



Henry Marsh , III Elementary School



Henry L. Marsh , III Elementary School

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2023-2024

Mr. Cornelius B. Smith
Principal

Mrs. Treena Leecost
Assistant Principal

Mr. Dwayne Parker
Assistant Principal

Marsh Monarchs

We are *Marsh Monarchs*! We are ...

M	Mindful
A	Accountable
R	Respectful
S	Safe and
H	Hardworking

Vision

Henry L. Marsh, III Elementary School seeks to educate students through quality learning experiences in a safe and nurturing environment where every student leaves confident and capable to achieve academically and socially in middle school and beyond.

Mission

Henry L. Marsh, III Elementary School will inspire students to be critical thinkers, life-long learners, and responsible citizens, through challenging and engaging learning experiences, guided by highly qualified and passionate educators in partnership with families and community partners.

Table of Contents

Introduction	4
School Policies and Procedures	
Attendance	7
Buses	9
Cafeteria	10
Clinic	10
School Counselors Office	11
Pictures	12
Registration	12
Student Records	12
Testing	12
Communication Folders	13
Visits	13
Withdrawal/Transfer from School	13
School Programs	
Clubs and Organizations	13
Community of Caring	15
Communities in Schools	15
Library	15
PTA	15
School Store	15
Title I	15
Volunteers	15
Yearbook	15
School-Wide Academic Expectations	
Communication	16
Grading Scale	16
Homework	16
LAPS	17
Parent Expectations at Home	17
Projects	17
Study Guides	17
Supplies	17
Student Behavior	
Bullying	18
Student Code of Responsible Ethics	18
“No Tolerance for Bullying”	18
FAQ	22

Introduction

Principal’s Message

My name is Principal Cornelius Smith and I am honored to partner with you to provide your Monarch Scholar with a safe learning environment, and access to a high quality and inclusive education. We are thrilled to have you and your child join our vibrant community of learners. As partners in your child's education journey, we invite you to explore our comprehensive Parent Handbook. This valuable resource is designed to provide you with essential information about our school's policies, procedures, and educational philosophy. From daily routines to special programs, the Parent Handbook is your go-to guide for a successful and enriching school year ahead. Thank you for entrusting us with your child's education, and we look forward to collaborating with you to create a nurturing and inspiring learning experience.

Assistant Principals’ Message

Welcome to Henry L. Marsh, III Elementary School! We are looking forward to partnering with you in support of your child’s education. Our dedicated team of teachers, and support staff are as eager as we are to work with you and your child. Please take a few moments to review the information in our parent handbook. This valuable resource is designed to keep you informed and to provide you with essential information. Here at Henry L. Marsh Elementary, we take immense pride in teaching and rewarding students for academic achievement and for practicing our core values; respect, responsibility, safety and kindness. We stand ready to celebrate our students’ successes throughout the school year. Please let us know how we might be of service to you and your child. We want this year to be a rewarding experience for all students.

Yours Truly,
Treena Leecost and Dwayne Parker, Assistant Principals

Exceptional Education Department’s Message

Welcome to the “Best Year Ever!” as we strengthen our culture of inclusion and culturally responsive teaching. Please be assured that it is our task to support our students and families who receive special education services through an IEP or 504 accommodations. We support the Administration and staff in our combined commitment to create a learning environment in which all students are valued and supported as we navigate this educational journey together. Please feel free to contact me with any questions, comments, or concerns.

Yours Truly,
Mrs. Robin Best, Ed.S, Instructional Compliance Coordinator & Exceptional Education Department Chair

