

WILLIAM FOX ELEMENTARY SCHOOL HANDBOOK

SCHOOL YEAR 2024 - 2025

FROM THE PRINCIPAL'S DESK

August 2024

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 ensure that we create 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](#)

THANK YOU SO MUCH FOR YOUR SUPPORT OF THESE POLICIES!

From the Principal's Desk	2
How to Use This Handbook	3
Attendance.....	5
Hours	5
General Schedule	5
Drop-off and Pick-up	6
Parking Lots.....	6
Arrival Procedures.....	6
Dismissal Procedures	7
Arriving Late	8
Leaving Early.....	8
Absences.....	9
Communication.....	10
Change of Address or Phone Number.....	10
With teachers.....	10
Websites	10
Parent Teacher Association (PTA).....	11
Visiting the School	11
The Raptor System	12
Volunteering.....	12
How to Send Money to School.....	12
OSP (Online School Payment System)	12
Other	13 A
Day in The Life.....	14
Lunch and Breakfast.....	14
Homework Policy.....	14
Grading System	14

Textbooks.....	14
Playground.....	15
Use of the Playground After School	15
Playground Rules	15
Dress Code.....	15
Student Health and Wellness.....	17
School Clinic Procedures	17
When to Stay Home.....	17
Communicable Diseases	17
Medications	17
Epi-pens	18
Head Lice.....	18
Birthday Treats	18
Open Enrollment Students.....	19
Classroom Assignments.....	19
Discipline.....	20
A Final Note From.....	21
Appendix	22
Contact Information.....	22
Office Staff.....	22
Itinerant Teachers.....	22
Itinerant Child Find Team Members	22
Additional Staff	22
Custodial Staff.....	23
Cafeteria Staff.....	23
Classroom Teachers	23
Frequently Asked Questions.....	25
Strategic Plan.....	26
ACKNOWLEDGEMENT	28

ATTENDANCE

HOURS



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

Please note: Students may not arrive at school until 7:30 am. 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 4:00 PM.

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 report 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)

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.

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.

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., the student will be picked up instead of riding the bus today, or the 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 the 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 office and receive a tardy pass.

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.

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.

CONSEQUENCES for excessive Tardies or Early Dismissals

- If your child has 5 *unexcused tardies* or 5 unexcused absences, Caregivers will be required to meet with the School Attendance Support Team 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, early dismissals, or absences he/she will have to return to their 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: swilli15@rvaschools.net (office associate) and your child's teacher/or 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 5 *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 (tardies/early dismissals and/or absences) becomes an issue, he/she will have to return to their zoned school.

Our School Board considers *more than 15 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 7:20 am to 3:20 pm. Teachers will make every effort to return calls and/or meet with you in a timely manner. Please be conscious of the teacher's responsibilities during the busy school day (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 and tag William Fox Elem. AND Richmond Public Schools so that you will instantaneously get RPS AND School messages. This is how you will be notified of school happenings, weather cancellations, etc. A weekly school newsletter is sent home every Sunday evening giving school happenings, events, and info for the upcoming week.

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>SCHOOL</p> <p>https://wfes.rvaschools.net</p> <p>or</p> <p>www.rvaschools.net</p> <p>(Our Schools → Elementary → William Fox Elementary)</p>	<p>PTA</p> <p>foxpta2300.memberhub.com</p> <p>and</p> <p>Join the Facebook Group: William Fox Elementary PTA</p>
--	--

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 William [FoxElementary 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.

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)

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, Mrs. Crutchfield, 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.

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

HOW TO SEND MONEY TO SCHOOL

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.

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

CLEAR BACKPACK POLICY

As a part of Richmond Public Schools (RPS) ongoing efforts to enhance safety for students and staff members, clear backpack requirements will be in effect for ALL STUDENTS for the 2024-25 School Year.

A clear backpack is:

- Completely Clear on all sides except the bottom
- Backpack-sized or similar
- Still Subject to inspection by the Care and Safety Team
-

Students MAY still carry the following items (which are all subject to inspection)

- Lunch bags/Boxes no larger than approximately 6" x 9" x 5"
- Students may carry a pouch no larger than 5.5" x 8.5" to hold personal items.
- Students are limited to 2 non-transparent bags(that meet the size requirements) inside/outside of the clear bookbag.
- School-approved instrument-specific carrying cases for band/orchestra instruments.
- School-approved cases for medical equipment

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

KINDERGARTEN - 2nd Gr. E = Excellent S = Satisfactory N = Needs Improvement U = Unsatisfactory	GRADES 3-5* A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = 0-59%	SCHOLAR ROLL: AAAA, AAAB, AABB HONOR ROLL: B average and no grade below a C (AAAC, AABC, ABBB, AACC, ABBC, BBBB)
--	--	---

**Kindergarten does not receive "grades" for ELA, Math, Science, and Social Studies for the first Marking Period. We are focused on getting our youngest students acclimated to school! Kindergarten students will receive progress numbers on SOL Objectives, and grades for citizenship, Work Study habits, and conduct for all Marking Periods.*

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.

