

# EDGEWOOD ELEMENTARY

## STUDENT-FAMILY HANDBOOK

2023-2024



**We Don't Just Fly. We SOAR!**

**Safety – Organization – Achievement- Respect**

550 Hawks Ridge Road  
Charleston, WV 25302  
304-348-6635; 304-348-6644 (fax)

# THE EDGEWOOD FAMILY

Principal – Christina Bridgette  
Assistant Principal- Stephanie Haden

Secretary- Courtney Proctor  
Social Worker- Genel Austin  
Family Support– Alexis Norman  
Nurse – Jane Perrow  
Academic Coach– Theresa Whitehead  
Community In Schools: Steven Lewis  
BARR Coordinator- Judith Crist  
Pre-K – Eileen Jones  
Pre-K Aide- Taylor Newsome  
Kindergarten – Hannah Morris  
Classroom Aide – Brandy Martin  
Kindergarten – Jennifer Vatalare  
Classroom Aide – Vanessa Dorsey  
Kindergarten – Tonya Johnson  
Classroom Aide – Kelly Smith  
1<sup>st</sup> Grade- Deborah Shaffer  
Classroom Aide- Taylor Newsome  
1<sup>st</sup> Grade- Susan Mendez-Hovis  
Classroom Aide- **Vacancy**  
1<sup>st</sup> Grade- Tammy Doig  
Classroom Aide- Onise Utchek  
2nd Grade – David Hill  
2nd Grade – Jennifer Mays  
2nd Grade – Stacy Slaughter  
3<sup>rd</sup> Grade- Angelika McClure  
3<sup>rd</sup> Grade- Breanna Scott  
3<sup>rd</sup> Grade- Debra Helvey

4th Grade – Donald Cunningham.  
4th Grade – Joyce Johnson  
4th Grade – Holly Shankool  
5<sup>th</sup> Grade - Blaine Lewis  
5<sup>th</sup> Grade - Jessica Scohy  
5<sup>th</sup> Grade - Madison Rogers  
Title I- Amita Janeshek  
Title I- Monique Oden  
Title I- Laila Khoury  
Title I- Krista Trabert  
Title I- Susan White  
Technologist- Erika Woods  
Counselor- Deanna Myers  
Special Education Specialist- Judith Pray  
PE – **Vacancy**  
Art – Sarabeth Harris  
Music – Laura Shuda  
Music – Chris McDerment  
Gifted- Denise Workman  
Resource – Christine Carte and Lindsey Jolly  
Behavior Disabilities – Mica Mathis  
Psychologist- Janice Moss  
Speech Specialist- **Vacancy**  
Head Cook – Dewanna Flowers  
Cook – Melissa Cook  
Cook – Audrey Lowers  
Cook – Yolanda Steele

Custodian III– Leah Daniels  
Custodian – Tony Daniels  
Custodian- Shelby Gibson

# 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	17 OPEN HOUSES today, see below for details	18 <i>Lights! Camera! Action!</i> FIRST Day for students!	19
20	21 First Day for Pre-K	22	23	24	25 Hawk Pride! Wear Blue and/or Green!	26
27	28	29	30	31	<b>August 17<sup>th</sup> Open House:</b> <b>Pre-K and Kindergarten: 2:30</b> <b>1<sup>st</sup>-5<sup>th</sup>: 3:00-4:00</b>	

### **Welcome Message**

Welcome to Edgewood Elementary for the 2023-2024 school year. We are committed to providing a positive school experience for your children, 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! Things continue to change so much from day to day. We appreciate your flexibility as we work through this year! Please note that the **dates on this calendar are subject to change.** Lights! Cameras! ACTION! Let's make this a year to remember.



### **Motto:**

We don't just fly, we S.O.A.R.: —Safety – Organization – Achievement – Respect

### **Mission Statement**

Empowering Students to Succeed!

### **Vision**

To be a positive school that provides students with opportunity to be responsible and ready to learn, by being safe, organized, achieving their goals, and being respectful.

