

# WILLIAM FOX ELEMENTARY SCHOOL HANDBOOK

SCHOOL YEAR 2022 - 2023

## 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 to protect our students' safety and to ensure that we are creating an environment conducive to learning.

**Please read through it carefully.**

- **Key Content** with page numbers is listed below
- **Frequently Asked Questions** and where to find the answers are in the [Appendix](#)

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## ATTENDANCE

### HOURS



#### **THE SCHOOL DAY IS FROM 7:45 AM TO 2:45 PM.**

*Please note: Students may not arrive to school until 7:30am. We are not able to provide supervision until that time. The first bell rings at 7:30 am. At that time, the doors will open, and students may report to breakfast or to class.*

#### **THE SCHOOL OFFICE IS STAFFED FROM 7:00 AM TO 3:00 PM.**

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### GENERAL SCHEDULE

**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: TARDY BELL** – Students are officially marked tardy if they are not in the classroom when this bell rings.

*Being on time is extremely important. Please encourage your child to be in his or her classroom on time every day.*

**2:35 PM: AFTERNOON ANNOUNCEMENTS** – Daycare van and bus riders will be dismissed to board the bus/vans following the announcements.

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

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

**2:50 PM:** 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)

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### 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 and 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.

## DROP-OFF AND PICK-UP

### PARKING LOTS

#### **THE SMALL PARKING LOT TO THE EAST/BEHIND THE BUILDING IS FOR STAFF ONLY.**

On school days, between 7:00 AM and 5:00 PM, there is no parking or dropping-off/picking-up students in the staff parking lot. We need every space in our parking lot for our staff during school days.



**Visitors to the building should use the grassy/dirt field located adjacent to the baseball field just after turning onto Dance St. from Harrison St.** Caregivers may park in this Visitor Lot to drop-off or pick-up students or for planned volunteer activities.

### ARRIVAL PROCEDURES

**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. Unsupervised students who arrive before 7:30 am will be given one warning. If unsupervised 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

Caregivers bringing children to school may utilize the "Kiss and Ride" Lane on Dance Street from 7:30-7:45 am. Please be cautious when moving up to the drop-off point and follow all staff members' directions.

**Once in the designated DROP OFF ZONE**, a staff member will open your car door, and your child will be assisted out of the vehicle and directed into the school. Please be sure your children are ready to leave the vehicle quickly upon entering the DROP OFF ZONE.

**Once the student has left the vehicle**, you will be directed to exit the DROP OFF ZONE by turning left down a gravel alley to Wallace St. There, you can turn left or right to get to your next destination. You may not stop to watch children go into the school.

### PLEASE NOTE:

- **Parking is absolutely NOT PERMITTED** in the Kiss and Ride Lane before or during school (7:30 AM – 3:00 PM).
- **Kiss and Ride access will only be allowed by turning left** (coming southbound) from Harrison St. onto Dance St. You may NOT sneak around to Wallace/Dobson St.
- **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.

- **Caregivers/carpool drivers will NOT be allowed to park in this lane and are not allowed to leave their vehicles!** Do not ever get out and leave your car in the Kiss and Ride Lane—even if it's "just for a minute." Please stay alert and pay attention to staff members' directions.
- Vehicles in the Kiss and Ride Lane may NOT drop off children until you have reached the designated **DROP OFF ZONE** (sign posted).

**Remember, school buses do travel on Dance St.** School buses have the right of way, and drivers must obey ALL signs and staff member requests. 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!)

*Please be kind and 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.**

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#### WALK-UP

Caregivers who prefer to park may use Visitor Parking (the grassy/dirt field adjacent to the baseball field just after turning onto Dance St. from Harrison St.) and walk students onto the property or up to the front door.

Please remember we do not allow parents (or other visitors) to go to classrooms during the instructional school day (7:30 - 3:00) unless pre-arranged through the classroom teacher. Please visit the Volunteering section for more information.

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#### DISMISSAL PROCEDURES

**Students must be picked up after school no later than 2:55 PM.** If a student is continuously picked up late, the student will be required to return to their zoned school and/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 every day.

If you change the way your child will be going home (i.e., student will be picked up instead of riding the bus today, student 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.**

**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.

## ARRIVING LATE

**Students must arrive to class before the 7:45 AM bell rings.** 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. Late arrivals also cause other students' learning to be disrupted.

