

Richmond Elementary

Student-Family Handbook
2023-2024



**We are Respectful, Responsible &
Ready To Learn!**

4620 Spring Hill Ave., South Charleston, WV 25309
304-766-0357; 304-766-0358 (fax)

The Richmond Family

Principal - Jennifer Cochran

Secretary - Pam Bosley

Counselor - Latrica Kestner-Kingery

PreK Teacher- Kim Lemons

PreK Classroom Asst. - Bridget Pauley-Watts

PreK Parent Assistant- Molly Sibold

PreK Teacher - Ashley Switzer

PreK Classroom Asst. - Jessica Stone

PreK Parent Assistant- Briana Sullivan

Kindergarten - Tia Talbert

Kindergarten - Rebekah Tucker

Kindergarten Classroom Asst.- Jan Christmas

1st Grade- Teresa Young

1st Grade - Kathryn Bossart

1st Grade Assistant- Kim Adigwe

2nd Grade - Sara Krason

2nd Grade- Samantha Snodgrass

3rd Grade- Brittany Barker

3rd Grade- Carrie Lynch-Kelley

4th Grade - Breanna Kayuha

4th/5th Grade- Josh Lovejoy

5th Grade - Brittany Smiley

Art - Michelle Holstein

PE - Beth Sankoff

Librarian - Brandy Carroll

Music - Dana Musial

Title I Reading - Kathy Link

Title I Reading - Rebecca Wilson

Title I Math - Tammy Morganroth

Title I Math/Reading - Wendy Tomlin

Resource- Katie Thomas

2nd Grade Assistant- Alison Ross

Speech Therapist - 

Nurse - Lynn Withrow

Head Cook - Abby Redmon

Cook - Ellen Fink

Cook - Victoria Hamlin

Head Custodian - H. Norman Dotson

Evening Custodian 

Social Worker- Tawonna Austin

Dental Hygienist- Samantha Jones

August

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Popsicle Playdate for new PreK, K students 4:00- 4:45 PM	17 OPEN HOUSES today, see below for details	18 <i>Let the Journey Begin!</i> FIRST Day for K-5 students!	19 South Charleston Summer Fest!
20	21 <i>Let the Journey Begin!</i> FIRST Day for PreK students!	22	23	24	25	26
27	28	29	30	31		

August 17th Open Houses:

PreK @ 9:00 AM;
 Kindergarten @ 1:30 PM;
 1st-5th Grade 3:00-3:25 (Last names A-L); 3:35-4:00 (Last names M-Z)

Welcome!

Welcome to the 2023-24 school year at Richmond Elementary. We have a qualified, positive and caring staff ready to go on an educational journey with your student(s)! We are committed to providing a positive school experience for your child(ren), as we will work to meet their individual academic needs. As always, it will be important for you to get connected on Schoology so that you can keep up on the happenings of our school! You, as a parent/guardian are such an important part of this educational journey! We look forward to working with you!



Mission Statement

Reaching Each Student- to promote a safe, nurturing, successful academic community for diverse learners with qualified staff.

Vision

To be a positive school that provides students the opportunity to be respectful, responsible and ready to learn.

September

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day- School Closed	5	6	7 Lockdown Drill #1	8	9
10	11	12	13	14	15 South Charleston Pride Day	16
17	18	19	20 Workout Wear Wednesday	21 Lifetouch Fall Picture Day	22 First 9 weeks midterm	23
24	25 Shelter-in- place Drill #1	26	27	28	29 Wildcat Pride Day	30

Daily Schedule

6:50am – Doors Open – Breakfast served in Classrooms

7:20am – Tardy Bell Rings & Instruction Begins

10:46-11:16 Kindergarten Lunch

10:48-11:18 First Grade Lunch

10:50-11:20 Third Grade Lunch

11:24-11:54 Second Grade Lunch

11:26-11:56 Fourth Grade Lunch

11:30-12:00 Fifth Grade Lunch

1:50 Dismissal Begins



October

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 National Custodian Day	3	4	5 Lockdown Drill #2	6	7
8	9 Parent-Teacher Conferences: No School for Students	10 Prof. Learning Day- NO Students	11	12	13	14
15	16	17 Family Night @ Clay Center 5:30-7:30 PM	18 Workout Wear Wednesday	19	20 -End of 1 st Nine Weeks	21
22 Red Ribbon Week	23 Second Nine Weeks Begins	24	25	26	27 -Wildcat Pride Day -Report cards sent home	28
29	30	31 Halloween Parties				

Safety Information

Fire Drills

Kanawha County Schools requires that each school conduct 10 fire drills per school year. Two of the drills are to be done in the first ten days of school in order to help students feel comfortable with how to properly respond.

