that your child has lice, please notify the school immediately so that we can check the entire class to help prevent the spread! The nurse will check all students returning to school after you have completed lice treatment.

DISCIPLINE

Each student has the right to a quality education without disruption. Each student at William Fox Elementary is expected to be on his/her best behavior at all times and to obey all school rules. Each teacher will establish and communicate a discipline plan for his/her classroom based on the Richmond Student Code of Responsibilities and Ethics (SCORE). When a rule is disobeyed, you and your child must be willing to accept the consequences. Consequences may include (but are not limited to):

- student conferences
- phone calls/conferences with parents
- missed classroom privileges
- missed recess time
- seat change
- daily behavior checklist
- community service
- after school detention
- Pupil Personnel Intervention
- in school or out of school suspension
- shortened school day
- law enforcement agencies or court referrals

All students and families will have access to the Richmond Student Code of Responsibilities and Ethics (SCORE), and are responsible for reading and adhering to the standards presented. Students will also be made aware of the rules and consequences outlined in this document through beginning of school and second semester expectation/rules assemblies, individual classroom discussions, and spring time family grade level meetings. Parents should sign and return the parent Responsibility and Involvement page.

If you are concerned about an issue in your child's classroom, please speak to your child's teacher. Once you have spoken to the teacher, if you need further assistance resolving any concerns you may have, please feel free to speak with the guidance counselor, the assistant principal or the principal. Please keep in mind that all school personnel are required to follow confidentiality rules and we cannot share personal information about any child other than your own with you.

William Fox School's Websites

Please check out our school website and our PTA's website. You may even find a picture of yourself, or your child! You can also check out lots of information about the school: i.e. copies of the monthly Fox Tales newsletter, what's happening in your child's classroom, links to classroom resources/websites, what's coming this year, a variety of forms you may need for PTA sponsored events, and many other bits of information.

Here's how to get there:

web.richmond.k12.va.us/wfes

OR

www.foxpta.org

You can also get there from the RPS homepage: www.richmond.k12.va.us. On the gray bar near the top of the home page place your cursor over the word "Schools"; then go to "Elementary" and click. You will come to a list of the schools in the district. Click on "Fox, William." and you will come to a page that has a picture of the school. Below the picture, click on "Visit school website". From the RPS School Website, you can click on the "Foxyberry" link to the PTA website on the bottom right corner. We plan on updating the website regularly, so check it often!

We also have a Facebook page. On FB search for "William Fox Elementary PTA" and ask to join the group!

What if my child is attending Fox from outside the neighborhood school zone through Open Enrollment?

Approximately 40% of our student population resides outside of the school's neighborhood boundaries. We welcome our students from all over the city!

It is necessary for parents to notify the school **every year** in order for their child(ren) to continue to attend Fox School and to help us plan for the following school year.

Permission will be granted annually unless there have been problems in **any** of the following areas:

- Academic problems
- Behavioral concerns
- Excessive (over 6) incidents of tardiness and/or leaving earlier than dismissal time
- Excessive (over 5) incidents in which the child has been picked up late
- Excessive (over 5) unexcused absences

If there are problems during the school year in any of the above areas, you will be required to return to your zoned school.

We believe that attending a school other than your neighborhood school is a privilege. That privilege comes with certain responsibilities that are important to take seriously, Thank you for your support and cooperation with these policies.

VOLUNTEERING

We love volunteers! There are all kinds of ways for you to volunteer. If you wish to volunteer in your child's classroom, tell your child's teacher. He or she will be happy to put you to work! Most teachers prefer to have volunteers follow a schedule so that there will be some consistency. Please remember that you will need to sign in at the office before you go to your child's classroom. There are also other volunteering opportunities in tutoring programs, the media center, and the cafeteria. Please let Mrs. Jacobs, Mrs. Ellis, or Mrs. Moore know if you are interested in volunteering in other places around the school and one of us will put you in contact with the appropriate person. Thank you so very much for all that you do for our school.