**If your child arrives to school after 8:00 AM,** 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." Please bring in a note to excuse all tardies. Tardies are considered "excused" if they are for:

- ✓ a doctor's appointment
- ✓ a court appearance
- ✓ a religious reason
- ✓ reasons associated with a death in the family.

## CONSEQUENCES

- If your child has 5 *unexcused tardies*, it will equal an unexcused 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.
- If your child is attending Fox through out-of-zone special permission and has excessive tardies, he/she may have to return to their zoned school.

## 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.

## ABSENCES

It is the parent's responsibility to

1. **CALL** the school every day of your child's absence **AND**
2. **SEND** a written explanation with the child when he/she returns to school

### THE ONLY EXCUSED ABSENCES ARE:

- ✓ Illness (*If your child is absent for 3 or more consecutive days for illness, a doctor's note is required*)
- ✓ Religious holiday
- ✓ Bereavement
- ✓ 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.

Please call or email us by 9:00 am to give the reason for the absence, tardiness, or early departure:

**CALL:** 804-780-6259

**EMAIL:** [gwilliam@rvaschools.net](mailto:gwilliam@rvaschools.net) (attendance worker) and/or [djacobs2@rvaschools.net](mailto:djacobs2@rvaschools.net) (principal)

### CONSEQUENCES

- 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.
- 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.
- If your child is attending Fox through out-of-zone special permission and attendance becomes an issue, he/she will have to return to their zoned school.

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.

## COMMUNICATION

### 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 address information may result in criminal charges, liability for the cost of non-resident tuition, and immediate withdrawal from the school.

### 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?**

- ✓ 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.
- ✓ 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 workday 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 free "REMIND" app** so that you will instantaneously get RPS/School messages. This is how you will be notified of school happenings, weather cancellations etc.

Staff contact information can be found in the [Appendix](#).

### 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 pieces of information.

<p><b>SCHOOL</b></p> <p><a href="https://wfes.rvaschools.net">https://wfes.rvaschools.net</a></p> <p>or</p> <p><a href="http://www.rvaschools.net">www.rvaschools.net</a></p> <p>(Our Schools → Elementary → William Fox Elementary)</p>	<p><b>PTA</b></p> <p><a href="http://www.foxpta.org">www.foxpta.org</a></p> <p>and</p> <p>Join the Facebook Group:</p> <p><a href="#">William Fox Elementary PTA</a></p>
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## PARENT TEACHER ASSOCIATION (PTA)

The Parent-Teacher Association offers parents many opportunities to become an integral part of our school community, and the Fox faculty and staff are extremely proud and appreciative of the outstanding support received from the PTA.

All parents are encouraged to [become members of the PTA](#) (\$10 annual dues) 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.

And we encourage parents to join the [Fox PTA Facebook group](#) for pictures and highlights from our community events!

## VISITING THE SCHOOL

### **OUR VISITOR POLICY IS A RICHMOND PUBLIC SCHOOL POLICY AND A PART OF OUR SCHOOL SECURITY PLAN.**

During the school day, all outside doors are to remain locked. 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. 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.

When you visit the school, please come to the front door and ring the doorbell. You will be greeted via intercom and asked for your name and the reason for wanting to enter the school building.

When you are buzzed in, report directly to the office to sign in (via Raptor, the computerized sign-in system, with your driver's license) and get a visitor's pass. *Remember, you must get a visitor's pass before proceeding to any area of the school building.*

Parents who want to get messages to children or need to drop something off may bring messages or items to the office, and we will make sure the child gets them.

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## THE RAPTOR SYSTEM

Every time you visit the building, you should report directly to the front office, where you must sign into Raptor, our sign in/out computer system. 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.

**PLEASE NOTE: THE FIRST TIME YOU VISIT, YOU WILL NEED TO SHOW YOUR DRIVER'S LICENSE.**

**To sign-in,** you will enter:

- ✓ your full name
- ✓ date of birth
- ✓ reason for your visit
- ✓ 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).

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## 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.

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.

Please remember that you will need to sign in at the office before you go to your child's classroom.

