



2018-2019

Family Handbook



**Beth Carpenter,
Principal**

**Maggie Osborne,
CRA**

**Jen Klein,
Counselor**

**Emily Andrews,
Family Resource Director**

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

CERTIFIED STAFF

Name	Position	Room
Beth Carpenter	Principal	Office
Maggie Osborne	Curriculum Resource Administrator (CRA)	Office
Jen Klein	Counselor	Office
Emily Andrews	Family Resource Center (FRC) Director	Office
Abby Hawboldt	School Psychologist	Office
Apro, Kelly	2 nd Grade	208
Melissa Beers	Gifted & Talented	103
Veronica Bohnett	1 st Grade	213
Emily Burden	Reading Intervention	205
Kim Campbell	Computer Lab	104
Shawn Carlstedt	1 st Grade	209
Karla Carter	3 rd Grade	109
Cameron Clark	4 th Grade	111
April Cooper	Special Education	202
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
Olivia Haga	3 rd Grade	107
John Hazlett	Gym	134
Meg Heister	4 th Grade	108
Ellen Kenimer	4 th Grade	110
Emily Linton	Special Education	201
Betsy Lowe	Math Intervention	205
Paige Mattox	Speech	203
Abbe Milburn	Special Education	203
Jason Moncer	Library Media Specialist	Library/101
Christen Montgomery	ELL	Workroom
Rebecca Mulcahy	2 nd Grade	214
Samantha Orange	1 st Grade	215
Jane Piatt	5 th Grade	116
Lisa Preston	3 rd Grade	106
Mary Rainwater	Special Education	Workroom
Dana Rose	Instructional Coach	105
Dylan Schatko	Music	100
Pam Seamands	3 rd Grade	206
Nick Sevastakis	Special Education	201
Emily Simpson	1 st Grade	207
Kari Theobald	4 th Grade	113
Kim Watkins	5 th Grade	112
Michelle Wilkerson	Special Education	203
Lisa Worthington	1 st Grade	211

SCHOOL DAY

School & Breakfast Open: 7:30 AM

All students should go directly to the cafeteria or gym until morning dismissal.

Dismissal: 2:50 PM

Students will be dismissed as bus riders, car riders, or attending the RDES Afterschool Childcare Program.

Students are not permitted to remain in the school building 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, 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 @RDES2018 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. From time-to-time, additional e-mails will be sent to communicate special information.
- **Facebook (RDES & PTO)**
We update the RDES Facebook page frequently with announcements, pictures, events, and more. Our PTO also has a Facebook page that is used to communicate meetings and volunteer opportunities. Be sure to "like" both pages! Simply search for "Rosenwald Dunbar Elementary School" and "Rosenwald Dunbar Elementary PTO."

EMERGENCY INFORMATION

ALL current JCS Families **must** complete Online Registration for your child(ren). All information will be accessed by staff online. The online registration includes information as to where parents can be contacted during the school day, alternate emergency numbers, medical information, permission to treat students medically, and individuals permitted to pick up a child at school. Students are not permitted to attend field trips unless the online registration has been completed. **Please inform the RDES office immediately if there are any changes to the information.** If you need to complete your registration, please look for the OLR link on the Jessamine County website (<http://www.jessamine.kyschools.us>).

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.**

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
- **The first conference of the year is mandatory and will be scheduled on October 24th 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.infofinder.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. If a child's Online Registration (OLR) has not been completed, he/she will not be permitted to attend any field trips.

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.**

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.**

HEALTH AND WELLNESS

Our school council updated the health and wellness policy regarding birthdays and "Star Student" parties. 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.

PAYMENTS

Beginning this year, families can use their Parent Portal to pay for field trips, classroom fees, and to put money in student cafeteria accounts. **There are no fees associated with online payments through the Parent Portal.** Online payments are optional; students may still bring in cash or a check. All RDES students will receive a breakfast and lunch at no cost, regardless of household size or income during the 2018-2019 school year. Families may choose to put money in a student's cafeteria account to allow the student to purchase extra food/drink.

BREAKFAST AND LUNCH FAQs

RDES is one of eight Jessamine County schools that is participating in the Community Eligibility Provision (CEP) program for the 2018-2019 school year. All RDES students will be served both breakfast and lunch at no cost, regardless of household size or income. Below are some frequently asked questions regarding this new program.

1. **Do we need to fill out a Free/Reduced price application?**

No, Meal assistance forms are NOT required at CEP schools. **However, all households do need to complete a Household Income Form.**

2. **Will my child be identified as receiving a free meal?**

No, ALL students in CEP schools receive both breakfast & lunch at NO COST without any exceptions. Please encourage your child to participate in the breakfast program in addition to lunch.

3. **What about the money in my child's account?**

Money may be used to purchase extra items and does carry over from year to year. If a parent/guardian would like to have the money refunded or transferred to a sibling in a Middle or High school, please contact the Food Service office at 859.887.9274.