Staff List

<p><u>Front Office / Clinic</u> Mr. Smith - Principal Ms. Leecost - Assistant Principal</p>	<p><u>Coaches & Interventionist/ Support Staff</u> Ms. Harris- Reading Coach Ms. Jackson - Reading Interventionist</p>
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<p>Mr. Parker - Assistant Principal Ms. Rhodes - Admin Office Assistant / SISOP Ms. Henderson - Office Associate</p>	<p>Ms. Graham - Math Coach Ms. Williams -Math interventionist Care and Safety Associate - Joyce Jefferson</p>
<p><u>Exceptional Education</u> Mrs. Best - ICC Mrs. Walls - SCC Ms. Brown - Kindergarten Ms. Wellenstein - Grade 1 Ms. Crump - Grade 2 Ms. Cooper - Grade 3 Mrs. Staten - Grade 4 Mr. Richardson - Grade 5</p>	<p><u>Related Service</u> Ms. Weaver- School Counselor Ms. White- Social Worker Mrs. Leopp- Psychologist Ms. Brandon - Speech and Language Ms. Johnson- Speech and Language Mrs. Christian - TDT Mrs. Green- ITRT Ms. Bailey- Space Mrs. Johnson, Communities in Schools Mrs. Andrews- School Nurse</p>
<p><u>Encore</u> Ms. Meehan- Art Ms. Hill- Music Mr. Pearson - H & PE Ms. Wienerman- STEM TBA- Librarian Mr. Lyles - Orchestra Ms. Hagood - Band</p>	<p><u>Instructional Assistants</u> Mrs. Boarman Ms. Robinson Mrs. Carrington Mrs. Hewlett Mrs. Moore Mr. Peterson Ms. Ramirez Mr. Robertson Mrs. Tyler-Jones Ms. Walker</p>
<p><u>Custodians</u> Mr. Finney - Crew Chief Ms. Brown- Custodian I Mr. Morton- Custodian I</p>	<p><u>Nutrition Services</u> Ms. Callahan - Cafeteria Manager</p>
<p><u>Kindergarten</u> Mrs. Campbell Ms. Wharton Ms. Semeraro Mrs. Price Mrs.. Pennington Mrs. Ross Ms. Brown (SPED)</p>	<p><u>3rd Grade</u> Ms. Talley Ms. Mitchell Ms.. Taylor Mr. Foster Mr. Schwartz Ms. Cooper (SPED)</p>
<p><u>1st Grade</u> Mrs. Connors Mrs. Ackerly Ms. Turner Mrs. Woodson</p>	<p><u>4th Grade</u> Ms. Fountaine Ms. Holmes Ms. Simmons Mr. Cruel</p>

Ms. Mccombs Ms. Logan Mrs. Davis Ms. Wellenstein (SPED)	Mrs. Staten (SPED)
<u>2nd Grade</u> Mrs. Marzouk Mrs. Williams Mrs. Herring TBA Ms. Crump (SPED)	<u>5th Grade</u> Mrs. Reid-Meredith Mrs. Duncan-Hill Ms. Jordan Ms. Terry Mr. Richardson (SPED)

ATTENDANCE

Regular and prompt attendance is an extremely important component of your student's success. Virginia State Law and determines the regulations governing school attendance for all public schools. Henry L. Marsh, III Elementary begins the school day at 7:45 am. Students may enter the building as early as 7:30 am as there will be staff here to supervise your student before the school day begins. It is unsafe to drop students off prior to 7:30 am as the school CAN NOT be responsible for their supervision.

Absence Bands:

Chronic Absences (18 days)-Significant learning loss and possible retention can happen when students miss 18 or more days of school. Whether the time is excused or unexcused, absences result in learning loss. For elementary students, these missed opportunities could negatively impact their ability to read and establish necessary foundation skills.

Warning (10 to 17 days) - Students who are absent an average of 15 days a year, miss 1 years' worth of learning by their senior year.

Good Attendance (9 or fewer days)- Students with good attendance normally achieve high grades and enjoy school more.

School Board Attendance Policies

The School Board of the City of Richmond considers regular class attendance an essential element in the educational process to achieve optimum learning. Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance. Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law. Student attendance shall be monitored and reported as required by state law and regulations.

- Parents/guardians are encouraged to call the school on the day of their child's absence, but **MUST** send a written note requesting absences be considered excused upon returning to school. All written notes must be submitted to the school within five days of the last absence.
- Upon five days of unexcused absences, a reasonable effort shall be made by the school principal, principal's designee, attendance officer or other school personnel or volunteer to notify the parent by phone, email or other electronic means to obtain an explanation and to explain to the parent the consequences of continued nonattendance; School staff will record the student's absence for each day as "excused" or "unexcused."
- Upon additional absences without parental awareness or support, the school principal or principal's designee shall schedule a conference with the student, the student's parent and school personnel. Such conferences may include the attendance officer and other community service providers to resolve issues related to the student's nonattendance.
- Students shall not be absent from school (for excused or unexcused reasons, excluding suspensions) for eighteen (18) or more school days per year. Any student who exceeds this total (18 or more days of excused or unexcused absences), will be at risk for retention.

