



2016-2017

Family Handbook



**Beth Carpenter,
Principal**

**Jeremy Reynolds,
CRA**

**Jen Klein,
Counselor**

**Emily Andrews,
Family Resource Director**

**“Success for All...
No Exceptions,
No Excuses!”**

A LETTER FROM THE PRINCIPAL



Welcome both returning families and new faces to Rosenwald-Dunbar Elementary School. RDES is a school subservient to the needs of the children we service. We believe in teaching the whole child. Staff is dedicated to both professionally learning the differentiated instructional strategies and implementing those strategies to meet the individual needs of all children in their classroom. Classrooms are engaged in rigorous instruction and learning opportunities extend to all. I am certain you will soon develop strong relationships with staff working collectively as a team to ensure your child has a successful high academic achieving year.

In addition to our strong instructional program, RDES sponsors several after school activities and clubs for intermediate students to participate in. Fourth or fifth grade girls and boys may choose to become actively involved in several activities after school. There are 2 running clubs and the culminating event is a 5K race where students gain a sense of accomplishment once they cross the finish line. We have an academic team and Mrs. Beers and Mrs. McCarty are the coaches of the RDES academic team. RDES also maintains a student technology leadership program (STLP) organized by our librarian, Mr. Moncer and a fourth grade teacher, Mrs. Clark. These students work with technology programs, hardware, and software throughout the school year. One of the STLP teams from RDES placed and received an award in a state competition highlighting their work on a team project. Mr. Hazlett (our gym teacher) coordinates an after school archery club that will compete in the upcoming school year. Ms. Harrod (our music teacher) has an after school chorus program named the "Eagle Chorus". These students perform at several half time events in the local community and Lexington area. Ms. Goggins (our art teacher) intends to start an art club as well. Even if your child chooses not to become an active participant (or is currently not eligible due to age) there are other ways to become actively involved in the school.

The RDES PTO is an extremely strong organization with a committed group of PTO officers steadfast in their conviction to make RDES the best school for any child in the community. Historically PTO funded enough brand new computers for a new MAC computer lab. In 2014-2015 PTO spend close to \$25,000 improving the RDES playground by adding new structures, renovating the basketball courts, and purchasing equipment for classrooms to use. PTO continues to think of ways to strengthen both academic and social programming at the school. If you are unable to make a meeting there are other ways to become involved. Your teamwork with our PTO and staff will only continue to strengthen the premise RDES was founded by...Success for all, no exceptions, no excuses!

Beth A. Carpenter
Principal

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CERTIFIED STAFF

Name	Position	Room
Beth Carpenter	Principal	Office
Jeremy Reynolds	Curriculum Resource Administrator (CRA)	Office
Jen Klein	Counselor	Office
Emily Andrews	Family Resource Center (FRC) Director	Office
Abby Hawboldt	School Psychologist	Office
Melissa Beers	Gifted & Talented	105
Veronica Bohnett	1 st Grade	213
Emily Burden	1 st Grade	211
Kim Campbell	Computer Lab	Library/101
Shawn Carlstedt	2 nd Grade	209
Karla Carter	3 rd Grade	109
Olivia Charles	4 th Grade	106
Cameron Clark	4 th Grade	111
Lindsay Cornelius	5 th Grade	117
Katherine Cox	3 rd Grade	204
Camron Faulkner	5 th Grade	115
Crystal Figg	2 nd Grade	212
McKenzie Fitch	2 nd Grade	210
Mackenzie Frankenburger	5 th Grade	114
Staci Goggins	Art	102
Amy Harrod	Music	100
John Hazlett	Gym	134
Meg Heister	4 th Grade	108
Ellen Kenimer	3 rd Grade	107
Emily Linton	Special Education	202
Besty Lowe	Intervention	203
Kim Lownds	4 th Grade	110
Paige Mattox	Speech	office
Meg McCarty	Reading Intervention	201
Abbe Milburn	Special Education	201
Jason Moncer	Library Media Specialist	Library/101
Rebecca Mulcahy	2 nd Grade	214
Samantha Orange	1 st Grade	215
Jane Piatt	5 th Grade	116
Mary Rainwater	Special Education	203
Dana Rose	4 th Grade	112
Kelly Sanders	2 nd Grade	208
Pam Seamands	3 rd Grade	206
Nick Sevastakis	Special Education	103
Emily Simpson	1 st Grade	205
Kari Theobald	5 th Grade	113
Michelle Wilkerson	Special Education/Intervention	203
Katie Woodward	1 st Grade	207
Lisa Worthington	3 rd Grade	104

ROSENWALD-DUNBAR ELEMENTARY PHILOSOPHY

There is only one reason to exist as an educational institution, and that is to provide for student learning. Therefore, it comes as no surprise that our first and primary belief statement is “We believe that ALL aspects of the operation of Rosenwald-Dunbar Elementary School are subservient to the needs of Children.”