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

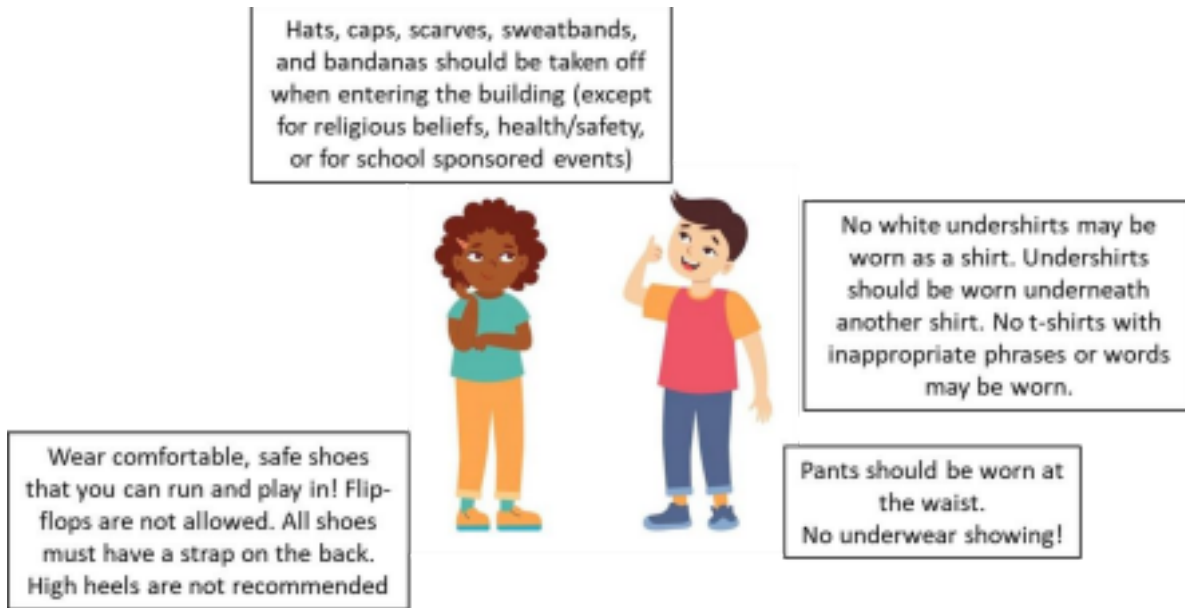
SHOW RESPECT FOR PEOPLE, PROPERTY AND THE ENVIRONMENT!

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

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:



1
5

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.

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.

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

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

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, and wash sheets, combs, brushes, and clothing in hot water. All items that 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 that 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! Parents must 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 "Free Play" **with friends** at Recess Time
- seat change
- daily behavior checklist
- community service
- after-school detention
- Pupil Personnel Intervention
- out of school suspension
- "Reverse Suspension" (caregiver is required to come to school with student)
- 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- 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, scrutchf@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/ADMINISTRATIVE STAFF

Daniela Jacobs	djacobs2@vaschools.net	Principal
Stephannie Crutchfield	scrutchf@vaschools.net	Assistant Principal
Amber Wigfall-London	alondon2@vaschools.net	Counselor
Sharon Gilbert	sgilbert@vaschools.net	School Secretary
Stephen Williams	swilli15@vaschools.net	Attendance Worker
Traci Hall	thall2@vaschools.net	Nurse
Cindy Wood	cwood5@vaschools.net	Instructional Compliance Coordinator
Angela Brandt	abrandt@vaschools.net	Literacy Coach

ITINERANT TEACHERS

Joselyn Verdi	jverdi@vaschools.net	ETI (Educational Technology Integrator)
Jim Thomas	jthomas@vaschools.net	Orchestra Teacher
Kendra Whindleton	kwhindl2@vaschools.net	Band Teacher
Kanae Foreman	knagata@vaschools.net	Harp Teacher
Shawn Slakk	sslakk@vaschools.net	ESL Teacher
Carmen Brown	cbrown18@vaschools.net	Math Coach