Here are some friendly reminders of our attendance expectations:

- Arrival
 - School doors open at 7:30 am. Students are not permitted to be in the building prior to this time. If a student arrives excessively early, a phone call will be made to the parent to remind them of the school's policy and our concern for your child's safety.
 - The front of the building is for bus and van drop-off only. Please do not park your vehicle directly in front of the school building.
 - Car drop off is located on the back side of the building/gym entrance. Students will enter through the ramp door. Cars should not drop students off at the front of the school.
 - When students arrive they are to get breakfast in the cafeteria and report directly to their classrooms.
- Dismissal
 - The instructional day ends at 2:45pm. Please make every effort to ensure your student is at school for the entire school day.
 - Identification (ex. Driver's License or Government issued ID) must be provided when a student is picked up. Also, the name of the individual picking up the student must be listed on the student's Emergency Form in order for the student to be released.
 - Students who are picked up by a parent or guardian will report to the gym.
 - Van riders are dismissed from the glass door area beside the gym and bus riders will remain in their classroom until their bus is called.
- Early Dismissal

- o If you intend to pick your child up early, please make every effort to communicate with your child's teacher in order to reduce instructional disruptions.
 - o Parents or guardians who are picking a child up early are required to report directly to the front office to show identification and sign out their child.
 - o Only the names appearing on the student's emergency form will be allowed access to the student. If for whatever reason your contacts change, it is your responsibility to alert the office immediately.
 - o The school asks that you keep early dismissals to a minimum. No students will be released after 2:15 p.m. for dismissal. The front office closes for dismissal at 2:15 pm to ensure that all students are in their correct dismissal area.
- Tardies
 - o Students are considered tardy at 8:00 am.
 - o The side door will close at 7:45 am and all late students must enter through the main doors and report to the office to sign in.
 - o If a student arrives after the tardy bell, they must be signed in by a parent in the main office to receive a tardy pass to class.
 - o Like absences, tardies will be documented in the online attendance management system. Late arrivals also cause other students' learning to be disrupted. In cases of habitual tardiness, parents will be invited to attend a meeting with the attendance committee virtually or over the phone.
 - Snow Days
 - o Snow days will be announced through multiple sources, including Remind, NBC12, WCVE radio, and the RPS website.

For Further Information:

<https://www.rvaschools.net/students-families/score>

TRANSPORTATION

Buses

According to RPS Transportation Policy, students can only ride their assigned buses. Therefore, the school is unable to grant permission for a student to ride an alternate bus. Notes or phone calls from parents cannot be accepted to change the student's bus destination.

Bus schedules are published in the Richmond Times-Dispatch and the Richmond Free Press. Bus and hub stops can be found at [rvaschools.net/operating-office/transportation/bus-stops](https://www.rvaschools.net/operating-office/transportation/bus-stops). If you have questions regarding transportation please contact them directly at (804) 674-1234. Additionally, a copy will be posted on the front door of the school building one week before school begins.

Students who fail to behave appropriately on the school bus will receive a referral and may be suspended from riding the bus. In the event a student is suspended from the bus, it remains the parent's responsibility to ensure the child gets to school on time daily.

Parent Pick-ups

Students will report to the gymnasium for dismissal. Parents will drive to the back of the building and show their parent pick-up number so that our staff may call the correct student to the car. Due to the number of students being transported by personal vehicles, as well as safety concerns, parents are required to wait in the car until their student is released. Please do not leave your vehicle as a member of the HMES team will bring your student to your car. Dismissal for all students will begin at 2:45 p.m.

Daycare Vans

Students, who ride daycare buses and/or vans, will be escorted to the back of the building to the Van Riding area near the gym. As your student's van approaches, a member of our staff will escort students to the van and/or daycare bus. Please communicate your child's daycare service, phone number, driver's name and days that your students will use the service as soon as you are made aware. Any changes to your students transportation should be communicated on or before 11:00 am the day of change.

Changes in Transportation

Due to concerns regarding student safety, HMES personnel cannot accept messages over the telephone requesting that the child's mode of transportation to go home be changed. Arrangements will need to be made in advance, with the normal mode of transportation only being altered under the following two conditions:

1. The child comes to school with a signed and dated note from the parent. The note would be given to the classroom teacher, who would then forward it to the office.
2. A written note, email or parent visit to the school requesting a **change in transportation should take place on or before 1:00 pm the day of the change.**

IF THE ABOVE ARRANGEMENTS HAVE NOT BEEN MADE THE CHILD WILL BE SENT HOME ACCORDING TO THEIR USUAL MODE OF TRANSPORTATION.

