

We Are Red Oak!

Red Oak Elementary Family Handbook 2026-2027



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Letter from the principal . . .

Dear Parents/Guardians,

Welcome to the 2026-2027 school year at Red Oak Elementary! We are thrilled to embark on this educational journey with your elementary students. Our dedicated team is committed to providing a nurturing and engaging environment that promotes both academic excellence and personal growth. Through innovative teaching methods and a comprehensive curriculum, we aim to inspire a lifelong love of learning in each child. As partners in your child's education, we look forward to a year of collaboration, discovery, and success.

Sincerely,

Emily Ellsworth

Principal
Red Oak Elementary School

Red Oak's Mission and Vision

OUR MISSION:

Red Oak Elementary cultivates an inclusive community with high expectations, fostering strong relationships, and empowers students to develop strong character, a work ethic, effective communication skills, and a lifelong love of learning.

OUR VISION:

Red Oak Elementary: Where deep connections and a culture of growth inspire students to become confident problem-solvers, responsible citizens, and where every student is empowered through meaningful relationships, engagement, and a shared culture of growth, preparing them to positively impact the world.

Red Oak Elementary School Wide Behavior Plan

“At Red Oak We RISE!”

Student behavior goes hand in hand with learning. We believe that students learn best when they have clear limits and expectations for their behavior. At Red Oak Elementary, value is placed on the educational setting and the need for appropriate student behavior. We will help students learn appropriate school behavior by intentionally teaching them our behavior expectations.

Our expectations are explained in our simple statement: ***“At Red Oak We Rise”***

R - We are Respectful

I - We are Inclusive

S - We are Safe

E - We strive for Excellence

These expectations are reinforced every day in all classrooms, in all areas and by all school adults.

When students demonstrate the RISE expectations in common areas of our school. (Hallway, bathroom, cafeteria, etc.), they may earn “RISE” coins.

First Friday Celebrations

On the first Friday of every month, our school celebrates **“First Friday”**.

- **First Friday Assembly-** a fun school-wide assembly where we recognize students for excellent academics and behavior and play some games.
- **RISE Cart-** students may spend their RISE coins on pencils, toys, snacks, coupons, etc. of their choice
- **Clubs-** each student participates in a club- past clubs include art club, science club, walking club, friendship club, karaoke club, baking club, cooking club, sports club

Absence and Attendance Policy

JCS ATTENDANCE 101: ELEMENTARY EDITION

Each student may use up to 6 parent notes per school year. If a student is absent and does not turn in a parent or doctor note within 5 school days one of those 6 parent notes will be taken away. Parent notes can be submitted via hard copy, email to the attendance clerk or submitted to the attendance clerk via our new app Parent Square.

6 PARENT WRITTEN NOTES

Each student is allowed 12 Doctor notes each school year. Doctor notes may be submitted via hard copy, emailed to the attendance clerk, or faxed to the attendance clerk. If a student exceeds 12 notes, the parent will then be asked to complete a medical excuse form to excuse any additional doctor notes. These forms are used solely to verify the appointment. We do not ask for personal information. If a parent chooses not to complete the medical excuse form, they can request a Health Advisory Meeting via the DPP office or decide to leave the absence as unexcused.

12 DOCTOR NOTES

ARE THERE OTHER OPTIONS FOR STUDENT EXCUSES OTHER THAN PARENT & DOCTOR NOTES?

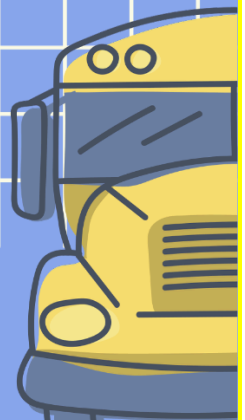
As listed in our district's Code of Acceptable Behavior & Discipline, JCS offers Educational Enhancement Opportunities (EHO). Each student can have up to 10 excused days with pre-approval for days they may miss that can qualify as an educational opportunity outside the walls of our schools. EHOs must be submitted 5 days before the absence. In addition to EHOs, we know life happens. We also have Home Hospital applications that can be used in the event a student has a medical procedure/issue that will require them to miss 6 school days or more.