**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 [vaschools.net](https://vaschools.net) website!

Thank you so very much for all that you do for our school.

## HOW TO SEND MONEY TO SCHOOL

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### OSP (ONLINE SCHOOL PAYMENT SYSTEM)

It is strongly recommended that you utilize the Online School Payment (OSP) System for any payment request (school supplies, fields trips, etc.) This system prevents your student from losing or forgetting to give any money to the teacher and makes our bookkeeping more accurate and streamlined.

Anyone with a cell phone can use the Online School Payment system 24 hours per day!! A link will be sent home with any payment request.

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## OTHER

If for some reason you cannot use OSP, you would need to send exact change, a personal check, or a money order in a sealed envelope.

- ✓ Please write your child's name and the purpose for the money on the envelope
- ✓ Checks should be made payable to "William Fox Elementary" (unless otherwise specified)
- ✓ It is necessary to write a separate check/provide separate payments for each child if you have children in different classrooms

## A DAY IN THE LIFE

### 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!**

**Beginning in October, you are 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 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 seats for you and your child.

### 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.

### GRADING SYSTEM

<b>KINDERGARTEN</b> E = Excellent S = Satisfactory N = Needs Improvement U = Unsatisfactory	<b>GRADES 1-5*</b> A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = 0-59%	<b>SCHOLAR ROLL:</b> AAAA, AAAB, AAB <b>HONOR ROLL:</b> B average and no grade below a C (AAAC, AABC, ABBC, ABCC, ABBC, BBBB)
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*\*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.

## PLAYGROUND

### USE OF THE PLAYGROUND AFTER SCHOOL

**We are unable to provide supervision on the playground after school**, so 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

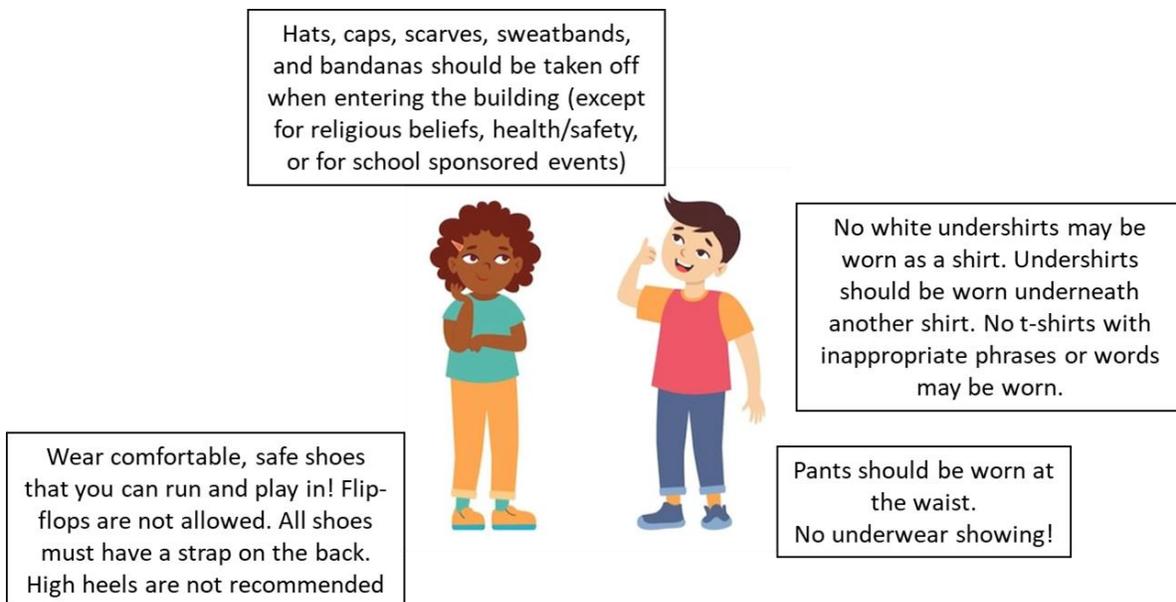
#### **SHOW RESPECT FOR PEOPLE, PROPERTY AND THE ENVIRONMENT!**

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

## 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 the dress code, please feel free to call or email the Principal at 804-780-6259 or [djacobs2@rvaschools.net](mailto:djacobs2@rvaschools.net).