ITINERANT CHILD FIND TEAM MEMBERS

Dominique Van Horn	dvanhorn@vaschools.net	School Social Worker
Kendra Vendetti	kvendett@vaschools.net	School Psychologist
Ashley Akrie	aakrie@vaschools.net	Speech/Language Pathologist
Justine Zinskie	jzinskie@vaschools.net	Occupational Therapist
Jessica Ward	jward@vaschools.net	Physical Therapist

ADDITIONAL STAFF

Sakina Wood	sjohnson5@rvaschools.net	PALs Tutor	116QA
Marty McMullin	mmcmulli@rvaschools.net	PALs Tutor	118QA
Christa Coleman	ccolema3@rvaschools.net	PALs Tutor	118QA
Marla Mickens	mmickens@rvaschools.net	PALs Tutor	115QA
	@rvaschools.net	PALs Tutor	117QA
	@rvaschools.net	CIS Site Coordinator	109QA
Victoria Woods	vwoods@rvaschools.net	Annual Sub	
Kevin Franks	kfranks@rvaschools.net	Annual Sub	

CUSTODIAL STAFF

Shawn Moor	smoorer@rvaschools.net	Custodial Crew Chief
Jovan Henderson		

CAFETERIA STAFF

Gerena Smith	Cafeteria Manager
Shaneka Charles	Cafeteria Worker
	Cafeteria Worker
Valerie Evans	Lunch Monitor
Ranisha Robinson	Lunch Monitor
	Lunch Monitor

CLASSROOM TEACHERS

KINDERGARTEN

Melanie Metz	mmetz@vaschools.net	108
Scarlet Taylor	sfoley@vaschools.net	103
Melissa Smith	mmegaro@vaschools.net	107
Jiovanni Williams	jwilli12@vaschools.net	104

1ST GRADE

Jennifer Eason	jeason@vaschools.net	106
Ashley Van Buren	awolfe@vaschools.net	105
Bridget Fulks	bfulks@vaschools.net	102

2ND GRADE

Katherine Shearer	kshearer@vaschools.net	115
Augustus Caldwell	acaldwel@vaschools.net	110
Elizabeth McClellan	emcclell@vaschools.net	109
Jamie Simon	jpatters2@vaschools.net	116

3RD GRADE

Cynthia Dejnozka	cdejnozk@vaschools.net	118
Brooke Hunter	bhunter@vaschools.net	119
Emily Turner	eturner@vaschools.net	120
Jamiee Cates	jfreema2@vaschools.net	117

4TH GRADE

Tonisha Brooks	tbrooks@vaschools.net	T-1
Lindsay Teal	lwilcox@vaschools.net	T-2
Denise Yancey	dyancey@vaschools.net	T-3

5TH GRADE

David Dejnozka	ddejnozk@vaschools.net	112
Anne Dunn	adunn2@vaschools.net	113
Tracee Candia	tcream@vaschools.net	111

EXCEPTIONAL EDUCATION

Samuel Best	sbest@rvaschools.net	114
Dawn Faircloth	dfairclo@rvaschools.net	113QA
Stephanie Kilby	skilby@rvaschools.net	119QA
Andrea Clyne	aclyne@rvaschools.net	110QA
	@rvaschools.net	101

INSTRUCTIONAL ASSISTANTS

Akousa Jordan (K)	ajordan5@rvaschools.net
Kathryn Hines (SPED)	khines2@rvaschools.net
Makayla Brooks (SPED)	@rvaschools.net
Jemai Robinson-Yancey (SPED)	jrobins8@rvaschools.net
Taylor Jones (SPED)	@rvaschools.net

ENCORE+

Julie Crowder	jcrowder@rvaschools.net	Art	T-4
Rob Winslow	rwinslow@rvaschools.net	Music	
Mark Bingaman	mbingama@rvaschools.net	PE	Gym
Melissa Oliver	moliver@rvaschools.net	Media Specialist	Library
Elisa Schauer	mschauer@rvaschools.net	Spanish (FLES)	133
Patricia Woodberry	pwoodber@rvaschools.net	SPACE 4-5	130
Brooke Cosans	block@rvaschools.net	SPACE K-3	130
Keri Treadway	kfransse@rvaschools.net	Reading Interventionist	131
Liane Bain	lbain@rvaschools.net	Math Interventionist	120QA

