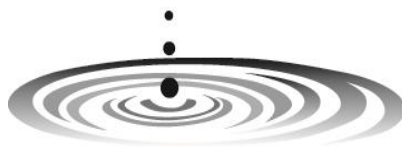


# Richmond Drive Elementary



1162 Richmond Drive  
Rock Hill, South Carolina, 29732-3108  
Janice B. Hyatt, Principal  
Kay Owens, Assistant Principal

August 1, 2018

Dear Richmond Drive Families,

Welcome Back!! I am Janice Hyatt, the new principal at Richmond Drive. It is with great excitement that I welcome you back to Richmond Drive Elementary School. I am honored to have the opportunity to lead a school with such a rich tradition of education! I have been dedicated to the field of education for twenty-nine years. During this time I have worked as a teacher with a variety of students ranging from first grade through and sixth grade. My most recent administrative experience was at York Road Elementary. I am excited and eager to bring my skills as an educational leader to Richmond Drive Elementary and work with you and the staff as a partner in education to ensure our children's success.

Here are a few scheduling reminders that will give all of us a great start:

**Now – Friday, August 10** Complete online registration

**Now – Friday, August 10** Bring / email proof of residency (Electric bill, gas bill, rental/lease agreement)

Email Karen Hucks at [khucks@rhmail.org](mailto:khucks@rhmail.org) if you have an electronic bill.

**Wednesday, August 15** Back to School Fair from 4:00 – 7:00 pm

**Monday, August 20** First Day of School for all students

**Back to School Fair** will be **Wednesday, August 15<sup>th</sup>** at Richmond Drive. Please come and meet your child's teacher and enjoy other activities. You can tour the building, find out information about programs, complete online registration, bring proof of residency and get free school supplies and books (as long as supplies last). We will have activities throughout the school and if you get hungry, we'll have food and drinks in the cafeteria. This event is sponsored by the Rock Hill School District, Westminster Presbyterian Church, Rock Hill Bible Fellowship and many other organizations. We want every family in our school to have a great start to the year. (Computers will be available to complete online registrations, lunch applications and volunteer screening forms. All parent volunteers must complete a new application form every two years.)

**Mobile Computing Guide Parent Orientations**—For parents of students in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades, you can go to <https://rockhill.instructure.com/courses/1082> to view the Mobile Computing Guide Parent Orientation and download the form that needs to be signed so your child can receive a district device. The fee is \$35 this year and there is scholarship information at the site above. All parents have to do a parent orientation every year.

**Communication Methods**—We want our parents to stay up to date through all the best methods of communication available. Here is how you can know what is happening:

1. **Weekly E-Newsletter**—A weekly e-newsletter is sent each week to update families on the happenings at Richmond Drive. Please enter your most current email address(es) on online registration so we can send it to you. Also, you can find it posted on our Facebook page and website and subscribe to it there.

2. **District App**—You can download our school district app on your phone and select to receive information from RDES (and other schools, too.)
3. **Facebook**—Like us at Richmond Drive Elementary School.
4. **Twitter**—You can link to us @richmondrrdrive.
5. **Website**—You can find us at [www.rd.rock-hill.k12.sc.us](http://www.rd.rock-hill.k12.sc.us).
6. **Wednesday Communication Folder**—A red folder with info comes home every Wednesday.

**Arrival and Dismissal**—Please follow these procedures to ensure the safety and security of your child.

1. **Arrival**—Students can be dropped off in any of the **three traffic loops** in the front or back of the building. A staff member will be on duty in the rear drop off area from **7:25-7:40 AM**. Please do not use the faculty parking lot for drop-off of students. All students should be at school by 7:40. At 7:45, students are late and need to be signed in at the office.
2. **Dismissal**—Students are dismissed at 2:25 PM. All students should be picked up by 2:45 PM.
  - a. **Car Riders**--All parents of car-riders will go through the traffic loop from McDow Street or the loop from Richmond Drive (by the swings). Place your Richmond Drive **Pick-Up Card** in your windshield or show it to the person calling the children. Please do not walk up to the school to get your child. This helps ensure we get the right child going home with the right person. Anyone picking up your child by car will be required to have a Richmond Drive **Pick-Up Card** with the child/ren's name(s) and grade level(s) on it that should be put in the dashboard. **Anyone not having the card will be asked to pull over and verify with the office that they can pick up your child.**
  - b. **Bus and Van Riders**—Will be picked up in front of the school. Bus transportation can only be provided to those students living more than 1.5 miles from school.
  - c. **Walkers and Bike Riders**—Will be escorted by staff members down Richmond Drive and McDow Street. Kindergarten and First Graders must be escorted home by a parent/guardian, older sibling or other person approved by parents. Adults receiving K and 1<sup>st</sup> grade walkers need to have a **Walker Pass** that can be gotten from the office.
  - d. **Teacher Notification**--For all students, please inform your child's teacher on the first day how they will be going home. (Will they be a car rider, a bus rider, a daycare van rider, a back door walker, a front door walker, or a student in our Challenger after-school program?)
  - e. **Early Dismissals**--Students will not be dismissed after 2:00 PM unless there is written authorization from a doctor. Except for emergency situations, changes in the way a child goes home **will not be made after 2:00 PM**.
  - f. **Dismissal Changes**--If a child is going home in a different a way from "normal," a handwritten note needs to be sent to the teacher at the beginning of the day. (Please do not send emails. They may not be seen until the end of the school day.)
  - g. **Photo ID**—All visitors to the school will be asked for a photo ID.

**Breakfast / Lunch** Please also remember that all new students (all kindergarten and new students in upper grades) will need to bring their lunch or pay for their lunch until applications can be processed. There will not be any breakfast served on the first day. Student meals will be \$2.20 for lunch and \$1.10 for breakfast this year. Lunch applications can now be processed online at [www.school lunchapp.com](http://www.school lunchapp.com).

**Ice Cream Sales** Ice cream items will cost .75 this year and will be sold on Friday.

**Handbook** The RDES Handbook is on the school website but if you'd like a paper copy, just let the office know. Please be sure to read it so you can be familiar with our policies and procedures. For safety reasons, please always have your child wear tennis shoes to school. As always, if you have any questions, feel free to give us a call at 981-1930 at our main office.

We look forward to a great year with you and your child and hear how all of you made a difference this summer!!!!

**Learning That Makes a Difference**