

From the Principal's Desk

August 2022

Dear Fox Family,

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

The Mission of Fox Elementary School is:

"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."

This sets the tone for what takes place each and every day at our school 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**

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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 your child is absent for 3 or more consecutive days for illness, a doctor's note is required. 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/trip during school is considered an UN-excused absence!**

Parents will be required to meet with the School Attendance Support Team after 5 unexcused absences or after 25 unexcused tardies/early dismissals, 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, you will have to meet with the School Attendance Support Team to develop a plan to improve attendance. **If your child has 18 or more absences (excused OR unexcused), he/she may have to repeat the grade level due to excessive absences and/or receive other sanctions (such as court appearances) as outlined in our School Board Policy 8-2.4. Additionally, if your child is attending Fox through out-of-zone special permission, he/she will have to return to their zoned school if attendance becomes an issue.**

Please call or email us by 9:00 am to give the reason for the absence, tardiness, or early departure. These are our telephone numbers and email addresses:

- o 804-780-6259
- o gwilliam@rvaschools.net (attendance worker's email address)
- o djacobs2@rvaschools.net (principal's email address)



The school day is from 7:45 to 2:45.

TARDINESS

The first bell rings at 7:30 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 **7:45** am. This is the official start to the school day. Students who do not arrive TO CLASS by **8:00** 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 at the front door. 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. Please bring in a note to excuse your tardies. **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 when a child has 5 unexcused absences (or 25 unexcused tardies). **It is possible that your child will need to return to his/her zoned school if you are attending Fox through Open Enrollment if you have excessive tardies.**

LEAVING EARLY

If your child has to leave school early due to a doctor/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. If you are attending Fox through Open Enrollment, this will lead to your child returning to his/her zoned school.

MORNING DROP-OFF PROCEDURES

Early Arrivals

Students are not to arrive at school before 7:30 am because

SUPERVISION is NOT provided. Students arriving prior to 7:30 am will not be permitted in the building. Students who arrive before 7:30 am will be given one warning. If arrival before 7:30 am continues, Child Protective Services will be notified.

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

1. Kiss 'n Ride Lane (see procedures below)
2. Park in the parking lot and walk your student to the front door

Kiss and Ride Procedures

Parents bringing children to school may utilize the "Kiss 'n Ride" lane from 7:30-7:45 am. Cars enter the Kiss n Ride Lane from Harrison Ave., turning left onto Dance St. Drivers should pull up to the drop-off area, and beginning at 7:30 am, a staff member will open your car door, and your child should proceed to the front doors of the building. There is NO PARKING or GETTING OUT OF YOUR CAR, ALONG Dance St. in the morning! Please be cautious when moving up to the drop-off point and follow all staff members' directions. Remember, school buses have the right of way, and drivers must obey ALL signs **and** staff member requests.

- Parking is absolutely NOT PERMITTED in the Kiss and Ride lane before or during school (7:30 am-3:00 pm).
- **Student Drop Off is between 7:30 and 7:45 am Monday through Friday.** Safety Guards 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 by turning left (coming southbound) from Harrison St. onto Dance St.
- Vehicles in the Kiss and Ride lane may NOT drop off children until you have reached the designated DROP OFF ZONE (sign posted).

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 staff members' directions.

- Once in the designated DROP OFF ZONE, your child will be assisted out of the vehicle and then directed 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 to turn left down a gravel alley to Wallace St. There, you can turn left or right to get to your next destination.

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

You may NOT drive past a school bus that has its stop sign out and is loading/unloading students (there are cameras and you WILL get a ticket!)

You may ONLY use Harrison St. to Dance St to access the visitor parking lot and the Kiss 'n Ride Lane. (You may NOT sneak around to Wallace/Dobson St.)

Do not ever get out and leave your car in the Kiss and Ride Lane—even if it's "just for a minute."

BE KIND, take a breath!

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 SMALL PARKING LOT IS ONLY FOR FOX SCHOOL STAFF
BETWEEN 7:00 AM AND 5:00 PM
ON SCHOOL DAYS
**NO PARKING or DROPPING OFF/PICKING UP
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. We need every space in our parking lot for our staff during school days.