VISITING THE SCHOOL

During the school day, all outside doors are to remain locked. Please use the front doors and ring the doorbell when visiting the school! You will first be greeted via intercom. Thank you in advance for telling us your name and the reason for wanting to enter the school building. When you are buzzed in, you must report directly to the office to **SIGN IN (via the computerized sign-in system) AND GET A VISITOR'S PASS PRIOR TO PROCEEDING TO ANY AREA OF THE SCHOOL BUILDING.** You are more than welcome to visit your child's classroom, but it is helpful if you notify the teacher of your visit. Please remember that conferences cannot be held during instructional time and your visit is not to cause a distraction for the students. If you would like to have a conference with your child's teacher, please make arrangements to speak with the teacher outside of instructional time.

THE KEEP N TRACK SYSTEM (a.k.a the "sign in/out" computer)

We have a computerized sign in/sign out system. When you visit the building you should report directly to the front office. There, you must sign in on the computer on the counter. **The first time you arrive, you will need to show your drivers license.** You will enter your full name, date of birth, reason for your visit, and where you are going in the building. The system will print out a name badge for you to wear while you are on school property.

When you leave, you will need to sign out on the computer (and discard your name tag!). This system helps us to "keep track" of who is in the building, thus keeping our students and staff safe and reducing clerical time for the front office!

Classroom Teachers

Teacher Name	email address	grade level	rm.#
Jessica Blumberg	jblumber@richmond.k12.va.us	Kindergarten	112
Joan McClellan	jmcclell@richmond.k12.va.us	Kindergarten	110
Lisa Mitchell	lmitchel2@richmond.k12.va.us	Kindergarten	109
Keri Treadway	kfranse@richmond.k12.va.us	1 st grade	117
Arsonia Rhems	arhems@richmond.k12.va.us	1 st grade	B-1
Jen Ramachandran	jramacha@richmond.k12.va.us	1 st grade	B-4
Yolanda Bezeres	ybezares@richmond.k12.va.us	1 st grade	B-2
Ashley Bradley	abradley@richmond.k12.va.us	2 nd grade	B-6
Laura Kinnaman	lkinnama@richmond.k12.va.us	2 nd grade	113
Debora Romero-Utley	dutley@richmond.k12.va.us	2 nd grade	115
Melissa Smith	mmegaro@richmond.k12.va.us	2 nd grade	202
Jamie Simon	jpatters2@richmond.k12.va.us	3 rd grade	116
Cynthia Dejnozka	cdejnozka@richmond.k12.va.us	3 rd grade	114
Annie Campbell	acampbel@richmond.k12.va.us	3 rd grade	204
Pat Kite	pkite@richmond.k12.va.us	3 rd grade	205
Danielle Adkins	dadkins@richmond.k12.va.us	4 th grade	206
Denise Yancey	dyancey@richmond.k12.va.us	4 th grade	207
Sally Miller	smiller@richmond.k12.va.us	4 th grade	213
David Dejnozka	ddejnozka@richmond.k12.va.us	4 th grade	217
Angela Smith	amejia@richmond.k12.va.us	5 th grade	214
Diane Marshall	duecker@richmond.k12.va.us	5 th grade	215
Tracee Candia	tcream@richmond.k12.va.us	5 th grade	216
Liz Scher	esch@richmond.k12.va.us	Exceptional Ed.	104/B-6
Katie Baron	kbaron@richmond.k12.va.us	Exceptional Ed.	217/203
Macaria Scott	mscott2@richmond.k12.va.us	Exceptional Ed.	203
Tonisha Brooks	tbrooks@richmond.k12.va.us	Exceptional Ed.	114/104
TBA		Exceptional Ed.	B-3
Christie Rasberry	cwinston2@richmond.k12.va.us	Exceptional Ed.	108A
Patricia Wood	pwood2@richmond.k12.va.us	Instruc. Assistant	
Brian Geib	bgeib@richmond.k12.va.us	Instruc. Assistant	
Laura May	lmay@richmond.k12.va.us	Instruc. Assistant	
Julie Crowder	jcrowder@richmond.k12.va.us	Art	B-5
Rob Winslow	rwinslow@richmond.k12.va.us	Music	Music Room
Thomas Sykes		P.E.	Auditorium
Faithe Norrell	fnorrell@richmond.k12.va.us	Media Specialist	Library
Patricia Woodberry	pwoodber@richmond.k12.va.us	SPACE	Loft
Lynn Pleveich	lpleveic@richmond.k12.va.us		