Shelter in Place Drills

Kanawha County schools requires that each school conducts two shelter-in-place (SIP) drills per school year. One drill will be based on a Chemical Hazard and the other will be Weather Related. The dates for the drills at Richmond are indicated within the calendar. Times will vary for each drill. You will be notified in advance the time by the school.

Evacuation and Reunification Sites

Richmond Elementary has developed a Crisis Plan. The plan requires that in an event that students have to evacuate the building that Evacuation and Reunification Sites are indicated.

Richmond Elementary sites are:

Evacuation - Little Creek Park Soccer Field

Reunification - Little Creek Golf Course Country Club

You may contact the office for more information on the Crisis Plan.

Lockdown Drills

Kanawha County Schools requires all schools to conduct four lockdown drills a year. The dates are designated prior to the beginning of the school year by the board of education. Each drill requires students and staff to lockdown in their classroom or evacuate the building based on a pre-written scenario that is delivered to students and staff by the principal or other administrative designee. The dates for this lockdown drills that will be conducted at Richmond Elementary are indicated within the calendar. Times will vary for each drill, but you will be notified in advance of the time by the school.

November

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Lifetouch fall retakes	3	4
5	6	7	8 Workout Wear Wednesday	9	10 Veteran's Day- Schools Closed	11
12	13	14	15	16	17 SC Pride Day	18
19	20 Schools Closed	21 Schools Closed	22 Schools Closed	23 Schools Closed	24 Schools Closed	25
26	27	28	29	30	WE ARE THANKFUL FOR OUR RICHMOND FAMILIES!	

Attendance Policy

Attendance is vital to your student's success in school. We encourage parents to please make all appointments during after-school hours or on days when school is not in session. Your child is expected to bring a doctor's excuse or parent note for every absence, including being checked out early, since instruction does not end until the dismissal bell. Notes should include the date and reason for the absence. A maximum of 5 absences a year may be excused with a parent note. ALL other absences must have a doctor's excuse. *The following are highlights of the KCS Attendance Policy: All excuses must be turned into the school office within 3 days of any absence 5 unexcused days absent - Legal notice mailed home 10 unexcused days absent - Truancy. Possible charges filed*

Tardy Policy

Tardiness can easily become a problem. Kanawha County Schools believes in the importance of getting to school on time, and there are high expectations for getting students in the building, to the classroom, and ready for learning before the Tardy Bell rings at 7:20am. Being in the parking lot at 7:20 is not considered arriving on time. In an effort to support student learning, the following policy is being implemented:

5 Tardies - Phone call from the teacher or other designated school representative

7-8 Tardies - Letter via US mail

10 Tardies - Conference with student, teacher, principal, and parent 11 Tardies - Refer to Student Assistance Team

15 Tardies - Refer to KCS Central Office

Arrival Procedure

For each student's safety, Richmond students should not arrive before 6:50 a.m. Upon arriving students are to go directly to the main entrance of the building. Instruction begins at 7:20 am. Students should either ride the designated bus or be dropped off in the front parking lot, in the circular drive. Preschool students who do not ride the bus must be signed in by a parent. Parents must park and walk students to be signed in.

Dismissal Procedure

For your child's academic well-being, your child needs to be in school until dismissal at 1:50 p.m. Many important announcements and homework assignments are made at the end of the day. Students will be dismissed from the classroom at 1:50p.m. At 1:50 p.m. bus riders will first be dismissed by the teachers. Car riders will next be dismissed and loaded into cars by the teachers in the front parking lot. Walkers will be dismissed last. Preschool students who do not ride the bus must be signed out by a parent. Car tags will be used to identify car pick up.