CAFETERIA

All RPS students will be offered an opportunity to select a breakfast AND a lunch meal daily – free of charge! Students do not need to submit an application or pay a fee to participate. Additionally, all students are eligible to participate in the fruit and veggie program.

Students must continue to use their school-issued personal identification number (PIN) in order to account for all the meals served. If your student is new to the PIN system, please work with them to memorize their number!

Lunch menus and allergy forms are available on the district's website at www.rvaschools.net.

Please be mindful that some of our students come to school with severe food allergies. Among the most serious allergies are nuts. **Please avoid sending nut butters (including peanut butter) or nut products to school.**

Breakfast and Lunch

Breakfast is served daily from 7:30 am to 9:00 am at Henry L. Marsh, III Elementary. Students will enter the cafeteria, select a breakfast option and report to class.

HMES offers every student a free lunch. Students are asked to bring their lunch tickets through the lunch line daily. Lunch times are as follows:

K- 10:15 to 10:45 am

1st – 10:45 to 11:15 am

2nd- 11:15 to 11:45 am

3rd – 11:45 to 12:15 pm

4th – 12:15 to 12:45 pm

5th – 12:45 to 1:15 pm

Lunch is an important social time for children. Every effort is made to ensure students have a safe and enjoyable experience. Expectations for student behavior is the same for that at any public restaurant. Students are expected to get their lunch tray and be seated at their assigned lunch table and seat. Students are not to share food of any type. We ask that they chew their food carefully, maintain a low conversational voice and avoid playing with food and drinks. Once lunchtime is over, students should gather all of their lunch trash and trays and wait for the cafeteria staff to bring the trash bin near the table so they can place their lunch trays in the trash bins. Students are asked to raise their hand and ask for a bathroom pass if they need to use the restroom during lunch time. Otherwise, students should remain seated during lunch until their teacher calls their class to line up. Please take a moment to review these lunch procedures with your student.

CLINIC

Our school nurse, Mrs. Andrews works hard to service the needs of all students. If your student has any medical needs or has a doctor's order to take medication during school hours, please contact Nurse Andrews at (804) 780-4401. All medications must be brought to school by a parent or guardian along with doctor's orders.

If your child has a chronic medical condition, such as asthma, seizures, ADD, ADHA or a severe allergy that requires the school to keep medication on-hand, you must submit a Medical Release Form to the office. Failure to do so may result in your child being unable to receive their medicine.

Students are not permitted to carry medication in their book bags. Teachers are required to refer students who carry unauthorized or undocumented medication to the office.

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:

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

- has a fever of 100.0 or more, and should remain at home for 24 hours after the temperature returns to normal
- has vomited or has had diarrhea and should remain at home for 24 hours after it has stopped
- has a persistent cough
- has any rash
- has open or draining skin sores
- has inflamed or draining eyes or ears
- has been exposed to or tested positive for Covid-19 (If this is the case please call the office immediately so that contact tracing can be completed and the appropriate personnel can be notified.)

Emergency Form

It is very important that emergency forms be filled out completely and updated as needed by the parent or guardian. An "Emergency Form" for each student, completed by parents, will be on file in the Main Office. It needs to be filled out at the beginning of each school year and returned to school within the first week of school. This form must be kept up to date. It should include the following information:

1. Parent(s) or guardian(s) name(s)

2. Complete and up-to-date address and phone numbers
3. Home phone and parent(s) work phone, cell numbers, pagers
4. Emergency phone numbers of friends or relatives cell numbers
5. Physician's name and phone
6. Medical alert information

Please inform the office of any changes that occur during the year relative to the information on the emergency form.

AFTER SCHOOL OPPORTUNITIES:

Parks and Recreation

The Department of Parks and Recreation provides an after school daycare option for parents and students. The program is housed at Henry L. Marsh, III from 2:45 pm to 6:00 pm Monday through Friday excluding a few holidays. Afternoon snacks, homework time, structured activities and recess are provided. The cost is \$60 per semester and parents are responsible for transporting students each afternoon. For more information visit the Department of Parks, Recreation and Community Facilities at www.rva.gov/parks-recreation.

