



**John W. Reiley
Elementary
School
Parent and Student
Handbook**

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Welcome!

Welcome to another great year at Reiley Elementary! As we embark on this cooperative journey to educate your children, know the staff and I feel very fortunate to have the opportunity to work with you. On behalf of the staff, I want to thank each of you for the support you have given us. The education at Reiley is based on relationships, rigor, and growth. That is evident in every aspect – from instruction to the assessment. Our intent is to provide a safe and friendly atmosphere with the necessary structure to ensure that these high educational standards are met.

I encourage you to take an active role in our school. We welcome your assistance and active participation. The positive support you extend to your child's teacher is critical to the success of our school. Let's work together to give your child the best possible education!

Sincerely,

Susan Rath

Susan Rath
Principal



Guidelines for Success

Respect Yourself and Others

Engaged in Learning

Increase Your Knowledge

Look, Listen, and Learn

Effort Leads to Success

You are Responsible for Yourself and Your Actions

“Creating growth mindsets with high expectations for lifelong learning.”

It is extremely important that any time contact information for parents change that you notify the school office of that change. We utilize Infinite Campus (the school data system) for all communication and our main line of communication to Reiley parents will be through emails, phone calls, and our Facebook page. Much of the information you may need can be found on our website. We try to be paperless when possible.

Accident and Illness

In case of accidents or illness, the school will follow these procedures:

1. Contact the student's parents or guardians. If unable to reach them:
 - a. Contact the other person(s) listed on the student's enrollment card.
 - b. If necessary, notify the family physician or any local physician.
 - c. If necessary, transport the child to the Emergency Room via ambulance.

After or Before School Care: You can make arrangements with Children's Collaborative. This is a wonderful program offered to help with before and after school care. Visit their website at www.childrenscollaborative.com or call 859-653-2520 for more information.

School Day

Students may arrive as early as 8:00 a.m. The doors do not open any earlier, so please adhere to this time. Each student must be in **his or her classroom** (not just inside the building) before 8:30 a.m. to avoid being counted tardy.

School hours are 8:30 AM – 3:20 PM

Classes begin: 8:30 AM

Classes dismissed: 3:20 PM

Breakfast begins: 8:00 AM

Preschool

School hours are 8:30 AM – 11:30 AM for the morning classes

School hours are 12:20 PM – 3:20 PM for the afternoon classes

Attendance

Attendance policies established by the Campbell County Board of Education are based on state law. Children need to be in school every day possible in order for them to achieve to the best of their abilities. The importance of daily attendance cannot be overemphasized.

Absence

Attendance for all students in the state will be calculated based on the actual percentage of time the student is absent from school.

As important as daily attendance is, it is important that a child be kept home whenever he/she is ill. Do not send your child back to school until he/she is fever-free for **at least 24 hours**. It is not acceptable to send a child to school if he/she wakes up with a fever, **even if you bring the fever down with medication**.

Excused absences: Personal illness of student, death in the immediate family, and recognized religious holidays are considered excused. Other absences are reported as unexcused. Parents are required to contact the school before 9:00 AM the day the student is absent (635-2118) and must also send a written note when the student returns to school. This note, explaining the reason for the

absence, must be dated, signed by a parent or guardian, and must state the number of days absent. The note must be turned into the office within five school days of the absence, or the absence will automatically be unexcused. If the absence is for 3 consecutive days, a doctor's note is required. A student may receive an excused absence for up to 6 different days due to illness with a parent note. After a child has missed school for 6 excused absences, he/she will be required to present a doctor's note for every absence following the six days.

Unexcused absences: Unexcused absences include truancy or being kept out of school by parents for any reason other than illness or death in the immediate family. The principal, or designee, may excuse some types of absences but must do so in advance. Absences due to minor causes such as pleasure trips, shopping trips, and social engagements are regarded as unexcused. When absences are considered to be unexcused, work of the day is automatically assigned a zero, and the teacher is under no obligation to help the student make up assignments of material covered on that day. Work from an excused absence which is not made up after a reasonable amount of time will automatically receive a failing grade.

Tardy Policy: A student should be **in the classroom and ready for instruction by 8:30 AM**. A student arriving at school after 8:30 is considered tardy unless riding a bus. **A student arriving after 8:30 must be signed in at the office by a parent or guardian.** Students may not be dropped off after 8:25 at the back door.