Visitors to the building should use the "Visitor's Lot" which is the grassy/dirt field located adjacent to the baseball field just after turning onto Dance St. from Harrison St!

SCHOOL OFFICE HOURS:

7 am- 3pm.

804-780-6259

Schedule for Arrival

PLEASE NOTE: STUDENTS MAY NOT ARRIVE TO SCHOOL UNTIL 7:30 AM EACH MORNING. WE DO NOT HAVE SUPERVISION UNTIL THAT TIME.

7:30 am - First Bell - Children may begin to arrive at school. Students should report directly to the cafeteria to eat breakfast or to class.

7:45 am - Second Bell - Class begins

8:00 am - Third Bell - Students are officially 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

We know it can be difficult to say goodbye to your child at the front doors of the school building. Unfortunately, due to safety concerns, we cannot allow parents and visitors to the classroom doors to drop off/pick up their children. Our #1 priority is to keep all students and staff members safe inside our school building! Please rest assured that we have many staff members located throughout the hallways to assist and direct your child to class. Rest assured that after the first couple of days of school, all of the children will have become comfortable with their routines and be able to navigate the building. We greatly appreciate your cooperation in saying "Goodbye" to your child at the front door of the building!

Dismissal Procedures

2:35pm-Afternoon announcements-Daycare van and bus riders will be dismissed to board the bus/vans following the announcements.

2:40pm-Students whose caregiver has arrived and signed them out will begin to be dismissed to the gym for pick up.

2:45pm- Students who attend the Fox YMCA will be dismissed to the cafeteria for the YMCA aftercare program

2:50pm-Students who are walkers will be dismissed to walk home (Please note: students must walk to an address in our school zone and have written permission to walk home)

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.

****Students are NOT ALLOWED to have a friend ride the bus home with them. ONLY students who are assigned to a bus may ride the bus.**

PLEASE NOTE:

STUDENTS SHOULD BE PICKED UP AFTER SCHOOL BY 2:55 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.*****

Caregivers should park in the Visitor's Parking Lot (adjacent to the baseball field) and report to the gym door next to the playground to sign their student out. ALL students who are picked up will be signed out DAILY.

K-2ND Grade Bus Riders: a parent/guardian, or another previously authorized person must be present to pick up the student when the child is dropped off at the bus stop after school. If a parent/guardian or other authorized person is not present at the bus stop to meet the student, the bus driver is required to return the student to school. **The parent/guardian will then be contacted to come to school to pick up the child.**

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.** No one should climb trees, fences, etc on school property at any time. **Please help us to enforce these safety rules by monitoring your children at all times.** Please note: At dismissal, children may NOT be independently dismissed from the classroom to go to the playground.

PLAYGROUND RULES

Show RESPECT for People, Property and the Environment!

1. Adult Supervision is **REQUIRED**
2. **Be Kind**: Invite others to play with you/Don't disrupt other children's games
3. Use Equipment Properly & Safely
4. Soccer Nets, Trees, Fences & Shed are NOT for climbing
5. Keep Mulch, Sand, and Gravel in their spots
6. Use Trashcans!

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

It is strongly recommended that you utilize the online payment system, OSP (Online School Payment), sent home with any payment request (i.e. school supplies, field trips etc). This system prevents your student from "forgetting" to give any money to the teacher or losing any money and makes our bookkeeping more accurate and streamlined. Anyone with a cell phone can use the Online School Payment system 24 hours per day!! If for some reason you cannot use this convenient 24-hour-a-day system, you would need to send exact change, a personal check, or money order 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" (unless otherwise specified). It is necessary to write a separate check for each child if you have children in different classrooms.



Change of Address or Phone Number

For the safety of your child, please notify the school immediately whenever your phone number changes. If you move, caregivers must provide the new address and proof of residency to the main office. If a family moves from the Fox zone, or if open enrolled, from the City of Richmond, the child must be withdrawn and registered at their new home school within their jurisdiction of residence. Inaccurate information may result in criminal charges, liability for the cost of non-resident tuition, and immediate withdrawal from the school.