For your convenience, Parks and Recreations will hold two in person registration at HMES on August 21, 2023 and August 25, 2023 from 3:00 pm to 5:30 pm. This afterschool program has limited space; therefore, we encourage you to register early.

Extended Day

Henry Marsh Elementary provides after school tutoring for students in need of additional reading, writing and math instruction. The extended day tutoring program begins in the fall and ends the first week of May. Students attend Monday through Wednesday from 2:45 pm to 5:00 pm. Selected students will receive permission slips early in September. Transportation, snacks, and small group instructional time will be provided.

The Lit Limo

The Literature Limo is available to all HMES students Tuesdays from 4:00 pm to 4:45 pm. Students in our after-school programs enjoy looking through the Lit Limo selection and checking out books. The Lit Limo is parked near the front doors of the school each Tuesday afternoon. We are grateful for the experience that the RPS Department of Library Media offers students. Encourage your students to stop by and check it out!

Art Club:

Our wonderful art teacher, Caroline Meehan sponsors the Art Club. This club meeting is held once a month on Tuesdays. If your student has an interest in taking part in art projects and more, please see Ms. Meehan for a permission slip.

COMMUNICATION METHODS

Remind App: Consistent and informative communication between home and school is essential. Our school heavily relies on Remind, a communication application. In order to effectively communicate school wide messages, we need your most current cell phone number and email. If you are not receiving Remind messages, please contact the front office and inform a member of the front office staff. Remind communications are shared weekly and include pertinent information about school closing, transportation, school programs, parent conferences, community events, testing, report cards, attendance and more. We

want you to be informed about special events, resources and information about Henry Marsh Elementary and/or your student.

HMES Website: The school website is another important communication tool. The website provides a running calendar of events and important information for parents. We also invite you to follow Henry Marsh Elementary on social media using Twitter, Instagram or Facebook.

School to Home Communication Folders: Every Marsh Monarch will receive a school to home communication folder to bring home and return to school weekly. These folders will include information specific to your student including permission slips, student/parent contact information forms, informational flyers, graded papers, report cards, etc.

RPS Direct and the Richmond City Public Schools website, www.rvaschools.net: The RPS website and weekly RPS Direct are wonderful sources of information. The school district's website is home to important information about enrollment, transportation, school hours, school calendars, lunch and breakfast menus, the SCORE book (Student Code of Responsible Ethics and more. The RPS Direct is a weekly newsletter from our RPS Superintendent, Jason Kamras highlighting accomplishments, achievements, special events and important parent resources. We invite you to share your email and browse the rvaschools.net website to learn about all the wonderful things going on in our district.

School Board Meetings: RPS school board meetings are held on the first and third Monday of each month beginning at 6:00 p.m. If the Monday of the School Board meeting is a holiday, the meeting will be held on Tuesday.

Speak Up for Safety: Share your concerns about your classmates or school safety at speakup@rvaschools.net or by calling or texting (804) 655-5585. We want to do everything we can to keep our students safe.

School Phone: If at any time you have a concern regarding your child's education or school procedures, PLEASE BEGIN WITH YOUR CHILD'S TEACHER. If after talking to the teacher you still feel concerned, please call an administrator at (804)780-4401. Teachers may not be available to the phone during the instructional part of the day. However, teachers will make every effort to return calls during available planning times or after school. Please allow 24 hours to receive a call back.
Email: We encourage you to take advantage of email whenever matters concern your individual students. Teachers will share their email address at the start of each school year.

SCHOOL COUNSELING OFFICE

Mrs. Kimberly Weaver is our school counselor. She provides a variety of services, including, but not limited to:

- Classroom guidance lessons
- Individual student planning
- Response services (individual and small group counseling)

If you or your student is in need of counseling or assistance, please contact Mrs. Weaver our school counselor at (804) 780-4401.

PHOTO RELEASE

We will send home a Photo Release Form at the beginning of the school year. If you do not grant permission for your child's photography to be used in classroom newsletters, bulletin boards, the PTA Facebook page, and on our website, please indicate "NO" on the form, sign and return to your child's teacher. Students are never identified by name in print or social media that is viewed outside of the school building.

REGISTRATION

New RPS students and all kindergarteners (including those who attended an RPS preschool) should begin the enrollment process by visiting our online enrollment portal, [Enroll RPS \(www.attendrvaschools.com\)](http://www.attendrvaschools.com). Parents must provide several documents* during enrollment, including-

- proof of residency in the school zone (two proofs are required)
- the child's original birth certificate or a certified copy (a scanned copy or photograph can be uploaded but the physical document must be presented before the student is enrolled),
- health information including a physical, and immunization records

*Required Documents may vary based on the child's grade.