This can include planned surgical procedures or the time needed for healing, whether for physical or mental health. Unfortunately, your family may experience a crisis. Administration can approve days for the family to grieve and/or attend the funeral/memorial services. If you were to find yourself in this situation, please promptly contact a member of your school's administration team. Communication is key!

ALL INFORMATION & DISTRICT CONTACTS PERTAINING TO SCHOOL ATTENDANCE CAN BE FOUND ON OUR DISTRICT'S WEBSITE SCAN THE QR CODE TO ACCESS THE JESSAMINE COUNTY SCHOOL'S DEPARTMENT OF PUPIL PERSONNEL PAGE.

ELEMENTARY SCHOOL START & DISMISSAL TIMES
START : 8:00 AM
DISMISSAL: 2:50 PM

TARDIES ARE EXCUSED BY DOCTOR NOTE, PARENT NOTE, OR PARENT/GUARDIAN SIGN IN/OUT ONLY



Regular attendance is required by the laws of Kentucky and is important to the child's progress in school. Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absences is difficult to make up and there is no substitution for the actual participation in the daily classroom discussion and work. All parents should make every effort to ensure that their child attends school regularly, barring illness.

Please consult your copy of "Jessamine County Code of Acceptable Behavior" for a description of our county-wide attendance policy. **If your child needs to be absent for an extended period of time for a reason other than illness, please get prior approval from the principal by filling out the EHO form found on the Jessamine County website.**

Tardiness

If your student arrives after 8:00 am, please bring them into the front office and sign them into school.

Early Pick-Up

If your child must leave early, please come to the front office and office staff will assist. Students will be released ONLY to individuals listed in Infinite Campus.

Communication

JCS and Red Oak Elementary use ParentSquare as the primary means of communication between the schools and families. If you need assistance setting your ParentSquare account up, please contact the front office.

Transportation

Bus Riders

Appropriate behavior on the bus is expected. Students who consistently cause disturbances on the bus are in danger of losing their bus riding privilege. Guidelines for bus behavior and discipline are in the [Jessamine County Code of Acceptable Behavior](#) pgs 36-38.

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 the bus garage at 885-4891.

Transportation changes-

Up to one day before the change, may be submitted with a note or Parent Square message.

If you need to change your student's transportation the day of, you MUST call the front office prior to 1:00pm.

Car Riders

Drop-off:

All students must be dropped off in the car line from 7:40am-8:00am. Students may get out of the right side of the vehicle starting at the blue block. Please pull as far forward as possible in the front lane.

At 8:00 AM, the bus entrance doors will lock, and all late students must report to the front office to check in with their guardians.

Pick-up:

In the afternoon, pick-up time will begin at 2:50 P.M.

All afternoon pickups must have a car line tag. Please hang your car line tag in a prominent place for the school staff to see. If you do not have your car tag, you will be asked to go into the front office to check your student out so we can ensure the student is going with someone on their Infinite Campus list. Thank you for helping us keep our students safe!

Students will stand by their assigned cone color and wait for their car to pull to the cone.

Students will enter the vehicle on the right side.

Programs

Art

The Art teacher at Red Oak Elementary gives every student a chance to explore a wide range of creative activities—including drawing, painting, crafts, and ceramics. Students also learn about art history and the basic elements of design in fun, age-appropriate ways using engaging visuals and materials tailored to each grade level.

Music

The Music teacher at Red Oak Elementary gives every student weekly music instruction. Classes focus on building a love of music through singing, playing instruments, listening, moving and reading music. All students have opportunities to perform in grade-level performances, assemblies and have the opportunity to participate in a talent show.

Library

The Librarian at Red Oak Elementary supports students as they learn to love reading and confidently use the library. Students receive guidance on how to find reliable information, choose books that match their interests and reading level and build strong research skills.

Physical Education

The physical education teacher at Red Oak Elementary leads physical education classes for each grade level that support each child's overall well-being. Students take part in a variety of activities such as team games, fitness exercises and skill-building activities that encourage movement and teamwork.