# 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 Fall Book Fair	12 Fall Book Fair	13 Fall Book Fair	14 Fall Book Fair Title I Math Family Night	15 Fall Book Fair FUN FRIDAY! 😊	16
17	18	19	20	21	22 Midterms	23
24	25 Shelter-In-Place Drill #1	26	27 Workout Wear Wednesday	28	29	30

# DAILY SCHEDULE

7:00 AM – DOORS OPEN – BREAKFAST SERVED IN CAFETERIA

7:30AM – TARDY BELL RINGS & INSTRUCTION BEGINS

11:00-11:30 KINDERGARTEN LUNCH

10:15-10:45 FIRST GRADE LUNCH

10:15-10:45 SECOND GRADE LUNCH

11:45-12:15 THIRD GRADE LUNCH

11:45-12:15 FOURTH GRADE LUNCH

11:00-11:30 FIFTH GRADE LUNCH

2:00 DISMISSAL BEGINS



# OCTOBER

# 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 National Custodian Day	3	4	5 Lockdown #2	6	7
8	9 Parent-Teacher Conference Day- No Students	10 Prof. Learning Day- NO Students	11 Lifetouch Fall Picture Day	12	13	14
15	16	17	18	19	20 End of 1 <sup>st</sup> Nine Weeks	21
22	23 Second Nine Weeks Begins - Capital Area LSIC	24	25 Workout Wear Wednesday	26	27 Hawk Pride! Wear Blue and/or Green! -Report Cards	28
29	30	31 -Take-A-Break Tuesday -Halloween Parties and Parade				

# 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 Edgewood are indicated within the calendar. Times will vary for each drill.

## **Evacuation and Reunification Sites**

Edgewood Elementary has developed a Crisis Plan. The plan requires that in an event that students must evacuate the building, 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 per 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 of day may vary for each drill.



# NOVEMBER

# 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 Election Day- Schools closed	8 Veteran's Day Program	7	10 Veteran's Day- Schools Closed	11
12	13	14	15 Lifetouch Fall Retakes and Yearbook Candids	16 Thanksgiving Luncheon (K-2 Grade)	17 FUN FRIDAY! ☺ Hawk Pride! Wear Blue and/or Green!	18
19	20 Schools Closed	21 Schools Closed	22 Schools Closed	23 Schools Closed: Happy Thanksgiving!	24 Schools Closed	25
26	27	28	29 Workout Wear Wednesday	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 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 is mailed home; 10 unexcused days absent - Truancy. Possible charges filed.*

### **Tardy Policy**

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 7:30 a.m. Excessive tardies for an out of area student may result in that child having to return to their home school.

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 safety reasons, Edgewood students should not be left at school prior to 7:00 a.m. Upon arriving, students must go directly to the cafeteria if they want breakfast. Otherwise, they go directly to class. Car riders must be dropped off in the parking loop. Parents/Guardians with Pre-K students, as well as students who require additional time to get out the car (due to car seats), must park their vehicle in the spots closest to the sidewalk. Pre-K car riders must be walked to the front door and signed in.

At and after 7:30, an adult sign in is required.

### **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 are made, and homework assignments are given at the end of the day. Students will be dismissed from the classroom at 2:00 p.m. Car riders will be loaded into cars by the teachers in the front parking lot and we will dismiss students who ride the bus at the same time.

# DECEMBER

# 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Midterms	2
3	4	5	6	7	8	9
10	11	12	13 Workout Wear Wednesday	14 Christmas Luncheon (3-5 Grade) Winter Concert	15 Hawk Pride! Wear Blue and/or Green!	16
17	18	19 Take-A-Break Tuesday	20 Prof. Learning Day- No School for Students	21 Schools Closed	22 Schools Closed	23
24/31	25 Schools Closed	26 Schools Closed	27 Schools Closed	28 Schools Closed	29 Schools Closed	30

### **Early Pickup**

Students who have doctor, dental, or other 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 1 o'clock**. 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 Schools Closed: Happy New Year!	2 Schools Closed	3 School Re-Opens	4	5	6
7	8	9	10	11	12 End of Second Nine Weeks/First Semester FUN FRIDAY ☺ Lockdown #3	13
14	15 Martin Luther King, Jr. Day- Schools Closed	16 Prof. Learning Day- No School for Students	17 - Third Nine Weeks Begins - Report Cards	18 Winter Wonderland Family Game Night	19	20
21	22	23	24	25	26 Hawk Pride! Wear Blue and/or Green!	27
28	29	30	31 Workout Wear Wednesday			