December

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Second Nine Weeks Midterm	2
3	4	5	6 Workout Wear Wednesday	7	8	9
10	11	12	13	14	15 Wildcat Pride Day	16
17	18	19	20 Prof. Learning Day: No School for Students	21 No School	22 No School	23
24/31	25 No School this week!	26	27	28	29	30

Early Pickup

Students who have doctor, dental, or government business appointments should try to set these appointments on days that school is not in session. If it is impossible to do so, an appointment may be made on a school day but the student will be excused only for the amount of time necessary for the appointment. The student must be signed out in the office. If someone other than the parent, legal guardian, or persons on the child's emergency card is to pick up the student, please send a note to verify. Office staff may ask for identification.

After School Permission

If it is necessary for your child to go anywhere other than home or where he/she normally goes after school, we need a note from you. If the child is to ride a bus on which he/she does not normally ride, you need to send a note. Without the note the child will not be allowed to board the bus. If during the school day you need to make different after-school arrangements for your child, please call the office before noon. This will allow the office staff ample time to notify the teachers of the changes. If your child is going home with another student, we need notes from both students/parents.

Field Trips/Permission Slips

Field trips are scheduled to give students opportunities for learning experiences outside the school setting. It is not a requirement, but a privilege, for students to attend field trips. Therefore, everyone must obey all safety and behavior procedures to expect to participate. Any time a student's behavior interferes with the education process for himself/herself or other students, the administration has the authority to exclude the student from any field trip and provide an appropriate education at the school. Each field trip requires the teacher to have with them the signed field trip permission slip form provided to the parent by the school. It is your child's responsibility to return the slip. Permission for field trips cannot be given over the telephone or on hand-written slips. If your child does not return the permission slip, he/she will remain at the school under appropriate supervision with educational materials available. We will not call parents on the day of the trip to get permission for children to go.

January

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Happy New Year: Schools Closed	2 Schools Closed	3	4	5	6
7	8	9	10	11	12 -End of 2 nd Nine Weeks -Lockdown Drill #3	13
14	15 Martin Luther King, Jr. Day- Schools Closed	16 Prof. Learning Day- No Students	17 3 rd Nine Weeks Begin	18	19 Wildcat Pride Day	20
21	22	23	24 Workout Wear Wednesday	25	26	27
28	29	30				

Meal Program

A monthly menu will be posted on Schoology at the beginning of each month. Please do not bring food into the school cafeteria from outside food establishments. Soft drinks and glass containers are also not allowed in the school cafeteria. Students in pre-school will eat in the classroom family style.

Meal prices (subject to change): Extra Milk or juice \$.45 (cash only)

Students Breakfast & Lunch - Free; Adults Breakfast \$3.25 Lunch -\$4.35

**While taking precautions for COVID-19, no visitors will be permitted to eat lunch with their children.*

Peanut-Safe School

Richmond Elementary is a peanut-safe school. We do not serve peanut products in our school. Peanut allergy reactions can be very serious, even life-threatening. If you send a peanut butter item to school with your child, please also send a note to the teacher informing her or him. Thank you for keeping us alerted and keeping students safe.

Address/Phone Number Changes/Transfers

Advise us if you move and have a new address or phone number. Emergency cards need to be updated as soon as possible. We rely on that card to reach you in case your child has a problem. It is imperative that you keep us updated at all times

Visitors

Due to Safe Schools Law, visitors to the school must enter through the main door. Ring the buzzer and the office will let you in. All visitors are required to sign in and out and let the school secretary or principal know they are in the building.

**While taking precautions for COVID-19, visitors will only be permitted if you are asked to attend the school for a meeting, or to pick up your child. If business can be handled through the office window, that is where it will be conducted.*

Parties & Party Invitations/Gifts/Flowers

Invitations to personal birthday parties are not to be distributed at school, unless an invitation is given to each student in the class. Items (flowers, balloon bouquets, other gifts) are not to be delivered to students at school. Deliveries cause disruption of class, hurt feelings and concerns of safety. **Any items delivered to school will not be accepted and will be returned with the delivery company.**

February

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8 Lockdown Drill #4	9	10
11	12	13	14	15	16 Third nine Weeks Midterm	17
18	19 Prof. Learning Day: No students	20	21 Workout Wear Wednesday	22	23	24
25	26	27	28	29 -Spring Individual/Group Pictures -Shelter in Place #2		

Illness

If your child has any of the following symptoms please keep them home:

- Fever of 100 degrees or higher in the last 24 hours
- Vomiting, diarrhea, severe abdominal pain within the past 24 hours
- Undiagnosed rash or open skin lesions
- Untreated head lice
- Seizure within the past 3 hours
- Thick nasal discharge
- Frequent cough
- Severe sore throat
- Earache
- Redness or drainage from the eyes

If your child becomes ill at school, you will be contacted to pick him/her up. All parent/guardians are required to complete emergency information forms each year. It is important that you notify the school of any changes in emergency numbers as soon as possible. Our school nurse will be at Weberwood on a rotation basis and is available all other days by phone.