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 during planning time or before/after school.

The teacher's work day is technically from 7:20am to 3:20pm. 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 (and often after school in meetings/professional development).

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 flyers home, email, and post Facebook reminders (join the closed group: William Fox Elementary PTA).

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

Also, please download the REMIND AP (free) so that you will instantaneously get RPS/School messages. This is how you will be notified of school happenings, weather cancellations etc.

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. 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. We also attempt to take care and separate potential discipline problems and 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 reorganize 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"

HOMEWORK POLICY

ALL students (K-5th) are required to read (or be read to!) for at least 20 minutes EVERY evening. Research shows that this may be the single most important factor in supporting academic success at school! Additional homework/projects may be assigned to students by classroom teachers to study, reinforce, review, and extend the work presented in class. Students are expected to complete, to the best of their ability, all given homework assignments.

SCHOOL GRADING SYSTEM

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

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

Scholar Roll= AAAA; AAAB; AAB

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

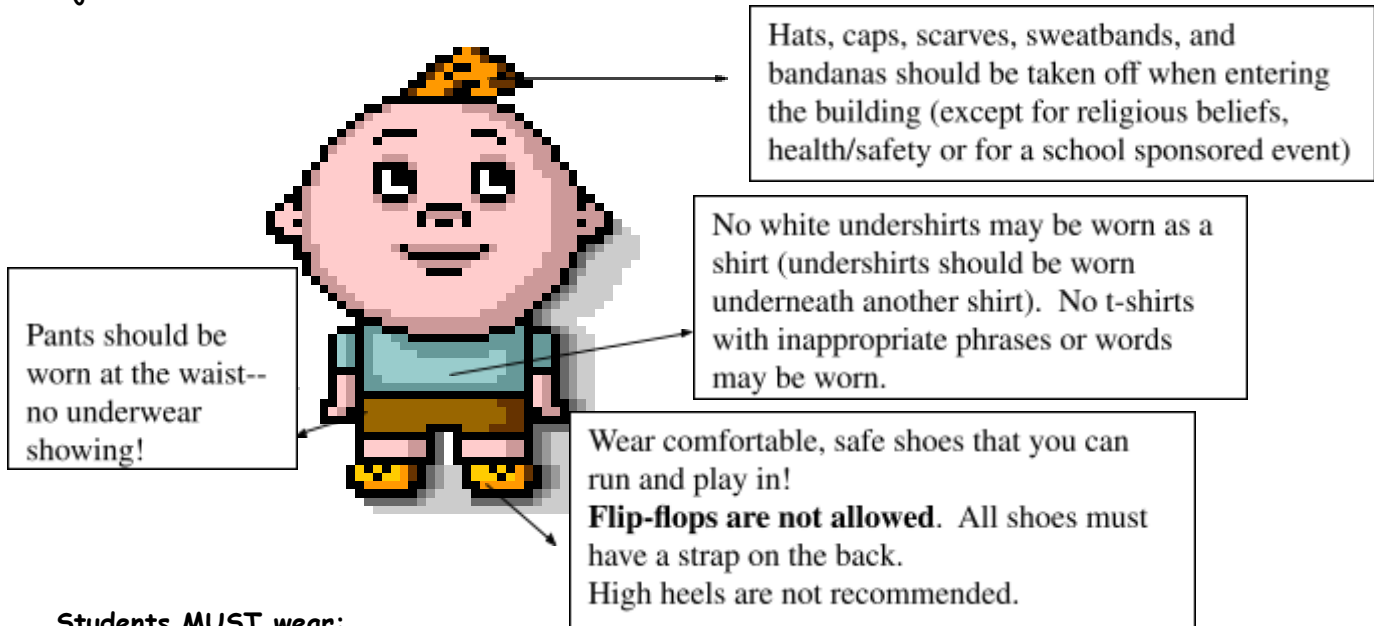
***RPS is planning on going to a standards based report card for 1st and 2nd grades. This means that at some point 1st and 2nd graders will no longer receive traditional letter grades, but rather an indication on how students are progressing on each SOL standard. We will communicate this change when it goes into effect!