- We believe that all aspects of the operation of this school are subservient to the needs of children.
- We believe that children possess dignity that must be guarded, respected, and nurtured.
- We believe that a child’s physical, emotional and social needs are integrally tied to the fulfillment of his/her intellectual needs, and readiness to learn.
- We believe that each child is unique and requires the individual attention and services of all members of the school community.
- We believe that children must be challenged to reach and appreciate their own individual highest potential.
- We believe that students learn best through authentic experiences.
- We believe that every member of our faculty, staff and student population is contributing to and benefiting from the total learning experience.
- We believe that families are an integral and welcome component to the education of children.
- We believe that all content areas of instruction share the same respectability.
- We believe that a blurring of disciplines enhances not only the ability of children to integrate knowledge and skill, but also in the transference of school learning to life learning.
- We believe in meeting the learning needs of individual children through the use of a diversity of instructional tools
- We believe that a safe and clean environment facilitates maximum success in students.

SCHOOL DAY

The school bell will ring at 7:55 AM (doors to enter the building remain locked until 7:30 AM). The opening bell rings at 7:55 AM. Students arriving at school before the bell should remain in cafeteria or gym until the bell rings. School dismisses at 2:50 PM. Students are not permitted to remain in the school building without supervision following the end of the school day.

COMMUNICATION

Family communication is vital to the overall academic success of a child. RDES is committed to offering a multitude of communication tools to actively involve parents in the learning success of their child.

- **RDES Website**
Teacher websites & educational links, SBDM & PTO meeting dates/times & minutes, school calendar, monthly school newsletter (RDES News), etc... RDES Website: <http://www.jessamine.k12.ky.us/rdes>
- **Weekly Classroom Teacher Newsletters**
Every Friday teachers will send home a weekly newsletter detailing learning for the week along with upcoming classroom/school news and events.
- **SBDM/PTO Board**
Located in the front lobby of RDES will be an SBDM/PTO board highlighting meeting dates and times along with meeting minutes from the previous month.
- **Monthly RDES News Newsletters**
Each month the school publishes a full color newsletter including; upcoming important school wide dates, a letter from the principal, the breakfast/lunch menu for the month, and a letter from the superintendent.
- **One Call Now**
One Call Now is a telephone system the district purchased to better communicate important information in a timely manner, reaching virtually all of the RDES families in a matter of minutes. Please ensure that RDES has the most up-to date and complete contact information for your family in order for you to receive these important notifications through One Call Now.
- **Remind Notifications**
Families can choose to receive notifications and updates about school events via texts to their cell phone by texting @RDES2016 to 81010 at any time during the school year. Remind (formerly Remind 101) is a free service, however families are responsible for any messaging charges incurred by their cell phone provider.
- **Electronic Newsletter ("Principal's Points")**
Families will be sent an electronic newsletter to stay up-to-date on general school events, school celebrations, everyday "happenings" at RDES, arts programming (i.e. music, art, gym etc.) and information from the principal. E-mails will be sent approximately twice a month on Fridays. From time-to-time, additional e-mails will be sent to communicate special information.

EMERGENCY CARDS

Emergency cards are kept on file in the office for all students. The cards include information as to where parents can be contacted during the school day, alternate emergency numbers, medical information, and individuals permitted to pick up a child at school. Please inform the RDES office immediately if there are any changes to the information listed on the Emergency card.