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### 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.)
- ✓ Clothing that covers genitalia, buttocks, and nipples with opaque materials

*The School Board of the City of Richmond and/or Richmond Public Schools are not responsible for any injuries that may occur due to students who wear improper shoes.*

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### STUDENTS MAY WEAR

- ✓ Clothing with commercial or athletic slogans
- ✓ Fitted pants (yoga pants, leggings and skinny jeans)
- ✓ Ripped jeans *without underwear exposed*

Clothing that does not match students' perceived gender is *not* a violation

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### 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*
  - ✓ when worn because of religious beliefs
  - ✓ when worn as a matter of health or safety
  - ✓ 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!**

## STUDENT HEALTH AND WELLNESS

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

## 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.*

## WHEN TO STAY HOME

Many parents are frequently concerned about whether 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.

## COMMUNICABLE DISEASES

If your child is diagnosed with a communicable disease (i.e., COVID-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.

## MEDICATIONS

Policy does not permit our administering internal medication (over the counter or 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.

**The nurse is the only person who can accept medication.** 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.

Students are prohibited from possessing any medication unless a doctor has ordered it to be in their possession

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## EPI-PENS

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.

## 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! 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).

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.

## BIRTHDAY TREATS

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, though 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.).

*Please feel free to join your child for lunch on their special day.*

If you are sending 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.)

## OPEN ENROLLMENT STUDENTS

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.

## 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.**

**Please 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"

## 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 springtime family grade level meetings. Parents should sign and return the SCORE Parent Responsibility and Involvement page provided at the start of the school year.

**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, Assistant Principal, or 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.

## A FINAL NOTE FROM

### THE PRINCIPAL AND ASSISTANT PRINCIPAL

Please feel free to call (804-780-6259) or email ([djacobs2@rvaschools.net](mailto:djacobs2@rvaschools.net), [loliver@rvaschools.net](mailto: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. 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!**

## APPENDIX

### CONTACT INFORMATION

**THE OFFICE PHONE IS 804-780-6259**

#### OFFICE STAFF

<b>Daniela Jacobs</b>	<a href="mailto:djacobs2@vaschools.net">djacobs2@vaschools.net</a>	Principal	
<b>LaTonya Oliver</b>	<a href="mailto:loliver@vaschools.net">loliver@vaschools.net</a>	Assistant Principal	
<b>Amber Wigfall-London</b>	<a href="mailto:alondon2@vaschools.net">alondon2@vaschools.net</a>	Counselor	124
<b>Sharon Gilbert</b>	<a href="mailto:sgilbert@vaschools.net">sgilbert@vaschools.net</a>	School Secretary	
<b>Georgette Williams</b>	<a href="mailto:gwilliams@vaschools.net">gwilliams@vaschools.net</a>	Attendance Worker	
<b>Traci Hall</b>	<a href="mailto:thall2@vaschools.net">thall2@vaschools.net</a>	Nurse	
<b>Toni Shakleford-Williams</b>	<a href="mailto:twillia7@vaschools.net">twillia7@vaschools.net</a>	Instructional Compliance Coordinator	115QA

#### ITINERANT TEACHERS

<b>Joselyn Verdi</b>	<a href="mailto:jverdi@vaschools.net">jverdi@vaschools.net</a>	ITRT (Instructional Technology Resource Teacher)	
<b>Jim Thomas</b>	<a href="mailto:jthomas@vaschools.net">jthomas@vaschools.net</a>	Orchestra Teacher	
<b>Kendra Whindleton</b>	<a href="mailto:kwhindl2@vaschools.net">kwhindl2@vaschools.net</a>	Band Teacher	
<b>Kanae Foreman</b>	<a href="mailto:knagata@vaschools.net">knagata@vaschools.net</a>	Harp Teacher	
<b>Robert Smith</b>	<a href="mailto:rsmith@vaschools.net">rsmith@vaschools.net</a>	ESL Teacher	
<b>Liane Bain</b>	<a href="mailto:lbain@vaschools.net">lbain@vaschools.net</a>	Math Interventionist	120QA
<b>Angela Brandt</b>	<a href="mailto:abrandt@vaschools.net">abrandt@vaschools.net</a>	Literacy Coach	112QA
<b>Carmen Brown</b>	<a href="mailto:cbrown18@vaschools.net">cbrown18@vaschools.net</a>	Math Coach	112QA