FREQUENTLY ASKED QUESTIONS

QUESTIONS	SECTION	PAGE
My child is sick and can't come to school. Should I let someone at school know?	Absences	8
My child has a dental appointment and will have to leave school early. What do I do?	Leaving Early	7
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?	Arrival Procedures	5
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?	Parking Lots	5
What are the school hours? How early may my child arrive at the school?	Hours	4
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?	General Schedule Arriving Late	5 7
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?	Dismissal Procedures	6
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?	Playground	14
What do I do if I want to talk to my child's teacher?	Communication Contact Information	9 22
Can I request a specific teacher for my child?	Classroom Assignments	19
How do I pay for lunch, field trips, or other school expenses?	Lunch and Breakfast How to Send Money to School	13 11

What is the grading scale?	Grading System	14
Does Fox School have a Student Dress Code?	Dress Code	15
I want to volunteer. What do I do?	Volunteering	11
May I walk my child to the class? May I go into the classroom with him or her?	Arrival Procedures Visiting the School	5 10
Does Fox School have a website? How do I get to it?	Websites	9
What do I do if I want to meet with the Principal or Assistant Principal?	A Final Note From	21
What do I do to make sure that my out-of-zone child can attend Fox next year?	Open Enrollment Students	19
What happens if my child becomes ill at school or needs to take medication at school?	School Clinic Procedures	16

RPS 2024-25 School Year Calendar

- July 4** Independence Day (RPS Closed)
- July 22** First Day of School for RPS200 Schools (RPS200 staff return July 15)
- August 5-9** New Teacher Academy
- August 12-16** Professional Learning & Teacher Planning Days
- August 19** First Day of School
- August 30** Labor Day Weekend Holiday (RPS Closed)
- September 2** Labor Day (RPS Closed)
- October 3** Rosh Hashanah (RPS Closed)
- October 14** Division-wide Professional Learning Day (Student Holiday)
- October 23** End of Quarter
- November 1** Diwali (RPS Closed)
- November 4** Wellness Day (RPS Closed)
- November 5** Election Day (Schools Closed for Caregiver/Teacher Conferences)
- November 27-29** Thanksgiving Break (RPS Closed)
- December 23-31** Winter Break (Schools Closed, see * for 12-month staff holidays)
- January 1-3** Winter Break (Schools Closed, see * for 12-month staff holidays)
- January 15** End of Quarter/Semester
- January 20** Martin Luther King, Jr. Day (RPS Closed)
- February 17** Wellness Day (RPS Closed)
- February 18** Division-wide Professional Learning Day (Student Holiday)
- March 21** End of Quarter
- March 31** Eid al-Fitr (RPS Closed)
- April 1-4** Spring Break (Schools Closed)
- April 21** Easter Monday (Schools Closed for Caregiver/Teacher Conferences)
- May 26** Memorial Day (RPS Closed)
- May 30** Last Day of School
- June 2** Teacher Clerical Day
- June 19** Juneteenth (RPS Closed)

COLOR LEGEND

REGULAR SCHOOL DAYS
QUARTER & SEMESTER BEGINNING AND END DATES
HOLIDAYS AND BREAKS
*12-MONTH EMPLOYEES OFF FOR HOLIDAYS & BREAKS
SUMMER FRIDAYS SCHEDULE FOR DESIGNATED STAFF
PROFESSIONAL LEARNING DAYS (SCHOOLS CLOSED FOR STUDENTS)
CAREGIVER/TEACHER CONFERENCES (SCHOOLS CLOSED FOR STUDENTS)
TEACHER PLANNING DAYS (SCHOOLS CLOSED FOR STUDENTS)

View meetings and other important updates on rvaschools.net.

July 2024							August 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4*	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30*	31

September 2024							October 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2*	3	4	5	6	7			1	2	3*	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

November 2024							December 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1*	2	1	2	3	4	5	6	7
3	4*	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23*	24*	25*	26*	27*	28
24	25	26	27*	28*	29*	30	29	30	31				

January 2025							February 2025							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1*	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	
19	20*	21	22	23	24	25	16	17*	18	19	20	21	22	
26	27	28	29	30	31		23	24	25	26	27	28		

March 2025							April 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31*												

May 2025							June 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19*	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26*	27	28	29	30	31	29	30					

ACKNOWLEDGEMENT

Please print/separate and return to your child's teacher by **August 27th, 2024**.

I, _____, parent/legal guardian of _____,

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

Parent Signature: _____

Student Name: _____ Room # _____

Date: _____