ATTENDANCE

The quality of a child's education is directly related to the time spent in school. Instruction missed can never be completely recovered. For this reason we strongly encourage parents to make every effort to see that their child attends school each day. Attendance for each student will be tracked. Students who are absent from school are required to have a legitimate excuse. The note should include the current date, the student's first and last name, the date(s) of the absence(s), the reason for the absence(s) and the parent/guardian signature. **A parent may write a note for a total of six (6) absences per year.** Parents may also obtain a physician's excuse for absences. **A physician's excuse must state the date(s) and/or number of days for which the student will be excused. Any medical statement submitted to the school must be an original; no copy will be accepted.** Jessamine County Schools will no longer accept faxed medical statements. Local physicians' offices are required to use the standardized Jessamine County Schools' Medical Statement for Return to School form. **When a student exceeds 12 medical statements, the parent/guardian will be asked to sign a Release of Medical Information Permission Form for the treating physician/physicians.** *Please make note of Jessamine County policy for absence documentation located in the student code of conduct. Schools will no longer accept faxes or copies of medical statements. Original copies must be submitted.*

TARDINESS

When students arrive at school after 8:00 AM they are considered tardy. Students are tardy if they leave prior to school dismissal at 2:50 PM.

There is value in the entire school day. Parents are asked not to pick up their children prior to the dismissal time. When a student is dismissed early he/she needs to be signed out through the office. **Parents are not permitted to pick up their child in the classroom; parents may only pick up their child in the office.** Only a parent or a person indicated on the emergency card would be allowed to pick up the child without special permission from a custodial parent. **Those picking up children will need to present their driver's license or other proof of identification.**

TRUANCY

Any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days, is truant. Partial-day absences will be added together to determine truancy. Any child who has been reported as truant two (2) or more times is habitually truant.

CUSTODY

If custody problems arise, custody papers must be filed with the office. Every year it is the parent's responsibility to provide or update custody papers with the office.

ILLNESS

Students who become ill during the school day will be sent to the office. When students are too ill to remain at school their parents, or another individual noted on their emergency card, will be notified to pick them up. Parents need to make sure someone is available at all times to respond to their child's need to go home.

MEDICATION

All medication is to be administered by the school office. Included are all prescription and "over the counter" medications. **Before a child can be given any type of medication a form must be completed by his/her physician and filed with the school office each year.**

SCHOOL CLOSING/Non-Traditional Instruction (NTI) DAYS

In the event of inclement weather it may be necessary to close school or to dismiss early. Central Office will try to announce closing as soon as possible, hopefully as early as 5:45-6:00 AM. Full day snow closings will be announced on all major local television and radio stations and will be posted on both the district and school website.

Jessamine County Schools is one of several districts in the Commonwealth that has been granted by KDE (The Kentucky Department of Education) approval to offer up to ten (10) "Non-Traditional Instruction" (NTI) days that students are out of school due to inclement weather. On days school is closed learning opportunities for students continue from home.

WHAT IS NON-TRADITIONAL INSTRUCTION?

Non-Traditional Instruction (NTI) is an opportunity for all JCS students to engage in meaningful learning on days when weather conditions prevent schools from being in session ("snow days"). Approval for NTI means Jessamine County Schools will not be required to make-up a total of ten (10) days missed for inclement weather at the end of the school year. Any school days missed exceeding that ten-day allocation will be made up at the end of the 2015-2016 school year.

In order to receive credit for NTI days, students must produce evidence of learning on days missed. Evidence of learning may include but are not limited to; online learning program logs, reading logs, writing journal entries, math skill building worksheets, and art or music projects. Classroom teachers are working to prepare materials in the event of an inclement weather day.

If your child is unable to access Internet programs from either home or a childcare provider then your child will receive paper copies of assignments to complete on NTI days. If your child is able to access the Internet from either home or a childcare provider then your child will complete much of their learning time and assignments from a computer. The total number of hours students need to engage in work on an NTI day is between 2-3 hours.

The partnership between school and home is a crucial component to ensure learning time is not lost even when school is closed. Look for more detailed information regarding work assignments and expectations from your child's teacher in the near future. If you have any additional questions or concerns regarding NTI days please do not hesitate to contact your child's school for further explanation.

DELAYS, EARLY DISMISSALS DUE TO INCLEMENT WEATHER

When the possibility for dismissing school early exists due to inclement weather the same method of communication will be used to relay early dismissal information. Jessamine County will also use One Call Now to notify parents of early dismissal due to inclement weather.

EARLY RELEASE DISTRICT DAYS

On May 24th schools will dismiss 3 hours earlier than normal. This means that students at RDES will be released to go home at 11:50 am. School will begin at its normal time of 8:00 am.