COVID-19 Specific:

If your children are experiencing any of the following symptoms, please keep them home and contact their healthcare provider:

Fever or chills	Cough
Difficulty Breathing	Fatigue
Muscle or body aches	Headache
New Loss of taste or smell	Sore Throat
Congestion or runny nose	Nausea/Vomiting/Diarrhea

March

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13 Workout Wear Wednesday	14 KCS All County Chorus Concert 7 PM- Charleston	15	16
17	18	19 National Social Worker Day	20	21	22 -End of 3 rd nine weeks -SC Pride Day	23
24/31	25 -SPRING	26 BREAK:	27 NO SCHOOL	28 THIS	29 WEEK-	30

Medication

Always check with your child's physician before asking the school to administer any medication. School policy allows students to take medications at school only if it is absolutely necessary in order for the students to attend school and learn. Please follow the regulations below when your child must take medications at school.

- Send the written order from the physician. The order should include dosage instructions and the time the medication must be given. Written permission from the parent must also be included.
- For medications that need to be given for longer than 21 days, an Administration of Medication form must be completed and signed by the physician and signed by the parent or guardian. This form may be obtained from the school.
- The medication must be delivered to school in the original container. Prescription medication must be labeled clearly and accurately by the pharmacist or physician.

Over the Counter (nonprescription) medication must be delivered to school in the manufacturer's container and must be clearly labeled with the student's name.

- All medications must be accompanied by an order from the physician except for the Over the Counter medications listed below. These medications must be accompanied by a note from the parent or guardian that gives permission to administer these medications and they must be delivered to school in the original container. These medications will be administered according to the manufacturer's directions for up to three school days. After three days an order from the physician will be required.

o Ibuprofen medications such as Advil and Motrin.

o Acetaminophen medications such as Tylenol.

o Calamine lotion.

o Simple cough drops that contain only menthol or pectin.

This policy is in place for the safety and protection of our students.

South Charleston Pride and Wildcat Pride Days

Wear your orange and/or black, or South Charleston gear on Wildcat Pride Days to show our school spirit!

Wear your burgundy and/or gray, or Richmond gear on Wildcat Pride Days to show our school spirit!

Workout Wear Wednesdays

Wear your workout gear and tennis shoes on these days! We will exercise in the morning together; your teachers may have you do more exercises during the school day; you will have exercise homework! We want to recognize the importance of having both a healthy body and mind, and encourage lifelong healthy habits!

April

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Prof. Learning Day- No School for Students	2 4 th Nine Weeks Begins	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 -Workout Wear Wednesday	18	19	20
21	22	23	24 -Secretary's Day!	25	26 Wildcat Pride Day	27
28	29	30				

Physical Education

All children need TENNIS SHOES (not boots or heels) that fit the foot securely for physical education. If these shoes are left at school, they will need to be marked with the child's name. Students should bring a pair of shorts if they wear a dress on a P.E. day. A doctor's excuse is necessary for children unable to participate in P.E. for extended periods of time. A note from a parent will be accepted if it is only for a couple of days following an accident or illness.

Homework in Kanawha County Schools

The Kanawha County Schools policy for homework is as follows:
Kindergarten: 15 minutes/daily 1st, 2nd, & 3rd: 30 minutes/daily, 4th & 5th: 1 hour/daily

Grading Scale for WV students

The following scale will be used to determine grades:
A 90-100% (4.0) B 80-89% (3.0) C 70-79% (2.5) D 60-69% (2.0) F 59% or below (-)

Evaluation/Honor Roll

Families have constant access to students' grades and progress through Schoology. It is crucial that you get connected in order to constantly monitor your students. Students are recognized for their academic accomplishments by having opportunity to achieve A or B honor roll status each nine-weeks.