### **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

### **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**

Your child's emergency card must be on file. The school must have telephone numbers where parents or guardians may be reached during the instructional day. School facilities and staffing do not permit us to care for ill students longer than the time necessary to notify parents. If you relocate and your contact information has changed, please notify the school in writing immediately with the new information. A new emergency card will have to be completed and the West Virginia Educational System updated.

### **VISITORS**

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

### **PARTIES & PARTY INVITATIONS/GIFTS/FLOWERS**

Invitations to student birthday parties may be passed out at school providing all students in the classroom receive an invitation. 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 #4	9	10
11	12	13 Take-A-Break Tuesday!	14	15	16 Midterms	17
18	19 Prof. Learning Day- No School for Students	20	21	22	23 Hawk Pride! Wear Blue and/or Green!	24
25	26	27	28 Workout Wear Wednesday	29 -Black History Month Program -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 Ruffner Elementary on a rotation basis and is available all other days by phone.



# MARCH

# 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 National School Social Worker Day	4	5	6	7	8	9
10	11	12	13	14	15 Fun Friday 😊	16
17	18	19	20 Workout Wear Wednesday	21	22 End of 3 <sup>rd</sup> Nine Weeks Hawk Pride! Wear Blue and/or Green!	23
24/31	25 Schools Closed: Spring Break	26 Schools Closed: Spring Break	27 Schools Closed: Spring Break	28 Schools Closed: Spring Break	29 Schools Closed: Spring Break	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. This policy is in place for the safety and protection of our students.

- 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.

## HAWK PRIDE DAYS/ WORKOUT WEAR WEDNESDAYS

**Hawk Pride:** Wear your blue and/or green, or Edgewood gear on these days to show your school spirit!

**Workout Wear Wednesday:** 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! We want to recognize the importance of having both a healthy body and mind!

# APRIL

# 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Prof. Learning Day- No School for Students	2 4 <sup>th</sup> 9 Weeks Begins - Report Cards	3	4	5	6
7	8	9	10	11	12 Schools Closed	13
14	15 Spring Book Fair	16 Spring Book Fair Take-A-Break Tuesday	17 Spring Book Fair	18 Spring Book Fair Title I Reading Family Night	19 Spring Book Fair	20
21	22	23	24 Workout Wear Wednesday Secretary's Day!	25	26 Hawk Pride! Wear Blue and/or Green!	27
28	29	30				

### **Physical Education**

All children need SNEAKERS (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**

Kindergarten through 5th grade will receive a mid-term progress report midway through the nine weeks and report card at the end of each nine weeks. 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 Midterms	4
5 Staff Appreciation Week	6 Staff Appreciation Week	7 Teacher Appreciation Day! Staff Appreciation Week	8 National School Nurse Day! Staff Appreciation Week	9 Staff Appreciation Week	10 Staff Appreciation Week	11 Staff Appreciation Week
12	13	14	15	16	17	18
19	20	21	22 Workout Wear Wednesday	23	24 FUN FRIDAY 😊 Hawk Pride! Wear Blue and/or Green!	25
26	27	28	29	30 Last day for students! Report Cards	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. The Lost and Found area will be monitored by the school counselor. 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.

# **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 and located on the information board in the front hallway of the school.



## **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, PTO, 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 PTO/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. 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 PTO 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 General 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 PTO meeting/Open House in the Fall.*

*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 office waiting room.*

*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 2022**. 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 will be posted via school website and student calendar.

**Christina Bridgette, Principal**

**LSIC Representatives:**

Jessica Scohy

Erika Woods

**Parent representatives:**

Uchenna Imoh

Lauren Phillips

Edgewood Elementary School Student Handbook

2023-2024

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

**I have received the Edgewood 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** \_\_\_\_\_

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CHRISTINA BRIDGETTE, PRINCIPAL