- Dismissal buses will run their normal routes, just 3 hours earlier. Students who normally get home around 3:30 pm will be home around 12:30 pm. Pick-up times in the morning remain unchanged.
- Early Release days count as a full day's attendance
- Parents need to inform their child's teacher about their plans for dismissal before each early release.

*Just a reminder...the purpose of November 4th and November 7th is to facilitate parent/teacher conferences. **Conferences are required from every parent in November in order to receive your child's progress report card.***

PARENT-TEACHER CONFERENCES

Parent participation in your children's schooling is likely to...

- improve academic achievement
- enhance children's self-esteem
- improve parent-child relationships
- help parents develop positive attitudes towards school and a better understanding of the schooling process

A minimum of two parent-teacher conferences for each student should occur each school year.

- **The first conference of the year is mandatory and will be scheduled on November 4th or November 7th to coincide with the first Progress Reports.**
- **The first Progress Report of the school year will not be sent home with students and will only be given to parents during a conference. In order to receive a report card a parent must have conference with their child's teacher.**

If a teacher or parent believes topics on the conference agenda should be discussed with the student present, they should specify this when the conference is scheduled.

Subsequent conferences will be scheduled to coincide with the schedule of Progress Reports. More than two conferences per year may be scheduled at the request of either the parent/guardian or the teacher.

BUS TRANSPORTATION

Appropriate behavior on the bus is expected every bit as much as it is at school. Students who consistently cause disturbances on the bus are in danger of losing their bus riding privilege. Guidelines for bus behavior are in the Jessamine County Code of Conduct.

Please check www.infofinderi.com for updated bus numbers, times& bus stops.

All bus arrangements are handled through the bus garage at Central Office. **If you have a problem with a route or a question regarding transportation please call Chris Bellman at 885-4891 ext. 232.**

FIELD TRIPS

Field trips are an important part of the school curriculum. Field trips that do not extend beyond the regular school day are a **required** part of the instruction. Because field trips are learning experiences, students should not lose the privilege of attending a field trip unless there are extreme circumstances warranting such action. Attendance will be considered as it would for any other school day.

Parents are welcomed to chaperone, but there may be a limit on the number who may accompany the trip. **Parents may not bring other children with them on school field trips.**

CODE OF CONDUCT

The "Code of Conduct for the Jessamine County Schools" outlines attendance and behavior expectations for all students. **Parents should read this document carefully then sign and return the back page.** There are several instances where student conduct requires specific action. An example is that the possession of tobacco products, cigarette lighters or matches by students on school property will result in automatic suspension from school. Parents should make sure their child is fully aware of all behavioral expectations. **(The district cell phone policy for parents texting in the car lane and student use of cell phones in the schools is also clearly outlined in the CODE OF CONDUCT.)**

HOMEWORK

Homework is an important part of the total education program.

- Homework serves various purposes in the learning process.
 - Practice – to increase speed, master, or maintenance of skills
 - Participation – to increase the involvement of each student with the learning tasks
 - Personal development – to build student responsibility, honesty, perseverance, time management, self-confidence
 - Parent/Guardian-child relations – to establish communication between parent/guardian and child on the importance of schoolwork and learning
 - Enrichment – extension of learning activities
- The frequency and length of homework assignments varies from level to level.
 - On the primary level homework should generally be assigned 1 to 3 times per week, and should require no more than 15 minutes per night to complete. However, reading practice should be encouraged nightly and reading logs should be sent home to document this practice.
 - On the intermediate level homework should generally be assigned 1 to 4 times per week, and should require no more than 45 minutes per night to complete.
 - On-going assignments, i.e. spelling words, reading time, math facts, which require nightly study time may be in addition to regular assignments. (Total of 30 minutes for primary and 60 minutes for intermediate)

All homework assignments may not be formally evaluated; however students will receive feedback on all assignments.

BEHAVIOR PHILOSOPHY

The expectations for students at RDES are based on common sense, common courtesy, and mutual respect. We want our school to be a safe and pleasant place where children and adults enjoy learning.

SOARing to Success at RDES!