K: Honor Roll = 2 or less N's in academic subjects 1st - 5th: Principal's List = 4.0 GPA in academic subjects, A Honor Roll = 3.5-3.9 GPA in academic subjects

B Honor Roll = 3.0 – 3.49 GPA in academic subjects

Perfect Attendance Award: If a student has 3 Tardies within a 9-weeks grading period, he/she does not earn the Perfect Attendance Award. If a student does not earn a perfect attendance award during all four 9-week grading periods, he/she is not eligible for the end of the year Perfect Attendance award.

May

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 -School Lunch Hero Day -4 th Nine Weeks Midterm	4
5 Teacher Appreciation Week	6 KCS Art Show begins @ Chas. Conv. Center	7	8 -National School Nurse Day	9 Elem. Art Show Awards @ 6:00 PM	10	11
12	13	14 Election Day- Schools Closed	15	16	17 SC Pride Day	18
19	20	21	22	23	24	25
26	27 No School: Memorial Day	28	29	30 Last Day for Students	31	

NOTIFICATION OF ACADEMIC DIFFICULTY

Hard copies of midterms will no longer be sent home with students. Parents are encouraged to monitor progress throughout the school year through Schoology. Report cards will still be furnished each nine weeks. Report cards will not be mailed home to students not attending school on the last day. A notification of academic difficulty will be mailed home to students that are at risk for failing current grade level. The notice needs to be signed and returned to the school. Possibility of Retention notices will be sent home during the 3rd nine weeks or with the 3rd nine-week report cards.

TOYS, GAMES, AND ELECTRONIC DEVICES

Toys, games, and electronic devices are not to be brought to school. The only exception will be special occasions when teachers give permission to bring them. The school is not responsible for lost, damaged or stolen property.

LOST AND FOUND

All articles that are found are placed in the Lost & Found. Items will either be hanging on the clothing racks in the front hallway or they will be placed in the large yellow tub. Each nine weeks, we will lay out all items for students to identify. If items are not claimed, they will either be placed in the school clothing area or donated to a local entity. Please label personal items for easy identification.

AUTHORITY OF TEACHERS (STATE CODE 18A-5-1)

The teacher shall stand in the place of the parent or guardian in exercising authority over the school, and shall have control of all pupils enrolled in the school from the time they reach the school until they have returned to their respective homes.

Telephone Use

Students may not use the telephone at school except in emergency situations. Office staff will make the decision as to whether the situation is an emergency. We understand that students carry cell phones for before and after school use, but our expectation is that all students and teachers will not use their cell phones for personal use during instructional time. If you need to contact your student during the instructional day, please call the office to leave a message for your student.

Cell phones must be kept in backpacks with the power off. If a student has their phone out during the instructional day, it will be confiscated from the teacher on the 1st offense. On the 2nd offense, the phone will be sent to the office where a parent/guardian must pick it up.

If your students' teacher chooses to have cell phones used as part of their instruction, you will be notified in advance. Kanawha County Schools does not allow outside devices to be put on their network, therefore, personal cell phones, iPad, and/or computers will not be permitted to use Richmond's Wi-Fi network.

Bus Transportation

All students will receive a printed form detailing the regulations for students riding a school bus in their beginning of the year packet. This form is to be signed by the student and the parents. If the student rides a bus to and from school, he/she is to return the form to the morning bus driver. Students who do not ride the bus are to return the form to his/her teacher to be used when the students take a field trip that requires them to ride the school bus.

Good conduct on the bus is mandatory for the safety of all riders. Drivers have the authority and the duty to exclude students from the bus for violation of the rules and regulations governing bus transportation. The bus driver has the same authority as a teacher while the student is on or near the bus. Video cameras have been installed on school buses to ensure student safety. If a student violates the rules of the bus, an electronic write up is sent to the principal detailing the incident and the bus drivers' desired punishment. The students' guardian will then be contacted and the form will be sent home for signature.

Bus students are supervised from the time of their arrival at school until they depart the school bus in the afternoon. The bus policies, rules and regulations have been established for the safety of your child and your cooperation is needed and appreciated. A Richmond staff member will most often be riding the afternoon bus, but this is voluntary and not required by Kanawha County schools' policies. We do this to support positive bus conduct and student safety.