TEXTBOOKS

All students 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@rvaschools.net.



Students MUST wear:

- Tops and Bottoms, or the equivalent (dresses, etc.)
- Shoes (sandals are permissible, but appropriate athletic shoes must be worn in PE class, and additional caution should be taken by students at recess.)
- **The School board of the city of Richmond and/or Richmond Public Schools is not responsible for any injuries that may occur due to students who wear improper shoes.
- Clothing that covers genitalia, buttocks and nipples with opaque materials

Students MAY wear:

- Clothing with commercial or athletic slogans
- Fitted pants (yoga pants, leggings and skinny jeans)
- Ripped jeans without underwear exposed
- Students wearing clothing that does not match the students perceived gender is not a violation

Students MAY NOT wear:

- Visible underwear or bathing suits of similar designs
- Clothing using images or language depicting drug use, alcohol, any illegal activities, threats, or discriminatory slogans
- Clothing that includes hate speech, profanity or pornography
- Images and/or language that creates a hostile or intimidating educational environment based on identity or class
- Hats, caps, scarves, sweatbands, bandanas, facemasks, or head covers inside a school building except a.) when worn because of religious beliefs, b.) when worn as a matter of health or safety, c.) when worn in connection with a school-sponsored program

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.

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 welcome to join your child for lunch beginning in **October**. 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 carte. 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. **The nurse is available to receive medication between the hours of 7:30-3:00 pm.** Please be prepared to sign for medicine before leaving. **The nurse is the only person who can accept medication.**

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 without the use of anti-pyretic (ibuprofen/acetaminophen), 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 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.

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. If you find that your child has lice, please treat your child and notify the school immediately so that we can take preventative measures in the classroom to help prevent the spread! The nurse will check all students returning to school after you have completed lice treatment. If we discover that your child has live lice while at school, you will be notified. It is recommended that lice shampoo or crème rinse (i.e. Rid, Nix, Kwell, R&C, A200 etc.) is used according to the manufacturer's directions. Parents should also thoroughly vacuum carpets and upholstery, wash sheets, combs, brushes, and clothing in hot water. All items which cannot be washed should be placed in plastic bags for 2 weeks (i.e. stuffed animals).

Communicable Diseases

If your child is diagnosed with a communicable disease (i.e. COVIDS-19, monkeypox, strep, flu, pinkeye, scabies, chickenpox, hand-foot-mouth, etc.), please notify the school of the disease and date the doctor has cleared the student to return to school.

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
- 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 the 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 school 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. what's happening in our school, 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:

<https://wfes.rvaschools.net>

OR

www.foxpta.org

You can also get there from the RPS homepage: www.rvaschools.net. 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 "William Fox Elementary" and you will come to a page that has a picture of the school. From the RPS School Website, you can click on the "PTA" link to find the PTA website. 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 20% 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:

- 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 immediately.

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, Ms. Oliver, or Ms. Wigfall-London 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.

******Current COVID policies do require all volunteers to be fully vaccinated and to wear a mask at all times in the building. Please follow the latest guidelines on the rvaschools.net website!**

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 with your driver's license) AND GET A VISITOR'S PASS PRIOR TO PROCEEDING TO ANY AREA OF THE SCHOOL BUILDING.** We do not allow parents (or other visitors) to go to classrooms during the instructional school day (7:30 - 3:00). Parents who want to get messages to children or need to drop something off must bring these to the office, and we will make sure the child gets them. All visitors must report to the office, and no one is permitted in the instructional areas unless they have signed in, been authorized to go to the areas, and have a printed visitor pass. We encourage parents to volunteer in the classroom, but this must be arranged through the classroom teacher. Our visitor policy is a Richmond Public School policy and a part of our school security plan. Please remember that even if you are an approved volunteer, 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 RAPTOR 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 driver's 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 monitor who is in the building, thus keeping our students and staff safe and reducing clerical time for the front office!

