


RCE



**Rummel Creek
Elementary**

***Parent Handbook
2018 - 2019***

**www.RCEPTA.com
713-251-6700 RCE Office**

THE BIG FORM

To join the PTA, purchase school directories, yearbooks and participate in our Underwriting Campaign please fill out a “Big Form”. The Big Form is an electronic document available online now through Friday, September 9th. Only one form needs to be completed per family and your payment will be made via a credit card online at www.RCEPTA.com. **Please make sure that you complete all the info on the My School Anywhere website to make sure you are included in the directory!** You will be re-directed to the website after completing the Big Form.

SCHOOL POLICIES

ATTENDANCE/ABSENCES/TARDIES

School hours for grades PK – 5: 7:48 a.m. – 3:00 p.m.

Students are tardy at 7:55 a.m. If the child enters the building after the bell rings, he/she must have a late slip from the office to enter the classroom.

Attendance is taken at 8:50 a.m. each day. A child coming in after that time must have a note from a **Doctor** in order to be counted present for the day (and for us to get our funding for the student). Please do your best to schedule appointments for after school and to have your child at school every day, by 8:50 a.m.

When a child is absent, the parent or guardian *must* send an email to the teacher **and** Attendance office (RCEAttendance@springbranchisd.com). Please include the child’s legal name, grade and teacher, date of and reason for absence. If a note is not received within two days of a student’s return, the absence will be considered unexcused.

CHECKING STUDENTS IN AND OUT OF SCHOOL

There is a **Student Sign-In/Sign-Out** book at the front desk. Students must be signed into school by a parent if they arrive after the 7:55 a.m. Tardy bell.

Students shall not be released from school at times other than regular dismissal hours except for necessary medical appointments or issues.

When taking a child out of school, the parent or guardian is required to come to the office to sign the child out and specify the reason for early dismissal. When checking a child back into school, the parent needs to sign the child in at the office. A staff member will escort younger children to class and older children can walk straight to class once a teacher is notified.

Parents are not allowed to take children directly to class!

When visiting the school for any reason, parents are required to sign in and out of the office. You will need to provide your driver’s license

SCHEDULE CHANGES/DISMISSAL

If parents know of any changes to a child's regular schedule or dismissal (i.e., after school plans) or transportation plans, they should notify teachers and, email RCEAttendance@springbranchisd.com. Please wait for a confirmation email before assuming changes were made. In compliance with the state mandates regarding interruptions of the school day, only messages of an emergency nature will be delivered to students. If you need to talk with your child's teacher during the day, you may call the office and leave a message or you may e-mail your child's teacher.

Please note that no changes in transportation will be made after 1:00 p.m.

VISITOR SIGN-IN/SIGN-OUT

During the day, there is only one public entrance to the school, the front door. From 7:15 – 4:00, any visitor must sign in and present their identification to be scanned into RAPTOR, (badge printing system). A Visitor's badge must be worn while in school and returned upon exiting.

FAMILY ACCESS

You may access your child's attendance, grades, emergency contacts, etc. in Family Access. Before you log into Family Access the first time, you will need your ID code. Please stop by the office with your driver's license and we can give you your ID and password.

NURSE/HEALTH CENTER

RCE has two registered nurses, Mary Patton and Diane Roberts who job share. Our goal is to assist students in maintaining their health, and to support their academic and social success in school.

The clinic provides the following services for all students:

- Crisis and emergency intervention
- Registration & distribution of all medications, please see web site for permission forms

<https://www.springbranchisd.com/about/departments/academic-performance/student-support-services/nurses/forms>

- Survey and enforcement of state mandated immunizations
- Wellness education to ensure life-long health care
- Pertinent health and safety information
- Screening for vision, hearing & spinal evaluation
- Management of medical conditions such as asthma, ADD/ADHD, diabetes, food allergies, mental health, seizures, etc.

CAFETERIA

Student lunches are available for \$2.00 and may be purchased on a daily, weekly, or monthly basis. If your child will be routinely purchasing a lunch, we suggest that you prepay for a couple of weeks or even a month at a time. You may prepay for your child's lunches by writing a check to SBISD for the number of days you wish to purchase X

\$2.00 and send it to school. Please include your child's lunch number, which will be assigned at the beginning of the school year, on your check. You may also pay online with a credit card at www.parentonline.net. If your child wishes to bring a lunch from home, low-fat milk, both regular and chocolate, and whole milk are available for purchase.

Parents are welcome to eat lunch at school with their children and may bring lunch or purchase the daily hot lunch for \$3.50 without a beverage. A lunch schedule is provided by the first week of school.

SCHOOL DRESS CODE

The District has adopted the following guidelines for dress:

1. Clothing should be neat, clean and modest.
2. All students must wear rubber-soled shoes. Students in grades Pre-K - 5 are required to wear tennis shoes for participation in health fitness classes. All other shoes, regardless of rubber soles or leather tops are not considered safe for health fitness activities.
3. The District prohibits any clothing or grooming that, in the principal's judgment, may cause disruption of or interference with normal school operations.

In addition to the district's dress-code guidelines, RCE enforces the following: Shorts must be at least fingertip length; no spaghetti strap shirts without another shirt underneath (such as a tank or short sleeved top).

TRANSPORTATION TO AND FROM SCHOOL

BUSES

IT IS HIGHLY RECOMMENDED THAT YOUR STUDENT(S) RIDE THE BUS TO AND FROM SCHOOL. Bus service is provided to students zoned for Rummel Creek Elementary. Buses will run every day that school is in session (including the first day of school). Bus routes will be available in the school office and on the Spring Branch ISD website. Please make sure your child knows his/her bus number. The buses pick up children anywhere from 7:00 to 7:31 a.m. Please check [Springbranchisd.com](http://www.springbranchisd.com) for bus route information. (<http://www.infofinderi.com/ifi/?cid=SBI04322537629>)

Children riding the bus home from school will go to their bus "waiting area" and then will be led onto the bus. They will be dropped off at the same bus stop as in the morning. Please note that friends, scout troops, etc. are not permitted to ride home on a bus different from their assigned route. In these instances, parents or troop leaders should pick the children up from the school.