Title I - Family Involvement Information

Family-Teacher Conferences

Family-Teacher Conferences are important to the welfare of every student and for promotion of a good understanding between home and school. An appointment provides time for preparation and privacy desirable for the satisfactory conference. Conferences may be arranged at the request of the teacher or a parent whenever the need arises. You can send a written request with your student, send an email, or call the school to set up an appointment with your desired staff member. We are unable to schedule conferences during the instructional time or prior to the start of the day. Each staff member is provided a planning time that they may arrange meetings during, but we will not do it prior to the school day to ensure that students are being properly monitored to begin their school day.

Title 1 – Parent’s Right to Know

Federal law allows guardians to ask about the professional qualifications of their student’s classroom teachers, and requires school systems to provide the information in a timely manner if they request it. Specifically, guardians have a right to ask for information regarding teacher certification, college major and advanced degrees. Guardians also have the right to request information about aides or paraprofessional personnel who provide services to their student. Guardians who desire this information may contact the school principal or the Department of Human Resources, Kanawha County Schools.

Schoology

Schoology is another way to communicate with any Richmond Elementary staff member. Please contact the school if you need help in connecting to Schoology.

Strategic Plan

There is a copy of Richmond Elementary’s Strategic Plan available in the office, on the school website, in all classrooms.

Richmond Elementary School-Family Involvement Policy

PART I. GENERAL EXPECTATIONS Richmond Elementary School agrees to implement the following requirements:

The school will put into operation programs, activities and procedures for the involvement of families, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1118, the school will assure that its family involvement policies meet the requirements of section 1118 (b) of the ESEA, and each include, as a component, a school-family compact consistent with section 111(d) of the ESEA.

The school will incorporate the school family involvement policy into its school plan developed under 1112 of the ESEA.

In carrying out the Title I, Part A family involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language families understand.

If the plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the families of participating children, the school will submit any family comments with the plan when the school district submits the plan to the state Department of Education. The school will involve the families of children served by Title I Part A in decisions about how the funds reserved for family involvement are spent.

The school will be governed by the following statutory definition of family involvement, and will carry out programs, activities and procedures in accordance with this definition: *Family involvement means the participation of families in regular, two way, and meaningful communication involving student academic learning and other school activities, including ensuring.... that families play an integral role in assisting their child's learning; that families are encouraged to be actively involved in their child's education at school; that families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED FAMILY INVOLVEMENT POLICY COMPONENTS

The following components (Section 1118(a)(2), ESEA) include actions/activities which satisfy statutory requirements.

1. Richmond Elementary School will take the following actions to involve families in the joint development of its family involvement plan under section 1112 of the ESEA: *Family surveys are sent home annually. Family representatives (LSIC, RSVP, Strategic Planning Committee) review, revise (if necessary) and approve the Family Involvement Policy.*

2. Richmond Elementary School will take the following actions to involve families in the process of school review and improvement under section 1116 of the ESEA:

There are family representatives on the strategic planning committee and LSIC

School effectiveness inventories are sent home or are available online to families every two years,

Title I Family surveys are conducted annually.

At a RSVP/Open House meeting in the Fall of 2023, Title I staff will conduct an orientation to discuss all aspects of the Title I program.

The principal will put in the school newsletter where families can locate WV standards and objectives as well as results of state assessments.

The principal, counselor, and teachers will be available to families for questions or concerns related to these results.

Families will receive a written overview of the school's strategic plan and a copy of the Family Involvement Policy and School Compact.

3. Richmond Elementary will provide the following necessary coordination, technical assistance, and other support in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

Title I county staff offers technical assistance to staff and families as needed.

An analysis of student achievement data and student/staff/family surveys will be conducted to determine family involvement activities.

Activities will be based on student and family needs.

Title I school staff and regular staff plan and coordinate all family involvement activities.

Meeting facilities, materials, and equipment will be provided as needed.

4. Richmond Elementary School will take the following actions to conduct, with the involvement of families, and annual evaluation of the content and effectiveness of this family involvement policy in improving the quality of the school. The evaluation will include identifying barriers to greater participation by families in family involvement activities (with particular attention to families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation of its family involvement policy and activities to design strategies for more effective family involvement, and to revise, if necessary (and with the involvement of families) its family involvement policies.