#### ITINERANT CHILD FIND TEAM MEMBERS

<b>Matthew Gerard</b>	<a href="mailto:mgerard@vaschools.net">mgerard@vaschools.net</a>	School Social Worker	125
<b>TBD</b>		School Psychologist	125
<b>Abigail Peckham</b>	<a href="mailto:apecckham.contractor@vaschools.net">apecckham.contractor@vaschools.net</a>	Speech/Language Pathologist	114QA
<b>Justine Zinskie</b>	<a href="mailto:jzinskie@vaschools.net">jzinskie@vaschools.net</a>	Occupational Therapist	
<b>Jessica Ward</b>	<a href="mailto:jward@vaschools.net">jward@vaschools.net</a>	Physical Therapist	

#### ADDITIONAL STAFF

<b>Sakina Wood</b>	<a href="mailto:sjohnson5@vaschools.net">sjohnson5@vaschools.net</a>	PALs Tutor	116QA
<b>Marty McMullin</b>	<a href="mailto:mmcmulli@vaschools.net">mmcmulli@vaschools.net</a>	PALs Tutor	118QA

<b>Christa Coleman</b>		PALs Tutor	119QA
<b>Blake Mogel</b>	<a href="mailto:bmogel.contractor@rvaschools.net">bmogel.contractor@rvaschools.net</a>	CIS Site Coordinator	110QA

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#### CUSTODIAL STAFF

<b>David Gravely</b>	<a href="mailto:dgravely@rvaschools.net">dgravely@rvaschools.net</a>	Custodial Crew Chief
<b>Jacob Yarlee</b>		
<b>TBD</b>		

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#### CAFETERIA STAFF

<b>Grenay Smith</b>	Cafeteria Manager
<b>Shaneka Charles</b>	Cafeteria Worker
<b>Valerie Evans</b>	Lunch Monitor
<b>Ranesha Robinson</b>	Lunch Monitor
<b>Catherine Cabble</b>	Lunch Monitor

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#### CLASSROOM TEACHERS

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##### KINDERGARTEN

<b>Melanie Metz</b>	<a href="mailto:mmetz@rvaschools.net">mmetz@rvaschools.net</a>	108
<b>Scarlet Taylor</b>	<a href="mailto:sfoley@rvaschools.net">sfoley@rvaschools.net</a>	103
<b>Jessica Blumberg</b>	<a href="mailto:jblumber@rvaschools.net">jblumber@rvaschools.net</a>	107
<b>Ashley Van Buren</b>	<a href="mailto:awolfe@rvaschools.net">awolfe@rvaschools.net</a>	104

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##### 1<sup>ST</sup> GRADE

<b>Melissa Smith</b>	<a href="mailto:mmegar@rvaschools.net">mmegar@rvaschools.net</a>	101
<b>Jennifer Eason</b>	<a href="mailto:jeason@rvaschools.net">jeason@rvaschools.net</a>	106
<b>Yolanda Bezares</b> <i>(Spanish Immersion)</i>	<a href="mailto:ybezares@rvaschools.net">ybezares@rvaschools.net</a>	105
<b>Bridget Fulks</b>	<a href="mailto:bfulks@rvaschools.net">bfulks@rvaschools.net</a>	102

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##### 2<sup>ND</sup> GRADE

<b>Laura Kinnaman</b>	<a href="mailto:lkinnama@rvaschools.net">lkinnama@rvaschools.net</a>	115
<b>Augustus Caldwell</b> <i>(Spanish Immersion)</i>	<a href="mailto:acaldwel@rvaschools.net">acaldwel@rvaschools.net</a>	110
<b>Elizabeth McClellan</b>	<a href="mailto:emcclell@rvaschools.net">emcclell@rvaschools.net</a>	109
<b>Jamie Simon</b>	<a href="mailto:jpatters2@rvaschools.net">jpatters2@rvaschools.net</a>	116