CARS

If you choose to drive your child to and from school, **please follow the drop-off and pick-up procedures outlined in the student handbook.** Please do not use your cell phones during pick-up or drop-off! This is for everyone's safety.

BICYCLES

Students are permitted to ride their bikes to school. Please do not ride bikes on sidewalks in front of school or inside the parking lots. Please walk bikes on all school property.

VOLUNTEER OPPORTUNITIES

You will have several opportunities to volunteer for your child's classroom. Each class will have a Room Parent who helps coordinate volunteer activities in the classroom. In addition to volunteer opportunities in your child's classroom, there are a number of other ways you may want to be involved at Rummel Creek. Please submit your interest via the Big Form and on the green volunteer sheet that will come home.

Volunteers are required to register at the beginning of each year with SBISD at: <https://www.springbranchisd.com/engage/partnerships-volunteers/volunteer-in-sbisd>

You **MUST** be an approved volunteer to participate in any classroom activities, including volunteering at parties and attending field trips. Please allow several days, especially at the busy beginning of the year when everyone is registering, for your application to be processed.

COMMUNICATION

WEBSITE

Be sure to check the PTA website (www.RCEPTA.com) often for the Big Form, important dates, information, spirit wear sales, current underwriting and fundraisers, PTA meeting minutes, copies of newsletters and other PTA information and news.

FACEBOOK

Please "like" RCE at www.facebook.com/rummelcreek to stay up-to-date on information, events and to see pictures of fun things happening at RCE.

SCHOOL DIRECTORY

The 2018-2019 Rummel Creek Directory will only be available for purchase on the Big Form. Please visit www.RCEPTA.com and fill out one form per family. In addition to student and parent names, addresses, email addresses and phone numbers, the directory will include teachers' e-mail addresses and RCE sponsors. It will also include a PTA calendar of events, the PTA Board and PTA Committee Chair names, email addresses and phone numbers. For the first time the directory will also be available electronically this year! **Please enter all your info on the My School Anywhere website and Save it when you are re-directed to the website after completing the Big Form. If you skip this step, your information WILL NOT be included in the directory.**

THE FLASH/RCE E-Blast

The ***Roadrunner Flash*** is sent out to the Rummel Creek community weekly via email. Please visit the website to add yourself to the distribution list, and be sure to read the Flash each week for the most up-to-date information you'll need to know.

SCHOOL MARQUEE

You are encouraged to read notices on both sides of the marquee in front of the school for reminders of upcoming events. This is also a fun place to see who is celebrating a birthday each month! You can choose to have your child's birthday displayed on the marquee via the Big Form.

PARENT/TEACHER CONFERENCES

During the school year, a parent/teacher conference will be scheduled to discuss your child's progress. If additional conferences are needed during the year, please contact your child's teacher.

FUNDRAISING

The RCE PTA pays for 5 staff positions, field trips, Hands on Science, continuing education, staff development, curriculum items not covered by the district, enhancements for music, art and health fitness, 1st, 2nd and 4th grade plays, field day, Donuts with Dads, Red Ribbon Week, cultural arts, and much, much more! We need your support to help pay for these items annually.

You can support RCE in several ways:

- 1) Business Underwriting - <http://rcepta.com/underwriting/>
- 2) Family Underwriting - via the Big Form
- 3) Birthday Marquee Sale - via the Big Form
- 4) Auction - This is our largest fundraiser held only every other year. You are joining us in an auction year, and there will be many ways for you to participate which will be communicated throughout the year, from creating decorations and helping with acquisitions, to assisting with class projects. This is a great way to get involved and meet people! Mark your calendars now for "Viva RCE" to be held February 19, 2019, at the Westin Memorial City!

CLASS PARTIES

There are two class parties each year. The Winter Holiday Party will be on December 21st and the Valentine's Party will be February 14th. THERE WILL NOT BE PARTIES ON THE LAST DAY OF SCHOOL. More information will be sent via room parents.
No personal party invitations should be distributed at school.

EXTRA CURRICULAR PROGRAMS

RUMMEL CREEK AFTER SCHOOL PROGRAMS

Rummel Creek offers many after school programs throughout the school year that are optional, such as RCE Choir (for fourth and fifth grade students), a Suzuki Violin Program, Art after School, Mad Science, Odyssey of the Mind, Spanish Club and Chess

Club. Watch for more information to be sent home with your child or on the website throughout the year for these programs.

BOY SCOUTS AND GIRL SCOUTS

Watch for information regarding Rummel Creek Boy Scouts and Girl Scouts to be sent home with your child. There will be a "Rally Night" coming up soon to give more detailed information.

SPRING BRANCH MEMORIAL SPORTS ASSOCIATION

The S.B.M.S.A. offers programs in flag and tackle football, boys' and girls' soccer, basketball, softball, baseball, and lacrosse. For more information, call 281-583-3600 or check out their website at www.sbsma.org.

MEMORIAL DRIVE UNITED METHODIST CHURCH SPORTS PROGRAM

MDUMC offers programs in boys' and girls' soccer, basketball, softball and baseball/tee-ball. For more information call 713-468-8356 or check out their website at www.mdumc.org.

TALLOWOOD BASKETBALL

Tallowood Baptist Church offers a basketball program in the winter. For more information, check their website at www.tallowood.org.

AFTER SCHOOL CARE

After school child care is provided on campus through the YMCA. For further information call 713-467-9522.