Parent-Teacher Association (PTA)

The Parent-Teacher Association offers parents many opportunities to become an integral part of our school community. All parents are encouraged to become members of the PTA (\$10) and to regularly attend the meetings and events. Interesting, informative, community building and entertaining programs are held throughout the year. The PTA maintains open communications with electronic newsletters and "E-Mail Blasts." The Fox faculty and staff are extremely proud and appreciative of the outstanding support received from the PTA. We encourage parents to follow the Fox PTA Facebook account for pictures and highlights from our community events!

Wm. Fox STAFF LIST/emails/rm. # for 2022-2023

Office Staff

| | | | |
|--------------------------|--------------------------|--------------------------------------|--------|
| Daniela Jacobs | djacobs2@rvaschools.net | Principal | |
| LaTonya Oliver | loliver@rvaschools.net | Assistant Principal | |
| Amber Wigfall-London | alondon2@rvaschools.net | Counselor | 124 |
| Sharon Gilbert | sgilbert@rvaschools.net | School Secretary | |
| Georgette Williams | gwilliams@rvaschools.net | Attendance Worker | |
| Traci Hall | thall2@rvaschools.net | Nurse | |
| Toni Shakelford-Williams | twillia7@rvaschools.net | Instructional Compliance Coordinator | 115 QA |

Itinerant Teachers

| | | | |
|-------------------|--------------------------|--|-------|
| Joselyn Verdi | jverdi@rvaschools.net | ITRT (Instructional Technology Resource Teacher) | |
| Jim Thomas | jthomas@rvaschools.net | Orchestra Teacher | |
| Kendra Whindleton | kwhindl2@rvaschools.net | Band Teacher | |
| Kanae Foreman | knagata@rvaschools.net | Harp Teacher | |
| Robert Smith | rsmith@rvaschools.net | ESL Teacher | |
| Liane Bain | lbain@rvaschools.net | Math Interventionist | 120QA |
| Angela Brandt | abrandt@rvaschools.net | Literacy Coach | 112QA |
| Carmen Brown | cbrown 18@rvaschools.net | Math Coach | 112QA |

Itinerant Child Find Team Members

| | | | |
|-----------------|-------------------------------------|-----------------------------|-------|
| Matthew Gerard | mgerard@rvaschools.net | School Social Worker | 125 |
| TBA | | School Psychologist | 125 |
| Abigail Peckham | apecckham.contractor@rvaschools.net | Speech/Language Pathologist | 114QA |
| Justine Zinskie | jzinskie@rvaschools.net | Occupational Therapist | |
| Jessica Ward | jward@rvaschools.net | Physical Therapist | |

Additional Staff

| | | | |
|-----------------|----------------------------------|----------------------|-------|
| Sakina Wood | sjohnson5@rvaschools.net | PALs Tutor | 116QA |
| Marty McMullin | mmcmulli@rvaschools.net | PALs Tutor | 118QA |
| Christa Coleman | | PALs Tutor | 119QA |
| Blake Mogel | bmogel.contractor@rvaschools.net | CIS Site Coordinator | 110QA |