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##### 3<sup>RD</sup> GRADE

<b>Cynthia Dejnozka</b>	<a href="mailto:cdejnozk@rvaschools.net">cdejnozk@rvaschools.net</a>	118
<b>Brooke Hunter</b>	<a href="mailto:bhunter@rvaschools.net">bhunter@rvaschools.net</a>	119

<b>Emily Turner</b>	<a href="mailto:eturner@rvaschools.net">eturner@rvaschools.net</a>	120
<b>Jamiee Cates</b>	<a href="mailto:jfreema2@rvaschools.net">jfreema2@rvaschools.net</a>	117

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#### 4<sup>TH</sup> GRADE

<b>Katie Baron</b>	<a href="mailto:kbaron@rvaschools.net">kbaron@rvaschools.net</a>	133/T-1
<b>Lindsay Wilcox</b>	<a href="mailto:lwilcox@rvaschools.net">lwilcox@rvaschools.net</a>	132/T-2
<b>Denise Yancey</b>	<a href="mailto:dyancey@rvaschools.net">dyancey@rvaschools.net</a>	130/T-3

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#### 5<sup>TH</sup> GRADE

<b>David Dejnozka</b>	<a href="mailto:ddejnozk@rvaschools.net">ddejnozk@rvaschools.net</a>	112
<b>Anne Dunn</b>	<a href="mailto:adunn2@rvaschools.net">adunn2@rvaschools.net</a>	113
<b>Tracee Candia</b>	<a href="mailto:tcream@rvaschools.net">tcream@rvaschools.net</a>	111

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#### EXCEPTIONAL EDUCATION

<b>Ingrid Keeling</b>	<a href="mailto:ikeeling@rvaschools.net">ikeeling@rvaschools.net</a>	109QA
<b>Dawn Faircloth</b>	<a href="mailto:dfairclo@rvaschools.net">dfairclo@rvaschools.net</a>	114
<b>Kathryn Layne</b>	<a href="mailto:klayne@rvaschools.net">klayne@rvaschools.net</a>	130
<b>Tonisha Brooks</b>	<a href="mailto:tbrooks@rvaschools.net">tbrooks@rvaschools.net</a>	117QA
<b>Andrea Clyne</b>	<a href="mailto:aclyne@rvaschools.net">aclyne@rvaschools.net</a>	111QA
<b>Lara Seavey</b>	<a href="mailto:lboggs@rvaschools.net">lboggs@rvaschools.net</a>	130

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#### INSTRUCTIONAL ASSISTANTS

<b>Taylor Williams</b> (SPED)	<a href="mailto:twillia5@rvaschools.net">twillia5@rvaschools.net</a>
<b>Kathryn Hines</b> (SPED)	<a href="mailto:khines2@rvaschools.net">khines2@rvaschools.net</a>
<b>TBD</b> (K)	
<b>Jemai Robinson-Yancey</b> (SPED)	<a href="mailto:jrobins8@rvaschools.net">jrobins8@rvaschools.net</a>
<b>Jade Murchison</b> (SPED)	<a href="mailto:jmurchis@rvaschools.net">jmurchis@rvaschools.net</a>

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#### ENCORE+

<b>Julie Crowder</b>	<a href="mailto:jcrowder@rvaschools.net">jcrowder@rvaschools.net</a>	Art	Boys Lkr/ T-4
<b>Rob Winslow</b>	<a href="mailto:rwinslow@rvaschools.net">rwinslow@rvaschools.net</a>	Music	Stage/132
<b>Mark Bingaman</b>	<a href="mailto:mbingama@rvaschools.net">mbingama@rvaschools.net</a>	PE	Gym
<b>Melissa Oliver</b>	<a href="mailto:moliver@rvaschools.net">moliver@rvaschools.net</a>	Media Specialist	Library
<b>Elisa Schauer</b>	<a href="mailto:mschauer@rvaschools.net">mschauer@rvaschools.net</a>	Spanish (FLES)	133
<b>Patricia Woodberry</b>	<a href="mailto:pwoodber@rvaschools.net">pwoodber@rvaschools.net</a>	SPACE	133QA
<b>Keri Treadway</b>	<a href="mailto:kfransse@rvaschools.net">kfransse@rvaschools.net</a>	Reading Interventionist	131

