

# Edgewood Elementary School

## Student-Family Handbook

2024-2025



**HAWKS are who we are.**  
**SOARING is what we do!**

550 Hawks Ridge Drive, Charleston, WV 25302

304-348-6635; 304-348-6644 (fax)

Website: <https://edgewood.kana.k12.wv.us>

**HAWKS: Hardworking-Accountable-Welcoming-Knowledgeable-Scholars!**

# The Edgewood Family

Principal – Christina Bridgette

Assistant Principal- Vacancy

Secretary- Mone-K Harris

Social Worker- Chenelle Coy-Williams

Counselor- Deanna Myers

Community In Schools: Steven Lewis

Community In Schools: Marisa Winfree

Academic Coach– Theresa Whitehead

Nurse – Teresa Ryan

Pre-K –Darla Adams

Pre-K Aide- Sarah Deeming

Kindergarten – Della Epling

Classroom Aide – Vacancy

Kindergarten – Tonya Johnson

Classroom Aide – Trinity O'Bryant

Kindergarten – Hannah Morris

Classroom Aide – Brandy Martin

Kindergarten – Jennifer Vatalare

Classroom Aide – Kearstyn Smith

1<sup>st</sup> Grade- Tammy Doig

Classroom Aide- Onise Utchek

1<sup>st</sup> Grade- Susan Mendez-Hovis

Classroom Aide- Angela Cunningham

1<sup>st</sup> Grade- Deborah Shaffer

Classroom Aide- Taylor Newsome

2nd Grade – Emily Brown

2nd Grade – Stacy Slaughter

2nd Grade – David Hill

2nd Grade Aide- Ronnesha Harris

2nd Grade Aide- Brooke Keatley

2nd Grade Aide- Silvia Olivares-Zavaleta

3<sup>rd</sup> Grade- Stephen Jenkins

3<sup>rd</sup> Grade- Joyce Johnson

3<sup>rd</sup> Grade- Angelika McClure

3<sup>rd</sup> Grade- Breana Scott

4th Grade – Allison Holt

4th Grade – Allysa Lake

4th Grade – Holly Shankool

5<sup>th</sup> Grade – Blaine Lewis

5<sup>th</sup> Grade – Madison Rogers

5<sup>th</sup> Grade – Jessica Scohy

Title I- Amita Janeshek

Title I- Laila Khoury

Title I- Monique Oden

Title I- Jerry Jones

Title I- Krista Trabert

Title I- Susan White

Title I- Kristen Keene

Technologist- Erika Woods

PE – Alaina Mills

Art –Randall Gibson

Music – Sarabeth Harris

Gifted- Keymonisha Dudley

Resource – Christine Carte

Resource – Leonard Siracusa

Behavior Disabilities – Mica Mathis

Behavior Disabilities Aide – Jennifer Kincaid

Speech Specialist- Vacancy

Cook – Melissa Cook

Cook – Alexandra Cruikshank

Cook – Crystal Hudnall

Cook – Vacancy

Head Cook – Yolanda Steel


Custodian III– Leah Daniels

Custodian – Tony Daniels

Custodian- Shelby Gibson

# August

# 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>August 15<sup>th</sup> Open Houses:</b> <b>Pre-K @ 9:00 AM;</b> <b>Kindergarten @ 1:00 PM; 1st-5<sup>th</sup>: 2:00-3:00</b>			1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 OPEN HOUSES today, see above for details.	 16 <i>Let the Journey Begin! FIRST Day for K-5 students!</i>	17
18	19 <i>Let the Journey Begin! FIRST Day for PreK students!</i>	20	21	22	23	24
25	26	27	28 Workout Wear Wednesday	29 Lockdown Drill #1	30	31

# Welcome!

Welcome to the 2024-25 school year at Edgewood 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 and Class Dojo (new this year) so that you can keep up on the happenings of our school! Please note that we are going to make every effort to follow this calendar, but we would appreciate your flexibility of something has to change. You, as a parent/guardian are such an important part of this educational journey! We look forward to working with you!



## **Motto**

Fly in. Get Stuck. Soar above it! Why? Because we are H.A.W.K.S. Hardworking, Accountable, Welcoming, Knowledgeable, Scholars! HAWKS are who we are! SOARing is what we do!

## **Mission Statement**

Empowering students to succeed!

## **Vision Statement**

To be a positive school that provides students the opportunity to be safe, organized, aim for high achievement, and show respect to themselves, their peers, and the staff at Edgewood.