Additional Staff Members/email addresses

Kanika Bonaparte-Moore	Guidance Counselor	kbonapar@richmond.k12.va.us
Crystolyn Macklin	School Secretary	cmackli2@richmond.k12.va.us
Wyetta Sledge	Attendance Worker	wsledge@richmond.k12.va.us
Angela Verse	School Nurse	averse@richmond.k12.va.us
Theresa Peoples	Certified Nursing Assistant	tpeoples@richmond.k12.va.us
Mary Saddon	Custodial Crew Chief	msaddon2@richmond.k12.va.us
Beverly Daniels	Custodian	
Jacob Yarlee	Custodian	
Sheila Garland	Cafeteria Manager	sgarland@richmond.k12.va.us
Arleen Spencer	Cafeteria	
Shanise Hill	Cafeteria	
TBA	Cafeteria	
Valerie Evans	Lunch Monitor	
Lucy Abbott	Lunch Monitor	
Beverly Bone	Lunch Monitor	
Thomas Gillespie	School Social Worker	tgillesp@richmond.k12.va.us
Marie Dawson	School Psychologist	mdawson2@richmond.k12.va.us
Katie Megnin	Speech Pathologist	kmegnin@richmond.k12.va.us
Michelle Thompson	Occupational Therapist	mthomps3@richmond.k12.va.us
Greg McCallum	Band Teacher	gmccallu2@richmond.k12.va.us
Andrea Burke	Orchestra Teacher	aroberts2@richmond.k12.va.us
Kanae Foreman	Harp Teacher	knagata@richmond.k12.va.us
Heidi Ayers	ESL Teacher	hroberts2@richmond.k12.va.us
Conchi Myrtetus	FLES (Spanish) Teacher	cmyrtetu@richmond.k12.va.us
America DeLoach	FLES (Spanish) Teacher	
Johnny Cecka	Instructional Technology Resource Teacher (ITRT)	jcecka@richmond.k12.va.us
Denita Taylor	1:1 Instructional Assistant	dtaylor10@richmond.k12.va.us
Virgilia Lane	1:1 Instructional Assistant	vlane@richmond.k12.va.us
Theresa Flatts	1:1 Instructional Assistant	tflatts@richmond.k12.va.us
Janet Scott	Literacy Coach	jscott@richmond.k12.va.us
Mary Brinenstool	PALs Tutor	
Sakina Wood	PALs Tutor	
	PALs Tutor	
Amber Crawley Samantha McClean	PTA sponsored LA Tutor Howard St. Tutoring Coor.	chloeandzoe@aol.com samantha.mclean20@gmail.com

A FINAL NOTE FROM:
THE PRINCIPAL AND ASSISTANT PRINCIPAL

Please feel free to call us (780-6259) or email us at: djacobs2@richmond.k12.va.us or eellis@richmond.k12.va.us if you have any concerns or questions at any time. We are here for your children, and we want to hear from you if you have any issues to discuss. If you have a concern regarding the classroom, the first question we will ask you is, "Have you discussed this matter with your child's teacher?" That is always the first step! Once you have done that, if you still feel a need to discuss the situation with us, we can all work together to find a solution to your problem.

We always appreciate it when a parent makes an appointment to meet with us because the life of a Principal/Assistant Principal can be very busy and hectic at times! We understand that there will be times when you are unable to make an appointment and we will do our best to accommodate your needs. Please understand that we may not be in our offices during the school day, as we will be monitoring instruction in the classrooms and working with teachers and children. If we are unavailable to you, please leave a message with the office staff and we will get back to you as soon as possible. **Remember, our school counselor, Kanika Bonaparte-Moore(kbonapar@richmond.k12.va.us), is also available to assist you when needed.**

We are looking forward to you working as a team player of the William Fox Family. **TOGETHER** we will make it the most successful school year ever!