Special Education Programs

Our goal is to support students, teachers and parents by making sure every child receives the individualized help they need to learn and grow. This includes using Specially Designed Instruction, research-based curriculum and proven best practices to provide services that are tailored to each student. Jessamine County Schools offers a range of support options so students can learn in the environment that is most appropriate and least restrictive for their needs. Progress reports from Special Education teachers are concurrent with report cards.

For more information about special education services in Jessamine County Schools, please visit the Special Education section on the district website.

School Counseling Services

Red Oak Elementary offers a Comprehensive School Counseling Program with two Professional School Counselors who work closely with students, teachers, parents and community agencies to provide services that include guidance lessons, group and individual counseling, 504 coordination, and referrals to community mental health services.

Title I

Red Oak Elementary qualifies to receive Title I services based on the percentage of children enrolled and on the percentage of children who receive federal lunch assistance. That means that all children in our school can receive services regardless of whether or not they qualify. We do receive our funding based on the forms filled out for free and reduced lunches.

Gifted Programs

The Jessamine County School District provides elementary programs for the academically gifted. For Red Oak primary students there is a Primary Talent Pool (grades 1 and 2) and a Gifted and Talented Program for intermediate Red Oak students (grades 3-5), both programs are run by the gifted and talented teacher. A student must qualify for services.

Home Hospital Program

The Home Hospital Program is designed to meet the needs of students who cannot attend a regular public day school due to a physical, mental, emotional or social condition which prevents, or renders inadvisable, attendance at school. See the Jessamine County Schools Code of Acceptable Behavior for the specific provisions of this program.

Family Resource Center

The mission of the Family Resource Center is to provide relevant quality services to children and families of the Red Oak community, and to eliminate barriers to your student's education, including but not limited to: Weekend Food assistance, Holiday assistance and assistance with connecting with community resources. You may reach the Family Resource Center by calling Red Oak Elementary at 859-885-0616.

School Pictures

Individual photographs of the children are taken at school by a professional photographer in the fall of the school year, and group pictures are taken in the spring. These packages are offered to families at a nominal charge, but no one is obligated to purchase school pictures. Notices will be sent home several days prior to pictures being made.

Cafeteria

Jessamine County offers both Breakfast & Lunch at **no cost to ALL** students in elementary schools. We need your help! Please support this program by encouraging your students to take advantage of our school meal programs whenever possible! The decision to participate in the CEP program was made to better support our community's families and children.

A weekly menu will be included in our weekly Family Update. You may also access this information through the app Meal Viewer. All students are required to eat lunch in the school cafeteria or to bring their lunch from home and eat it with their class.

Lunch Visits

Visitors will be able to join their students for lunch. You will be required to sign into the office and receive a visitor's sticker. Only those who are listed on the child's Infinite Campus page will be permitted to enter the lunchroom. There is a table specifically set aside for grown-ups visiting for lunch. We ask that you sit in the designated area. If you wish to eat school lunch, the visitor will need to bring EXACT CHANGE with either cash or check. We are NOT able to make change. If exact change is not provided, any change due will be deposited onto their student's account.

****Any adult or visitor meals (including children) are \$2.90 - Breakfast and \$4.85 - Lunch. Meals are provided to all JCS students at NO COST.**

Accidents and Illness

If your child becomes ill or is injured at school, we will notify you, or anyone you designate, to come for the student. If the accident or illness is serious, and we cannot reach you, the school will take whatever action is necessary for the well-being of the child.

Medication

Teachers may not give children aspirin or other medications. If your child is taking any medicine and must receive a dose during school hours, please adhere to the following guidelines.

1. A signed Jessamine County authorization form must be on file in the office. These forms are available from the school office. This form must be signed by a doctor.
2. All medication must be brought to school by an adult. The medication CANNOT be sent via the student.
2. All medication will be stored in a locked box.
3. Medication will be administered by trained personnel in the office.

A log will be kept of all medications administered through the office and will become part of your child's permanent record.

Change of Address/Phone Number

Please update any changes through the **Infinite Campus Parent Portal** as soon as possible for the start of the year. **If there are changes during the year, please notify the office with any change in address or phone number.** This will allow us an effective means of emergency contact for your child's safety and make sure they get to the right address after school.