Family surveys are sent home annually to evaluate programs/policies and make suggestions for revisions.

Title I staff compile the information from the surveys and any changes are made as needed.

Questions on the survey ask if there are any ways to improve communication and ways to better enable families to be involved in school activities.

All this information is considered and acted upon if needed.

5. Richmond Elementary School will build the school's and families' capacity for strong family involvement, in order to ensure effective involvement of families and to support a partnership among the school involved, families, and the community to improve student academic achievement, through the following activities specifically described below:

A. Richmond Elementary School will provide assistance to families, as appropriate, in understanding topics such as the following, by understanding: the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternate assessments, the requirements of Title I Part A, how to monitor their child's progress, how to work with educators.

Title I teachers present an overview of the Title I program at Open House/1st RSVP meeting.

They explain to families how they can monitor their child's progress through midterm and nine week progress reports, graded paper files regularly sent home for family signatures and weekly assignment sheets, assignment books, or assignment folders.

Family-teacher conferences and family workshops are also scheduled for further assistance.

The counselor goes over results of WV Summative Assessment with students and sends the cover letter developed by the state superintendent home with scores.

Web sites are shared with parents about where to find WV College & Career Readiness Standards and WVGSA information

B. Richmond Elementary School will, provide materials and training to help families work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate to foster family involvement by:

Family Orientation is held at the first RSVP meeting/Open House in Fall 2023.

Title I Family Reading/Math Night will inform families of ways to improve their child's academic performance in reading and math.

Classroom demonstrations/visits, scheduled with the teacher, will give families the opportunity to experience their child's classroom environment.

A Parent Resource Library is available to families in the school library.

Book Fair will provide families a fun, educational way to see how to improve their child's literacy.

A Kindergarten Packet of materials is sent home prior to the beginning of kindergarten to provide families with the necessary tools to get their child ready to start school in the fall.

C. Richmond Elementary School will educate its teachers, pupil services personnel, and other staff, on how to reach out to, communicate with and work with families as equal partners, in the value and utility of contributions of families, and in how to implement and coordinate family programs and build ties between families and schools, by:

Staff development activity for staff on helping Teachers Work with Families will be provided during the school year.

D. Richmond Elementary School will, to the extent feasible and appropriate, coordinate and integrate family involvement programs and activities with Head Start, Reading First and Families as Teachers Program, and public preschool and other programs, and conduct activities, such as family resource centers, that encourage and support families in more fully participating in the education of their children by:

Home visits and family-teacher conferences will be conducted regularly between families and the preschool teachers

Family meetings, including a special Kindergarten Transition meeting held in the spring, sponsored by PK, OES and Richmond will be conducted to assist families in transitioning students to Kindergarten.

Kindergarten/Preschool Round Up will be held in the spring with a home information and readiness skills packet disseminated.

The Preschool and Kindergarten teachers will share information about students who will be entering Kindergarten the next school year.

Appropriate meetings will be held to plan for special needs of transitioning students.

Preschool students will visit the Kindergarten rooms in the spring to help students to become acclimated to their new school environment.

E. Richmond Elementary School will take the following actions to ensure that information related to the school and family programs, meetings and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the families can understand:

Families are sent a notice to ESL parents at the beginning of the year to determine if an alternative format for newsletters, etc. is needed.

PART IV. ADOPTION

This Family Involvement Policy has been developed jointly with, and agreed on with, families of children participating in Title I, Part A programs. This policy was adopted by the LSIC and Faculty Senate in May 2023. It will be in effect for the 2023-2024 school year. The school will distribute this *revised* policy to families of participating Title I, Part A children on or before October 1, 2023. Policy posted via school website and student calendar.

Jennifer Cochran, Principal; Amanda Stephens LSIC Representative; Leslie Papelier, Parent representative

Richmond Elementary School Student Handbook

2023-2024

Detach and return this Response Form page to School.

I have received the Richmond Elementary 2023-2024 Handbook, including the Title I School/Family Engagement Policy and Parents' Right to Know, for the 2023-24 school year and discussed it with my child.

Parent Signature _____ **Date** _____

Child's name _____ **Grade** _____

Teacher _____

Richmond Elementary
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Jennifer Cochran, Principal