# September

# 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day- School Closed	3	4	5	6 Pre-K in Session	7
8	9 Lifetouch Fall Picture Day	10	11	12	13	14
15	16	17	18	19	20 <i>Midterms- Check Schoology</i>	21
22	23	24 Data and Donuts!	25 Workout Wear Wednesday	26 Shelter-in-Place Drill #1	27 Hawk Pride	28
29	30					

## Daily Schedule

**7:00am – Doors Open – Breakfast served in Cafeteria**

## 7:30am – Tardy Bell Rings & Instruction Begins

## 10:30-11:00 Kindergarten Lunch

## 11:20-11:50 First Grade Lunch

**12:00-12:30 Second Grade Lunch**

## 11:30-12:00 Third Grade Lunch

## 10:40-11:10 Fourth Grade Lunch

## 11:50-12:20 Fifth Grade Lunch

## 2:00 Dismissal Begins



# October

# 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 LSIC Meeting #1	2 National Custodian Day!	3 Lockdown Drill #2	4	5
6	7 Check Grades on Schoology weekly.	8	9	10 Fall Festival	11	12
13	14 No School: Parent/Teacher Conferences	15 No School- PL Day	16	17	18 Pre-K in Session -End of 1 <sup>st</sup> Nine Weeks	19
21	22 2 <sup>nd</sup> Nine Weeks Begin	22	23	24	25 - Hawk Pride - Report Cards Go Home	26
27	28	29	30 Workout Wear Wednesday	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 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 Edgewood 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

Edgewood 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.

Edgewood Elementary sites are:

Evacuation – Edgewood Country Club

Reunification – West Side Middle School

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 Edgewood 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

# 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Check Grades on Schoology weekly.				1	2
3	4	5 Election Day- School Closed	6	7	8 -Pre-K in Session -Veterans Day Program	9
10	11  Veterans Day- School Closed	12	13 Lifetouch Fall Retakes	14	15 Pre-K in Session	16
17	18	19	20 Workout Wear Wednesday	21 Thanksgiving Luncheon	22 Midterms- Check Schoology - Hawk Pride	23
24	25 No School	26 No School	27 No School	28 No School	29 No School	30 

We are THANKFUL for our Edgewood  
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 10 absences a year may be excused with a parent note. ALL other absences must have a doctor's excuse. **Phone calls are no longer sufficient, and educational leave is no longer an excuse for absence.** 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 7:30am. Students should be in their classrooms by 7:30 to not be counted tardy. 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, Edgewood students should not arrive before 7:00 a.m. Upon arriving, students are to go directly to the main entrance of the building. Instruction begins at 7:30 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.

## Dismissal Procedure

For your child's academic well-being, your child needs to be in school until dismissal at 2:00 p.m. Many important announcements and homework assignments are made at the end of the day. We will dismiss promptly at 2:00 each day. Bus and car riders will be dismissed simultaneously.

# December

# 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13 - Hawk Pride	14
15	16	17	18 Workout Wear Wednesday	19 Winter Concert at 12:15 pm	20 No School- PL Day	21
22	23 No School	24 No School	25 No School	26 No School	27 No School	28
29	30 No School	<p>Don't forget to check Grades on Schoology weekly. HAPPY HOLIDAYS!</p>				



## **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 must return with a medical excuse. 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 will 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, send a note with your child in the morning (this includes, if your child is to ride a bus on which he/she does not normally ride). Without the note, your 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.

## **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, nor will we honor a parent call asking for the child to attend.

# January

# 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>Check Grades on Schoology weekly.</b>		1 No School- Happy New Year!	2 No School	3 No School	4
5	6 Welcome Back to School	7	8	9	10	11
12	13	14	15	16 Lockdown Drill #3	17 End of 2 <sup>nd</sup> Nine Weeks	18
19	20 Dr. Martin Luther King Jr. Day- No School	21 No School- PL Day	22 -3 <sup>rd</sup> Nine Weeks Begins -2 <sup>nd</sup> Semester	23	24 - Report Cards Go Home -Pre-K in Session	25
26	27	28	29 Workout Wear Wednesday	30 Dipping into Data Family Event (during the day)	31 - Hawk Pride	

### 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-K will eat in the classroom family style, on a daily basis.

Meal prices (subject to change): Extra Milk or juice \$ .50 (cash only)

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

### Peanut-Safe School

Edgewood 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 so we can maintain communication about your child. 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.