Early Sign Out: If a parent finds it necessary to sign a child out of school earlier than 3:20, they must provide written notification. The note must include the date, the time of dismissal, and the reason for dismissal. Early dismissals are unexcused until a doctor's note or other excused note is provided to the school. In the event that a child must be dismissed before the end of the school day, they must be signed out in the office by an authorized adult on the sign in/sign out log. Early dismissal does count as tardy. Teachers will not release students to parents who come to the classroom.

Infinite Campus calculates attendance to the minute. A student will be considered tardy if they are not in the classroom by 8:30 a.m. or leave the classroom before 3:20 p.m. Parents will need to send a signed note to school anytime a child is absent or tardy within five days of the student returning to school after an absence. A note is required even if the parent noted the reason on the sign-in/sign out log at the time of check in or check out.

Each tardy or absence is considered an event. As events accumulate, district procedures for truancy will be followed.

Pre-arranged absences: Parents who plan to take their children out of school for extended periods, must notify the principal. The parent must send a written notification for the student to be absent. Parents are cautioned that absences of this nature may cause a student to receive a lower grade due to the fact that they miss all verbal instruction during their absence. The assigned written work may or may not maintain their grade. For this reason, parents are cautioned against making requests of this nature unless it is absolutely necessary. Unless it falls under the guidelines of an excused absence, it is unexcused. If you choose to fill out an Educational Enhancement Form for your child's absence, you must follow the guidelines to have the event qualify.

Beginning of the Day Procedures

If you bring your child to school, please follow the arrows and drop them off in the BACK of the building at the double doors designated as the drop off area. A staff member is at these doors between 8:00 AM and 8:25 AM. Do not drop your child off at these doors before or after these times, leaving them unattended. This is a drop off point only. **Please do not get out of your car while in the line. If you need to sign your child's agenda, write a note or help them get out of the car; you will need to park in a parking spot by the back walkway.** If the doors are locked, you will need to wait with your child until they are open. After making sure that your child has safely entered the building, follow the driveway and exit through the usual north exit. **DO NOT PASS CARS that are dropping off students. Please do not drop off children at the front entrance.** This is for buses only. Any child arriving after 8:25 AM must be walked into the building through the front doors. After 8:30 a.m. they will need to be signed in for the day.

All students who desire to eat breakfast will report to the cafeteria. All students who are not eating breakfast will report to the classroom. Students will be allowed to enter the building at 8:00 AM. No staff will be on duty before that time. Students will report to their classroom after eating breakfast. Morning announcements will begin promptly at 8:25 AM.

Cafeteria: Our school has been granted the free breakfast and lunch program for the 2021-2022 school year. ALL students may choose to eat breakfast and/or lunch provided by the cafeteria OR pack their own nutritious lunch. No fast food or sodas are allowed. An example of a nutritious lunch would be a peanut butter sandwich, carrot sticks, an apple, and a fruit drink. Lunches with all sugar or chips do not aide your child's brain in learning. No sodas are allowed. Students may purchase drinks or other ala-carte items from the lunch line if they pack their lunch or if they are eating the cafeteria food.

Breakfast Cost: \$1.65 (free this year) Reduced Cost: \$.30

Lunch Cost: \$2.75 (free this year) Reduced Cost: \$.40

Doubles for Breakfast: \$.80 Doubles for Lunch: \$1.80

Milk/Juice: \$.50

Snack: \$.75

Adults: \$2.50 Breakfast \$3.75 Lunch

Free/Reduced applications are completed by each family at the beginning of the school year. If at any time your financial circumstances change you may resubmit an application. Applications can be resubmitted anytime during the school year. Our school currently receives grant funding based on these forms, so it is very important to complete them, especially if you believe you could be eligible for the reduced or free rate.

Classroom Treats: If you are bringing treats for your child's class, please send a note or email to your child's teacher to set up a time and date. Please be respectful of classrooms that have children with peanut/nut allergies. Your child's teacher will make you aware if this is the case. **Treats need to be purchased from a store and should be pre-wrapped.** Treats need to be in accordance with our wellness policy. Please send in plastic spoons or forks if needed for a particular snack. Snacks should come ready to serve. A list of healthy snack ideas is located with the policy on the website.