Students already attending an RPS school who moved within Richmond during the school year and now reside in a new RPS school zone should complete a transfer form in [Enroll RPS \(www.attendrvaschools.com\)](http://www.attendrvaschools.com).

All required enrollment steps, including completing the online form and providing documentation, must be completed before a child starts school.

STUDENT RECORDS

The school office keeps and maintains a cumulative record for each student. These records are available for inspection by the parent/guardian upon written request. An Authorization for Obtaining/Releasing Information form must be on file. Please assist us by keeping relevant information as up-to-date as possible!

- Notify the school office if your address or phone number changes; this is a critically important safety issue for your child.

TECHNOLOGY

Each student will have the opportunity to work with a Chromebook to participate in instructional activities. While using the Chromebook students will be held to the standards notated in the S.C.O.R.E handbook provided by the district. All communications done on the Chromebook will be monitored by Gaggle for content that could be deemed inappropriate or dangerous.

TESTING

Students are tested throughout the year to assess their progress AND to tailor instruction to meet their individual needs. Assessments include, but are not limited to:

- Virginia Growth Assessments (VGA)
- Standards of Learning Assessment (SOL)
- Phonological Awareness Literacy Screening (PALS)
- Cumulative assessments
- Bi-weekly assessments

In order for students to do their best, a quiet testing environment is strongly enforced, as well as student testing accommodations according to IEP's and 504 plans, if applicable.

VISITORS

We encourage you to come by and see your student in academic action! Volunteer in the classroom, join the PTA, or just enjoy your child's company at lunchtime!

- **Check-In Procedure:** All visitors are required to sign in at the office before entering the school. All first time visitors will be asked to present a valid state-issued ID, which will be scanned into the Raptor Visitor Management System. Raptor will only scan the visitor's name, date of birth, and photo. No other information is gathered. Once entry is approved, you will receive a yellow visitor's badge. This badge must be visible on the upper body. Any persons seen in the building without the badge displayed will be asked to return to the office. A visitor's badge will not be necessary for those who visit to drop off an item in the office or pick up paperwork. In the event that a person does not have identification, he/she can still be given access to the building, but must be escorted by a school/staff member. This is to ensure the safety of all students and staff.

- **Scheduling Teacher Conferences:** If you need to speak with your child's teacher for any reason, please schedule a conference. Conferences may be held in person or virtually through Google Meet. Conferences may only be held before school, after school, and during a teacher's planning time. Conferences cannot be held during morning opening, instructional time and dismissal time. To schedule a conference, please see someone in the office. The office staff will notify the teacher of your request and the teacher will contact you. Be advised that unscheduled appointments will not be honored.

WITHDRAWAL/TRANSFER FROM SCHOOL

We ask that parents/guardians notify the office at least two days in advance if a student is moving out of the District or transferring to another school within the District.

COMMUNITY OF CARING

Community of Caring is a character education program that aims to strengthen students' decision-making skills. The program teaches students five core values: Caring, Respect, Responsibility, Trust, and Family.

COMMUNITIES IN SCHOOLS

Community in Schools (CIS) of Richmond helps kids achieve in school by identifying any unmet needs with children and their families. The CIS Site Coordinator is a resource and advocate for all students and families. CIS identifies and mobilizes community resources that range from mentoring, attendance, basic needs, tutoring, therapeutic day treatment services, and enrichment activities.

LIBRARY

The mission of the library media center is to ensure that staff and students are effective users of information and to foster lifelong reading. Our library includes multiple computers, a SMARTboard, Kindles, a leveled reader library, and a teacher resource library. There are areas for students to read, work, and enjoy stories. The library is an inviting space where all are welcome and all are welcome to learn.

TITLE I

HMES is a Title I school. Title I is a federally funded program, which provides additional services and resources to assist disadvantaged students. Our school has a Reading and Math coach to ensure high-quality instruction and support student learning.

VOLUNTEERS

Volunteers must comply with the process set forth by Richmond Public School and are subject to a criminal background check. All Volunteers must sign in using Raptor, which is located in the main office. Classroom volunteers should coordinate a time and date with the teachers they wish to support. If you are looking to become a regular volunteer, please contact the main office for further information.