Report Cards

Report cards for all students will be printed and sent home at the end of **each 9 weeks**, 4 total for the duration of the school year. If you have any questions about your students progress please contact their teacher through email, Parent Square or phone call.

Parent-Teacher Conferences

Red Oak requires **at least one parent-teacher conference per student each year**, these usually happen in the fall. Parents may request additional conferences at any time by contacting the teacher through email, Parent Square or a phone call.

Visitors

The staff of Red Oak Elementary School believes that parents and community members are a vital element in the education of our children. Visitation of the school is encouraged for the purpose of

volunteer assistance, conferencing, visiting, and/or observation. For the safety of our students and staff it is important that specific policies be in place to monitor guests on our campus.

1. All guests are asked to register in the office when arriving and departing from the school.
2. A registration book will be in the office for guests to register their name, person(s) visiting, reason for visit, time of arrival, and time of departure.
3. Individuals wishing to observe a classroom for an extended period of time should make prior arrangements with the teacher and have approval from the principal. An observation will only be granted if a full background check and visitor's packet is filled out. This will take approximately 2 weeks to complete.
4. **All JCS schools use a security system to verify all visitors prior to entry. This system requires the scanning of a personal driver's license. Therefore, all visitors to Red Oak must bring his/her driver's license to Red Oak in order to be considered for entry into the building.**

Extracurricular Activities

Each school year there will be extracurricular activities offered to students in the corresponding grades, depending on which activities. Families will have to arrange personal/private transportation from school for those who participate in extracurricular activities, unless specified by your student's teacher or extracurricular sponsor. Red Oak offers a variety of opportunities for students to get involved within the school and the community.

The following extracurricular activities have been offered in previous years:

- Academic team
- Choir
- STLP
- Winter Guard

PTO

The Red Oak Elementary Parent-Teacher Organization was established to provide a closer relationship among teachers, parents, and students. PTO meetings are open to all parents and are held in the conference room according to the schedule listed in the Parent Newsletter and the PTO website. Times will vary to accommodate both parents and teachers. The PTO sponsors several fund-raising projects throughout the year such as catalog sales, candy sale, and Spring Fling. Funds raised from these projects are used in many different ways. The PTO will send home information outlining its programs.

Dress Code Policy

We have found that there is a correlation between a student's behavior and attitude, and their manner of dress. There is a wide range of available clothing styles that reflect a positive attitude and appearance. We ask that students attending Red Oak Elementary wear clothing that is comfortable, clean, and appropriate for an elementary school. Clothing and other items our students wear must not disrupt the educational process, create safety concerns, nor create any distraction. All popular fashions may not be appropriate for an elementary school. If a violation cannot be corrected at school, then parents will be contacted to supply the appropriate garments. At the second violation, parents will be contacted immediately by administrative personnel.

Inappropriate dress includes but is not limited to:

- Clothing that does not fit reasonably
- Clothing with logos, slogans, words, or pictures promoting or depicting alcohol, tobacco, drugs, vandalism, bigotry, violence, sexual connotations, or profanity. This includes clothing with phrases or pictures that have double meanings.
- Clothing that is revealing or immodest or tops that expose bare midriff or undergarments.
- Shorts, skirts, and dresses must be long enough that they reach the same point on the thigh as the bottom of a student's closed fist when the arm is extended and resting on the thigh.
- Earrings, chains, jewelry that dangles and could be dangerous when playing
- Any make-up or adornment that causes a distraction in the classroom or on the playground
- Hair that is distracting or extreme
- Hats or hoods worn indoors or incorrectly (exceptions: hat day and religious headcoverings)
- Skate shoes or shoes with wheels are not permitted.

Important Phone numbers and resources

Red Oak Elementary- 859-885-0616

JCS Central Office- 859-885-4179

[JCS Bus Garage](#)- 859-885-4891

[JCS DPP \(attendance\)](#)- 859-885-4179

[JCS Website](#)

[Code of Acceptable Behavior and Discipline 2025-2026](#)

**As always, if you have any questions or concerns, please do not hesitate to reach out!
We are here for you and your student.**