### 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

# 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Check Grades on Schoology weekly.					1
2	3	4	5	6	7	8
9	10	11	12	13 Lockdown Drill #4	14  Valentines Exchanges	15
16	17 No School- PL Day	18	19	20	21 Midterms- Check Schoology - Pre-K in Session	22
23	24	25	26 Workout Wear Wednesday	27 Black History Month Program	28 - Hawk Pride -Shelter-in-Place #2	29

## Illness

### ***KANAWHA COUNTY SCHOOLS HEALTH SERVICES SCHOOL HEALTH INFECTIOUS DISEASES PROCEDURES:***

**Fever** Must be without fever (fever is 100° or above) for 24 hours before returning to school

**Fifth's Disease** Student NOT excluded from school unless fever present

**Hand, Foot, Mouth** Student NOT excluded unless fever present, unable to participate or instances such as excessive drooling from mouth

**Unidentified Rash** RN discretion. If RN is unable to be reached for consultation and school staff is concerned with the possibility of a contagious rash, or the safety of the student, a note from a licensed healthcare professional may be requested before student returns to school

**Strep Throat** May return after 24 hours of antibiotic treatment and without a fever

**Mononucleosis** Student NOT excluded from school unless fever present

**Influenza** Must be without fever for 24 hours

**Pink Eye** Student NOT excluded unless unable to participate

**Ringworm** Student excluded at the end of the day, treatment to return

**Gastroenteritis** Must have absence of vomiting and/or diarrhea for 24 hours before returning to school.

**Impetigo** Excluded at the end of the day, treatment to return. Area should be washed and covered prior to returning to class

**Herpes Simplex** Student NOT excluded unless uncontrolled drooling present The above guidelines are at the direction of the professional school nurse.



# March

# 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Check Grades on Schoology weekly.					1
2	3	4	5	6	7	8
9	10	11	12	13 KCS All County Chorus Concert- Char. Colis. 7PM	14	15
16	17	18 National Social Worker Day	19 Workout Wear Wednesday	20	21 End of 3 <sup>rd</sup> Nine Weeks - Hawk Pride	22
23 30	24 Spring Break 4 <sup>th</sup> Nine Weeks Begins 31	25 Spring Break: No School	26 Spring Break: No School	27 Spring Break: No School	28 Spring Break: No School	29

## **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.

## **Hawk Pride/ Workout Wear Wednesdays**

- Wear your blue and green, or Edgewood gear on HAWK Pride Days to show our school spirit!
- Wear your workout gear and sneakers 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

# 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	 4 - Report Cards Go Home	5
6	7	8	9 Spring Pictures: Class Pictures/Cap and Gown	10	11	12
13	14	15	16	17	18 No School- PL Day	19
20	21	 22 Earth Day!	23 Secretary Appreciation Day!	24	25 <i>Midterms- Check Schoology</i> - Hawk Pride	26
27	28	29	30 Workout Wear Wednesday	31		

### **Physical Education**

All children need SNEAKERS (boots, crocs, and heels do not count) 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 (-)

## **COOK CENTER COACHING FOR PARENTS!**



New for all Parents with students attending Kanawha County Schools!

Need Support with Parenting? FREE Parent coaching includes: Confidential Support; Weekly Calls; Messaging with your coach; Guided step-by-step resources; Tools & tips to help you parent!

REGISTER for coaching here: <https://cookcenter.info/coaching>

# May

# 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 School Lunch Hero Appreciation Day!	3
4	5 	6	7 Teacher and Nurse Appreciation Day!	8 Elementary Art Show Awards 6 PM	9	10
	Edgewood Elementary School Staff Appreciation Week!					
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Memorial Day- No School	27	28 Workout Wear Wednesday	29 -End of the Year Awards Assembly! -5 <sup>th</sup> Grade Grad.	30  - Report Cards - Hawk Pride -Pre-K in Session	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 3<sup>rd</sup> nine weeks or with the 3<sup>rd</sup> 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 1<sup>st</sup> offense. On the 2<sup>nd</sup> 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 Edgewood'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 Edgewood 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 1 – 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 Edgewood Elementary staff member. Please contact the school if you need help in connecting to Schoology.

## **Strategic Plan**

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



## **Edgewood Elementary School-Family Involvement Policy**

### **PART I. GENERAL EXPECTATIONS Edgewood 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. Edgewood 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. Edgewood 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 Open House meeting in the Fall of 2024, 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. Edgewood 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. Edgewood 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. Edgewood 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. Edgewood 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. Edgewood 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 2024.*

*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. Edgewood 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. Edgewood 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 Edgewood 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. Edgewood 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 2024. It will be in effect for the 2024-2025 school year. The school will distribute this *revised* policy to families of participating Title I, Part A children on or before October 1, 2024. Policy posted via school website and student calendar.

**Christina Bridgette, Principal;**

**TBD , LSIC Representative;**

**TBD, Parent representatives**

# Edgewood Elementary School Student Handbook

2024-2025

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**Detach and return this Response Form page to School.**

**I have received the Edgewood Elementary 2024-2025 Handbook, including the Title I School/Family Engagement Policy and Parents' Right to Know, for the 2024-25 school year and discussed it with my child.**

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Child's name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Teacher** \_\_\_\_\_

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Christina Bridgette, Principal