- Tutor or Mentor: Work 1-on-1 with a student who needs your help!
- Adopt-a-Class: Serve as a “room parent,” providing supplies, treats for special events, and field trip assistance!
- Classroom Assistant: Provide day-to-day logistical support to a teacher!

YEARBOOKS

Yearbooks will be available for purchase at the end of the school year. Be sure to attend picture day and HMES activities throughout the year.

School-Wide Academic Expectations

We encourage you to review your students weekly folders, progress reports, homework and agenda books (3rd- 5th) nightly. Please communicate your concerns to teachers as soon as possible. Emails are the best way to track your communication and teacher responses.

Grading Scale:

The Elementary grading scales vary according to grade level. Students in **grades K-2** are evaluated by the following: Exemplary (**E**), Satisfactory (**S**), Needs Improvement (**N**) and Unsatisfactory Progress (**U**).

Students in **grades 3- 5** are evaluated using the RPS 10 point grading scale.

GPA	Number Grade/Average	Letter Grade
4.0	90-100	A
3.0	80-89	B
2.0	70-79	C
1.0	60-69	D
0	59 and below	F

Honor Roll

Students can attain honor roll status at the end of each 9 week marking period, semester and year by earning a grade point average of 3.0. Possible grade combinations include BBBB, BBBA, BBBCA, CCAA.

Scholar Roll

Students may attain scholar roll status at the end of each 9 week marking period, semester and year by earning a grade point average of 3.5 or above and no grade below B. Possible combinations include AAAA, AAAB, AABB.

Homework

Homework is assigned nightly and should be returned by the due date. It is expected that your child will complete his or her homework independently and in its entirety. Please review your child's homework after it has been completed each night, and assist as needed. In addition to the students' written homework, students are expected to read for 20 minutes each night.

Parent Partnership

As a parent, you are a vital part of your child's academic success! You can help by encouraging your child to go to sleep early each night, eat a healthy breakfast each morning, and ensure that he or she is prepared with necessary supplies before leaving for school each morning. Please check your child's homework nightly and review information that is sent home in the communication folder daily.

Projects

Teachers may assign subject-based projects throughout the school year. These often require extra materials and research that should be completed by your child. We encourage you to visit your local library for resources and computer access to aid in completing your child's project!

Supplies

Grade level supply list may be found in the main office. Students are expected to come prepared with the necessary school supplies. If assistance is needed getting your student's supplies, please inform an administrator or teacher. Supply needs vary between each grade level, so please review your child's grade level supply list before purchasing supplies.

School Wide Core Values

- Be Responsible
- Be Respectful
- Be Safe
- Be Kind

Student Code of Responsible Ethics (SCORE)

SCORE includes the rules and penalties for specific student behaviors.

The parent/guardian should sign and return the Parental Responsibility and Involvement form during the first week of school.

"No Tolerance"

HMES has a “no tolerance” policy for fighting, stealing, bullying, using drugs, or carrying a weapon. Any student committing any of these behaviors will receive immediate consequences, which may include suspension or expulsion.g

Bullying

Bullying is defined in the RPS SCORE as:

- Repeated and direct behaviors, such as teasing, taunting, threatening, hitting and stealing, which are initiated by one or more students against a victim or victims.
- Repeated and indirect behaviors, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Such prohibited conduct includes (in addition to those bullying behaviors described above), but is not limited to, any verbal, written, electronic, physical or mental teasing, or threat of bodily injury or use of force directed toward another person for any reason.
- Bullying will not be tolerated at Marsh

Marsh Money

Monarch Bucks are paper reward dollars given to students who exemplify Marsh’s core values. Students collect Monarch Bucks throughout the month and use them to purchase student appropriate toys, treats and gifts from the Monarch store.

Monarch Bucks are used to reward positive behaviors and to acknowledge students who are making good choices. A Monarch buck is paired with a name and a specific behavior. Students have earned bucks for good attendance, consistently submitting completed homework, being helpful and kind to others, improving academic progress and many other positive displays.

Students are not just rewarded for positive behavior, they also learn many other life lessons from the process.

For example:

- Students learn to count money, find the sum and keep a record of their deposits and deductions.
- Students learn the importance of goal setting and saving for bigger items (like footballs and basketballs)
- Students learn that it benefits them to make good choices and be a leader.
- Students see the benefit of have specific math skills

There are posters throughout the building with expectations of what it looks like to be responsible, respectful, safe and kind in different areas in the building.