Communication: Teachers and administrators at Reiley encourage open communication, and will strive to respond to email communications from parents within twenty-four hours. The exception to this rule would be that any email communications received on a Friday will be responded to by the end of the day the following Monday. Most teachers have an active webpage with important information for parents and students. The email functions of Infinite Campus will be utilized for communication as well. Teachers are not required to respond after school hours.

Check out our Facebook page and Twitter @RESRocks. Sign up for Classroom Dojo to receive other important information about school.

Phone calls made during the day will not be put through to teacher classrooms when they are instructing students. You may leave a teacher a message and they will return your phone call within 24 hours. It is IMPERATIVE that your contact information is updated with the office (and your child's teacher) to keep open communication.

Dismissal: Car riders gather in the gym and are dismissed at 3:20 PM. If you are picking up your child you will need a **car tag** visible and a picture I.D. readily available for staff. For the pickup line please enter the south parking lot and follow the line to the end of the sidewalk around back. Two lines form during part of the line in an effort to keep traffic off the main road. **Please be courteous to those around you and take turns merging back into one lane.** When the car line runs smoothly you will wait no longer than 10 minutes. A staff member will have your child ready for pick up by the playground area. **THERE WILL BE NO INSIDE PICKUPS** unless you speak with the administrator and get prior approval. This is for the safety of our students.

Car Tags: Car tags are assigned through the office. Each parent can receive two tags for free. Additional tags are \$4.00 each. Each family is assigned a number and students are dismissed using this information. The numbers will follow each student through their years at Reiley.

Discipline: Development of positive productive behaviors requires the full cooperation of students, parents, and teachers. When a child develops good character and conduct, he/she is well on the way to success in school and later in life. Reiley focuses on CHAMPS school wide guidelines and procedures in an effort to create a positive learning experience. Specific discipline information is located in the student Code of Conduct book. You are required to read and sign off that you have read the code of conduct. Students are expected to make a positive contribution to the school climate through their speech, actions, and relationships with the faculty and with other students.

Should a student willfully damage school property, the student's parents will be expected to pay for replacement or repair of that property.

Dress Code: Children should dress for the weather. Shorts and summer clothing are appropriate while the weather is warm. Gym shoes are required for PE class and outside recreation. As long as the weather is appropriate, students must be prepared to go outdoors. Students may go out when it is above freezing. They should be prepared to wear pants and a jacket that covers their arms. Student's clothing must not be disruptive to the class. Students must wear:

Slogans on shirts that are of good taste

Shorts that measure no higher than where the fingertips would be if arms were extended downward

Clothing that covers all undergarments

Full length tops and no spaghetti straps
No low-cut tops
Tennis shoes on PE day
No hats or hoods in the building
No flip flops
All pants must be worn at the waist
Hair should not be worn in a distracting style or color
No clothing item should disrupt the instruction of the classroom

Any questions regarding any item or aspect of clothing or appearance should be presented to the administration prior to arriving at school. If a student cannot comply with the standardized code of dress described above based on religious belief or disability, a parent/guardian may write a letter explaining the situation to the administration of Reiley Elementary.

Administration has the flexibility to make adjustments and reserves the right to render decisions involving dress not specifically included in this document. All cases will be evaluated on an individual basis.

Electronic Devices: Cell phones and other electronic devices (iPods, hand-held games, etc.) should not be visible or heard at any point of the school day. They should be turned off and stored either in a book bag or in a locker. It is recommended that students leave electronic devices at home as the school cannot be responsible if they are lost or damaged while at school. Devices that are heard or seen during the day will be taken from the student and turned into the office. If a student has an electronic device taken during the school day, a parent will have to pick it up in the office. Parents should not text or call students during the school day. If a student has more than one incident with electronics in the school year they may face other consequences, including confiscating the items for multiple days or the remainder of the school year.