## FREQUENTLY ASKED QUESTIONS

QUESTIONS	SECTION	PAGE
My child is sick and can't come to school. Should I let someone at school know?	<a href="#">Absences</a>	<a href="#">9</a>
My child has a dental appointment and will have to leave school early. What do I do?	<a href="#">Leaving Early</a>	<a href="#">8</a>
How does the morning drop-off work? I drive my child to school (or he/she rides in a carpool). What are the procedures for getting him/her into the school? What time is an adult on duty at the morning drop-off? May I pick up or drop off my child in front of the school?	<a href="#">Arrival Procedures</a>	<a href="#">6</a>
Am I allowed to use the parking lot? My child attends the YMCA program. May I use the parking lot for dropping off or picking up my child?	<a href="#">Parking Lots</a>	<a href="#">6</a>
What are the school hours? How early may my child arrive at the school?	<a href="#">Hours</a>	<a href="#">5</a>
What time does the tardy bell ring? What should my child do if he/she is tardy? What happens if my child is tardy and/or leaves early repeatedly?	<a href="#">General Schedule</a> <a href="#">Arriving Late</a>	<a href="#">5</a> <a href="#">8</a>
I drive or walk to pick up my child in the afternoon. What are the procedures for after-school pick-up? My child is going to go home with someone different today. How do we let the school know?	<a href="#">Dismissal Procedures</a>	<a href="#">7</a>
May my child play on the playground or on the grassy area in the front after school? Can my child be dismissed to the playground and I will pick them up later?	<a href="#">Playground</a>	<a href="#">15</a>
What do I do if I want to talk to my child's teacher?	<a href="#">Communication</a> <a href="#">Contact Information</a>	<a href="#">10</a> <a href="#">22</a>
Can I request a specific teacher for my child?	<a href="#">Classroom Assignments</a>	<a href="#">11</a>
How do I pay for lunch, field trips, or other school expenses?	<a href="#">Lunch and Breakfast</a> <a href="#">How to Send Money to School</a>	<a href="#">14</a> <a href="#">12</a>
What is the grading scale?	<a href="#">Grading System</a>	<a href="#">14</a>

Does Fox School have a Student Dress Code?	<a href="#">Dress Code</a>	<a href="#">15</a>
I want to volunteer. What do I do?	<a href="#">Volunteering</a>	<a href="#">12</a>
May I walk my child to the class? May I go into the classroom with him or her?	<a href="#">Arrival Procedures</a> <a href="#">Visiting the School</a>	<a href="#">6</a> <a href="#">11</a>
Does Fox School have a website? How do I get to it?	<a href="#">Websites</a>	<a href="#">10</a>
What do I do if I want to meet with the Principal or Assistant Principal?	<a href="#">A Final Note From</a>	<a href="#">21</a>
What do I do to make sure that my out-of-zone child can attend Fox next year?	<a href="#">Open Enrollment Students</a>	<a href="#">19</a>
What happens if my child becomes ill at school or needs to take medication at school?	<a href="#">School Clinic Procedures</a>	<a href="#">17</a>

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



**STRATEGIC PLAN**

**BELIEFS**

*An expression of fundamental values, ethical code, overriding convictions, inviolable principles*

We believe that . . .

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**

*Highest aspiration and purpose of the school; a declaration of the unique identity to which the school aspires, its specific purpose, and the*

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.

means by which it will  
achieve its purpose

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## OBJECTIVES

*An uncompromising  
commitment to achieve  
specific, measurable,  
observable, or  
demonstrable results that  
exceed current  
capability*

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.
5. High quality education produces responsible citizens and vibrant communities.
6. Teaching and learning are essential to the human experience of growth and change.
7. Embracing change opens doors of possibilities.
8. Education is the shared responsibility of the entire community.

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## PARAMETERS

*Boundaries within which  
the school will  
accomplish its mission;  
self-imposed limitations*

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

*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*

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

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## STRATEGIC PLANNING TEAM

**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  
**Parents:** Jennifer Smith-Slaybaugh, Carolyn Robinson, Ted Theofanos, Steven McKay, Shajuana McCoy

**Community Partners:** Kim Grey, Linda Mills, Cheryl Brown

## ACKNOWLEDGEMENT

Please print/separate and 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: \_\_\_\_\_