Custodial Staff

David Gravely, dgravely@rvaschools.net, Custodial Crew Chief

Jacob Yarlee

TBA

Cafeteria Staff

Grenay Smith, Cafeteria Manager

Shaneka Charles, Cafeteria Worker

Lunch Monitors

Valerie Evans

Raneshia Robinson

Catherine Cabble

Classroom Teachers

| | | | |
|---------------------------------------|--------------------------|-------------------------|-----------------|
| Melanie Metz | mmetz@rvaschools.net | Kindergarten | 108 |
| Scarlet Taylor | sfoley@rvaschools.net | Kindergarten | 103 |
| Jessica Blumberg | jblumber@rvaschools.net | Kindergarten | 107 |
| Ashley Van Buren | awolfe@rvaschools.net | Kindergarten | 104 |
| Melissa Smith | mmegaro@rvaschools.net | 1 ^d grade | 101 |
| Jennifer Eason | jason@rvaschools.net | 1 st grade | 106 |
| Yolanda Bezares (Spanish Immersion) | ybezares@rvaschools.net | 1 st grade | 105 |
| Bridget Fulks | bfulks@rvaschools.net | 1 st grade | 102 |
| Laura Kinnaman | lkinnama@rvachools.net | 2 nd grade | 115 |
| Augustus Caldwell (Spanish Immersion) | acaldwel@rvaschools.net | 2 nd grade | 110 |
| Elizabeth McClellan | emcclell@rvaschools.net | 2 nd grade | 109 |
| Jamie Simon | jpatters2@rvaschools.net | 2 nd grade | 116 |
| Cynthia Dejnozka | cdejnozk@rvaschools.net | 3 rd grade | 118 |
| Brooke Hunter | bhunter@rvaschools.net | 3 rd grade | 119 |
| Emily Turner | eturner@rvaschools.net | 3 rd grade | 120 |
| Jamiee Cates | jfreema2@rvaschools.net | 3 rd grade | 117 |
| Katie Baron | kbaron@rvaschools.net | 4 th grade | 133/T-1 |
| Lindsay Wilcox | lwilcox@rvaschools.net | 4 th grade | 132/T-2 |
| Denise Yancey | dyancey@rvaschools.net | 4 th grade | 130/T-3 |
| David Dejnozka | ddejnozk@rvaschools.net | 5 th grade | 112 |
| Anne Dunn | adunn2@rvaschools.net | 5 th grade | 113 |
| Tracee Candia | tcream@rvaschools.net | 5 th grade | 111 |
| Ingrid Keeling | ikeeling@rvaschools.net | Exceptional Ed. | 109QA |
| Dawn Faircloth | dfairclo@rvaschools.net | Exceptional Ed. | 114 |
| Kathryn Layne | klayne@rvaschools.net | Exceptional Ed. | 130 |
| Tonisha Brooks | tbrooks@rvaschools.net | Exceptional Ed. | 117QA |
| Andrea Clyne | aclyne@rvaschools.net | Exceptional Ed. | 111QA |
| Lara Seavey | lboggs@rvaschools.net | Exceptional Ed. | 130 |
| Taylor Williams | twillia5@rvaschools.net | Instruc.Assistant-SPED | |
| Kathryn Hines | khines2@rvaschools.net | Instruc.Assistant-SPED | |
| TBA | | K Instruc.Assistant | |
| Jemai Robinson-Yancey | jrobins8@rvaschools.net | Instruc.Assistant-SPED | |
| Jade Murchison | jmurchis@rvaschools.net | Instruc.Assistant-SPED | |
| Julie Crowder | jcrowder@rvaschools.net | Art | Boys Lkr/T-4 |
| Rob Winslow | rwinslow@rvaschools.net | Music | Stage/132 |
| Mark Bingaman | mbingama@rvaschools.net | P.E. | gym |
| Melissa Oliver | moliver@rvaschools.net | Media Specialist | library |
| Elisa Schauer | mschauer@rvaschools.net | Spanish (FLES) | 133 |
| Patricia Woodberry | pwoodber@rvaschools.net | SPACE | 113QA |
| Keri Treadway | kfransse@rvaschools.net | Reading Interventionist | 131 |

A FINAL NOTE FROM:
THE PRINCIPAL AND ASSISTANT PRINCIPAL

Please feel free to call (804-780-6259) or email (djacobs2@rvaschools.net) (loliver@rvaschools.net) 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 meet you, please leave a message with the office staff and we will get back to you as soon as possible. **Remember, our school counselor, Amber Windfall-London, 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!

William Fox Elementary: The Model of Unity in a Diverse and Inclusive Learning Community Strategic Plan



| | |
|---|--|
| Beliefs <i>An expression of fundamental values, ethical code, overriding convictions, inviolable principles</i> | <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. |
| 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>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> |
| Objectives <i>An uncompromising commitment to achieve specific, measurable, observable, or demonstrable results that exceed current capability</i> | <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. |
| Parameters <i>Boundaries within which the school will accomplish its mission; self-imposed limitations</i> | <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. |
| 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> | <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 |
| Strategic Planning Team | <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> |

Please return to your child's teacher by September 13th, 2022.

I, _____, Parent/legal guardian

of _____,

acknowledge that I have received and read the William Fox

Elementary Parent Handbook.

Parent

Signature: _____

Student

Name: _____ Room # _____

Date: _____