Family Resource Center: The Family Resource Center is supported through state grants and serves to help all families of Reiley. Our coordinator works with families to help overcome barriers that may interfere with school success. Some of the areas the FRC can help with include finding daycare, meeting basic needs, helping expectant parents or newcomers to school, and run various programs throughout the county. The FRC is open Monday – Friday. The direct phone number for the Reiley center is 448-4854. It is open on Mondays, Wednesdays, and Fridays. The coordinator is at Grant’s Lick Elementary on Tuesdays and Thursdays and can be reached at 635-2129. An advisory council of parents, school staff and community partners helps to steer the work of the FRC. Parents are always needed to serve on the council that meets six times a year. The council meetings are open to the public.

Fees: Each student will incur a \$50.00 fee. This will cover consumable items such as workbooks, trade books, assignment books and other supplies used to supplement the textbooks and other materials supplied by the school. This fee is due at the beginning of the school year. Students qualifying for reduced fees will incur a \$16.00 fee. Receipts will only be issued upon request.

Field Trips/Chaperones: Teachers will try to take as many chaperones on field trips as possible. Due to limitations on some trips, not all parents/guardians will be able to go. Before attending a field trip you must have a state background check completed by the district. These take four to six weeks to be processed, so please complete these at the beginning of the school year so you don’t miss an opportunity to go on a field trip with your child. No exceptions will be made to this policy.

Lost and Found: We have a lost and found box in the cafeteria. Please check this periodically. Items will be donated to the FRC or local charity after Fall Break, Winter Break, and Spring Break, and the first day of Summer Break.

Medication: If your child receives any medication during the school day, the ADMINISTERING OF MEDICATION form **must** be completed and returned to the office. Students are not to have any medication in their possession. **No medication is permitted to be transported on the bus at any time.** All medication is to be secured in the office and will be dispensed at the times you designate by an adult staff member. Non-prescription medication, including cough drops and anything over the counter, will not be given without written consent of a physician nor should they be transported on the bus. If your child has special medical needs, it is very important that the school nurse and staff involved with your child be made aware of those needs in order to provide the best setting for each child.

Money: Anytime you send money to school with your child, please put it in an envelope with your child's name, teacher's name, and purpose. When paying by check, write separate checks for the cafeteria, field trips, and pictures. Each one has a separate account for our auditing and accounting purposes.

Party Invitations: If your child is inviting ALL the children to a party, or if it is an all-girl/boy party, the teacher will be glad to allow the child to distribute invitations. The teachers will not allow invitations to be given out to just a few children.

School Resource Officer: Reiley has a full-time School Resource Officer on site. The officer is here from the time students come into the building, until the time they leave. The SRO has school safety as a first priority and students will see him around the building on a regular basis. We feel very blessed to have this added measure of safety on our campus.

School Closings: A school calendar is located on the website. Emergency dismissals during adverse weather will be communicated through the Infinite Campus School Messaging System. *Please ensure that all current telephone numbers and e-mail addresses are provided to the office.*

Transportation: Campbell County Schools provides transportation to those students residing within our district. If you have concerns or questions about the bus route, drop off, or pick up time you may contact the office or the bus garage at 859-635-2161. If your child wants to go home with a friend after school you must send in a note with your child, including: child's first and last name, teacher's name, who is picking up your child or what address the bus is taking your child to and the number of the bus he/she will be riding. Also include a phone number where you can be reached if we have questions.

ALL transportation changes MUST be made in writing for safety purposes. NO changes will be accepted over the phone. This includes changing from bus rider to car rider. No changes will be taken after 1:30 p.m. unless it is an extreme emergency.

When changes are made to a child's transportation often, it causes stress on the child and teacher to ensure they are going to the correct location. The more you keep your child's transportation at the end of the day the same, the smoother things will run with getting them

home safely. Constant changes increase the risk of miscommunication and transportation errors occurring.

Visitors: Parents and families are welcome to partner with us to create a safe, learning environment and to help with many needed tasks in which the teachers may need assistance. To maintain the best learning conditions and make maximum use of instructional time, all parents and visitors must report to the office before going to other areas of the building. **Please do not go directly to your child's room without coming to the office first.** If you plan on visiting or assisting in a classroom please contact that teacher ahead of time so she/he may have time to prepare a task for you to help with. Visitors will be escorted to the location they are visiting by a staff member. If you are visitor or volunteer you will be required to leave your keys or identification at the front office to retrieve a visitor/volunteer badge. When you return to sign out you will exchange the badge for your keys.