2023-2024 MARSH MONARCH SCHOOL-WIDE MATRIX

	Classrooms	School Bus	Cafeteria	Restrooms	Stairways/ Hallways	Playgrounds
Voice Level 0 = No Talking 1= Whisper 2= Inside Voice 3=Outside Voice	(0-2)	(1)	(1)	(0)	(0)	(3)
Be Respectful	- stay engaged -Ask for help -Keep the classroom clean	-Remain in your assigned seat -Keep belongings in a backpack	-Remember your lunch code -Chew, swallow, chat -Raise your hand for help	-Wash hands with soap and water -Close the stall door	-respect personal space -follow directions	-wait your turn -follow directions -play by the rules -Use kind words
Be Responsible	-Be prepared to learn -Try your best	-Follow directions -Keep the bus clean -Avoid eating and drinking	-Keep your food on your tray -Dump trash as a class	-Keep the bathroom clean -Report any problems to an adult	-keep hands and feet to yourself	-Use equipment properly -Return equipment after use
Be Kind	-Track the speaker -Keep hands and feet to yourself -Use kind words	-Keep hands and feet to yourself -Use kind words	-Be patient, be polite -Eat your own food	- Give others privacy -Wait your turn -Keep hands and feet to yourself	-set a good example -Hold the door for others	-Keep hands, feet, and other objects to yourself -Play fair and include others
Be Safe	-use materials appropriately -keeps hands, feet, and objects to yourself	-Refrain from standing while bus is moving -follow bus safety rules	-Stay in assigned seat -Enter & exit quietly	-Keep water in the sink -Wash hands	- walk face forward -keep to the right -keep hands and feet to yourself	-walk to and from the building -line up when asked

Henry Marsh Elementary School Cell Phone Policy

Purpose:

The purpose of this cell phone policy is to ensure a productive and focused learning environment for all students at [School Name]. By establishing guidelines for the use of cell phones during school hours, we aim to minimize distractions, maintain safety, and encourage positive interactions among students.

Policy:

Cell phones are to be left in student book bags during school hours, which are from 7:30 am to 3:00 pm. Students are not permitted to have their cell phones in their possession during this time. If a cell phone is seen or used during school hours, it will be confiscated.

Procedures:

-Cell Phone Storage: At the start of the school day, all students are required to turn off their cell phones and securely place them in their book bags or designated storage areas provided by the school.

Confiscation: If a student is found with a cell phone in their possession between 7:30 am and 3:00 pm, the following steps will be taken:

- The teacher or staff member will confiscate the cell phone.
- The confiscated cell phone will be labeled with the student's name, class, and date of confiscation.
- The cell phone will be securely stored in the school's main office until the end of the school day.

Parent/Guardian Notification: The parent or guardian of the student whose cell phone has been confiscated will be notified either by phone. The notification will include details about the confiscation, the reason for the confiscation, and instructions for retrieving the cell phone.

Cell Phone Retrieval:

Parents or guardians can retrieve the confiscated cell phone from the school's main office.

Retrieval is possible only after school hours, between 3:00 pm and 4:00 pm, and a responsible adult must provide identification.

Exceptions:

Exceptions to the cell phone policy may be granted in special circumstances, such as medical emergencies or instances approved by the school administration. Students requiring special accommodations or communication for medical reasons must provide appropriate documentation to the school administration.

FREQUENTLY ASKED QUESTIONS

1. What time does school begin?

Doors open at 7:30 for breakfast and instruction begins promptly at 7:45 a.m.

2. What time does school end?

2:45 p.m.

3. Is it okay to leave school early?

No. Leaving school early impacts your child's education. Instruction is missed and work must be made up.

4. What are HMES office hours?

7:30 a.m.- 3:30 p.m., Monday-Friday

5. Does HMES provide before and after-school care?

Yes, the Department of Parks and Recreation provides aftercare for \$60 a semester on a first come, first serve basis. Parks and Recreation will hold registration Monday, August 21 and Friday, August 25, 2023 from 3pm to 6pm. For early registration and more information, visit www.rva.gov/parks-recreation.

6. How do I schedule an appointment to see the Principal, Assistant Principal or School Counselor?

You may either call the front office, leave a message, send a note, or email an administrator or counselor directly for an appointment.