Please detach this sheet and return to your child's teacher by
September 18th, 2015.

I, _____, Parent/legal guardian
of _____,

acknowledge that I have received and read the William Fox
Elementary Parent Handbook.

Parent
Signature: _____

Student
Name: _____ Room # _____

Date: _____

WILLIAM FOX ELEMENTARY: THE MODEL OF UNITY IN A DIVERSE AND INCLUSIVE LEARNING COMMUNITY STRATEGIC PLAN



<p>Beliefs <i>An expression of fundamental values, ethical code, overriding convictions, inviolable principles</i></p>	<p>We believe that . . .</p> <ol style="list-style-type: none"> 1. Relationships built on honesty and mutual respect create responsible and effective communities. 2. Diversity is our strength; unity is our power. 3. Equity is the prerequisite for community vitality. 4. Everyone has worth and value and is integral to society. 5. Mental, emotional, physical, and spiritual health are essential for optimal learning. 6. High expectations are required to achieve goals, hopes, and dreams. 7. High quality education produces responsible citizens and vibrant communities. 8. Teaching and learning are essential to the human experience of growth and change. 9. Embracing change opens doors of possibilities. 10. Education is the shared responsibility of the entire community.
<p>Mission <i>Highest aspiration and purpose of the school; a declaration of the unique identity to which the school aspires, its specific purpose, and the means by which it will achieve its purpose</i></p>	<p>The mission of William Fox Elementary, the model of unity in a diverse and inclusive learning community, is to enable and empower our students to develop creative, inquisitive minds; strong, healthy bodies; and caring, compassionate hearts through challenging and engaging learning experiences guided by innovative, compassionate educators who are engaged learners themselves.</p>
<p>Objectives <i>An uncompromising commitment to achieve specific, measurable, observable, or demonstrable results that exceed current capability</i></p>	<ol style="list-style-type: none"> 1. All students will take ownership of their own learning to maximize their unique learning capacity. 2. All students will develop critical thinking skills, be problem solvers, and express their natural curiosity and inquisitiveness. 3. All students will be accountable and take personal responsibility for becoming active citizens and positively impacting the school community. 4. All students will develop physical fitness and personal wellness by incorporating healthy habits and wise choices into their daily routine.
<p>Parameters <i>Boundaries within which the school will accomplish its mission; self-imposed limitations</i></p>	<ol style="list-style-type: none"> 1. We will base decisions on what is best for students. 2. We will honor relationships and treat all people with dignity and respect. 3. We will ensure a culture of integrity. 4. We will be responsible stewards of our resources. 5. We will practice and promote open, honest communication. 6. We will not compromise excellence.
<p>Tactics <i>Bold resolutions that dedicate the school's resources and energies toward the continuous creation of systems to achieve the extraordinary as expressed in the mission and objectives</i></p>	<ol style="list-style-type: none"> 1. We will ensure developmentally appropriate, academically challenging, and personally relevant learning experiences for all students in an environment that accepts and values their unique characteristics and respects instructional time and integrity 2. We will establish a school environment of exemplary citizenship with focus on compassion, respect, and service. 3. We will sustain a culture of wellness for all students, staff and parents
<p>Strategic Planning Team</p>	<p>Staff: Diane Marshall (Internal Lead), Jessica Blumberg, Lisa Mitchell, Jamie Patterson, Pat Kite, Sally Miller, Julie Crowder, Katrina Holmes, Macaria Scott, Deborah Romero-Utley, Lynn Pleveich, Daniela Jacobs</p> <p>Parents: Jennifer Smith-Slaybaugh, Carolyn Robinson, Ted Theofanos, Steven McKay, Shajuana McCoy</p> <p>Community Partners: Kim Grey, Linda Mills, Cheryl Brown</p>