Stay on task

Obey the rules

Act Responsibly

Respect others

Each child's teacher will explain the rules and expectations for his/her classroom. There is a school-wide commitment to a simple and reasonable system called SOAR. This plan gives ample opportunities for students to learn rules and encourages their ability to act responsibly in school. It also includes specific parental involvement. If you are interested in learning more RDES maintains a behavior handbook for parent's to reference for further information. The behavior policy mandating the building-wide commitment to SOAR expectations is also posted on the website under the SBDM policy tab.

LOST AND FOUND

It is not unusual for students to misplace items at school. For this reason there will be a lost and found center located at the doors across from the library. If something comes up missing, please check the lost and found first. Student items should be clearly marked with the student's name and teacher to facilitate their return.

CLASSROOM VISITATION

Parents are encouraged to visit their child's classroom. It can be very beneficial in helping to understand the instruction being used.

Parents wanting to spend time in the classroom should contact the teacher or principal and make the arrangements. All visitors need to sign in at the office before going to the classrooms!

VOLUNTEERING IN THE SCHOOL

Parents available during the school day are welcomed to come and volunteer in some capacity at the school. There are opportunities to tutor children with reading, assist teachers in the classroom, clerical work in the library and other beneficial tasks. If you would like to volunteer at RDES, please contact Mrs. Andrews in the Family Resource Center.

SCHOOL COUNCIL

Rosenwald-Dunbar Elementary School is managed by a school council. This group is responsible for the development of policy and the setting of direction for the school. Working primarily through the use of committees there are plenty of opportunities for parents to become actively involved in the workings of the council.

The council has regular meetings each month. Meetings begin at 4:00 PM and last a maximum of ninety minutes. Parents are invited and encouraged to attend. Input is welcomed! For 2015-2016 there will be a communication board in the office detailing upcoming SBDM meeting dates and times along with meeting minutes from the previous month. This information will also be posted on the RDES website under the section titled; SBDM.

The membership of the council for the 2015-2016 school year includes:

Name	Position	E-mail Address
Beth Carpenter	Principal	beth.carpenter@jessamine.kyschools.us
Jeremy Reynolds	Curriculum Resource Administrator	jeremy.reynolds@jessamine.kyschools.us
Katie Cleveland	Parent	katie.e.cleveland@gmail.com
DeLaina Crutcher	Parent	dgcrutcher@gmail.com
Nick Sevastakis	Teacher	nick.sevastakis@jessamine.kyschools.us
Amy Harrod	Teacher	amy.harrod@jessamine.kyschools.us
Lisa Worthington	Teacher	lisa.worthington@jessamine.kyschools.us

If you ever have any questions or concerns you would like the council to consider, please contact one of the members.

BREAKFAST

There will be a breakfast available each morning for all students. The cost will be **\$0.80** for a quick breakfast, which is served starting at 7:30. Reduced breakfast price is **\$0.30**.

LUNCH

The cafeteria serves a balanced hot lunch each day. The cost for student lunches is **\$1.65**. Students qualifying for reduced lunch prices will be charged **\$0.40**. The cost of a lunch for adults is \$3.00.

LUNCH CHARGES

There is a limit of five (5) meal charges for students. Parents will be notified after three (3) charges and again when the limit of five (5) is reached. **Students exceeding five (5) charges will be given an alternative lunch.** No alternative will be available for breakfast. All inquires about payments and charges should be directed to the Cafeteria Manager, Teresa Balk at extension 303.

CAFETERIA PAYMENTS

All cafeteria payments are maintained on a computerized system. Students are assigned an individual code that is used to track payments made and charges incurred. Each day student's will have an opportunity to take any payments to the cafeteria. This can be done before school or as directed by the teacher upon arrival. Payments should be placed in an envelope with the child's name, the child's teacher, and the amount of money enclosed printed on the outside. **There is an online payment system to make café payments easy and hassle free. Please contact Teresa Balk at 885-6670 extension 4308 for additional information.**

HEALTH AND WELLNESS

Our school council updated the health and wellness policy regarding birthdays and "Star Student" parties. Beginning in the 2015-2016 school year, classrooms will be celebrating student birthdays collaboratively once a month. Your classroom teacher will inform you about his/her procedure for celebrating student birthdays. **Please do not bring cupcakes (or other treats) for your child's classroom to the cafeteria on his/her birthday.** If your child's class has "Star Student" parties, these will also be celebrated once a month. Again, your child's teacher will inform you of the procedures for his/her classroom for this as well.