

**RCS Administrators**

Mr. Matt Vance,  
Superintendent

Mr. Tim Hancock,  
Direction of Transportation, Building and  
Grounds

Mrs. Melissa Leap,  
Director of Curriculum and Instruction

Mrs. Kimberly Nicholson,  
Direction of Differentiated Learners

**RCS School Board Members**

Tammy Jackman

Anita Jackson

Dr. Steve Sickbert

Douglas K. Marlow

Jeff Slaton

Michael J. Beard

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**Administrative Office**

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**RUSHVILLE ELEMENTARY SCHOOL EAST**

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## **A WELCOME FROM MRS. TILLEY**

Welcome to Rushville Elementary School East! On behalf of the Rushville Elementary School East staff, we are excited to welcome you and your family to our learning community! We are looking forward to an exciting school year. The outstanding staff of RES East is dedicated to educating students today for their success tomorrow!

RES East is committed to creating positive partnerships with students, parents, families and members of the community to increase student achievement! We welcome your involvement at RES East. The safety of all staff, students and guests are a priority at RES East. We require all visitors to check in at the school office.

Our Parent-Teacher Group is dedicated to providing resources that enhance the educational opportunities for our students. They provided materials and equipment for our school, while also sponsoring many valuable activities that celebrate both students and staff. We would encourage you and your family to participate in the many activities and events throughout the school year!

We are dedicated to continuous and effective communication. Please follow us on Twitter and like us on Facebook. In addition to our social media sources, we will communicate via email and through weekly newsletters! The newsletter contains important information about school events as well as celebrations of staff and students!

Please read through the information in the Parent-Student Handbook. Feel free to call or email if you have any questions or concerns! We welcome your feedback to ensure that the students and staff of Rushville Elementary School East have a safe and successful school year!

Sincerely,

Erin Tilley  
RES East Principal  
tilleye@rushville.k12.in.us

## SCHOOL POLICIES AT RES EAST

### **Attendance**

A detailed attendance policy is provided on page 3 of the Rush County Schools Elementary Handbook. Please read it and be aware of the consequences for excessive student absence. Parents are asked to report a student absence by 10:00 am on the day of the absence by calling the school office. Students who arrive after 8:15 or leave before 3:15 will be counted tardy for attendance reporting purposes. Any student who leaves before 11:30 am will be considered absent for a half day. Students who arrive or leave during the school day must be signed in or out by a parent or their designee.

### **Bike Riding**

For safety reasons, bike riding is discouraged. However, students in grades 3-6 are allowed to ride bikes to and from school with written parental permission. Bikes are to be walked on the sidewalk on school property and remain parked in the racks provided throughout the day.

### **Cafeteria**

Both lunch and breakfast are served daily in the cafeteria. Breakfast is served from 7:45 until 8:00 am at a cost of \$1.35 and \$.30 for reduced breakfast. The cost of a student lunch is \$2.50 and \$.40 for reduced lunch. An application for free and reduced priced lunches is available from the school office or online at any time during the school year. Parents are encouraged to pay for student meals on a monthly or weekly basis whenever possible. Sack lunches may be brought from home. There is no refrigeration or heating provided for sack lunches and soda pop may not be consumed in the cafeteria. Students with special dietary needs must provide the cafeteria with doctor's instructions. Fast food from local establishments may not be brought in for individual students. **Lunchroom charges will not be allowed to exceed \$30.00 per student.**

### **Custody Changes**

In cases where parents do not share custody, a copy of the legal custody agreement must be on file in the school office. Please list the names of all families involved in custodial care on the enrollment forms. In the event of a change in legal custody or guardianship during the school year, an updated copy of the legal document must be on file in the school office.

### **Holidays and Special Days**

Delivery of balloon bouquets and floral arrangements to students at school is discouraged as they cannot be sent home on buses. Please arrange for holiday deliveries to be sent to the student's home or arrange to pick them up at school. Snacks and treats for the classroom must be commercially prepared and packaged and pre-arranged with the classroom teacher.

## **Medication**

Both prescription and nonprescription medications to be administered at school must be taken to the school nurse. A note from the parent giving directions for administration is required for over-the-counter medicines. A form is available from the nurse's office for students who require medication on a daily basis and must be on file before medication can be administered.

## **Parent/Teacher Group**

The Parent/Teacher Group at Rushville Elementary supports students by raising funds for those extras that taxpayer dollars cannot purchase such as field trips, playground equipment, awards, and family activities. In addition, parent volunteers assist in classrooms and with special events. Please join parents of your children's classmates and your children's teachers as we continue our tradition of parent involvement at RES East.

## **Personal Property**

Students may bring personal property such as toys, game systems, and iPods to school **only with prior permission from the classroom teacher**. The school is not responsible for loss or damage to personal property. Therefore, parents and students are cautioned against bringing expensive personal items to school. Students are permitted to have water bottles in the classroom. These must be filled at school, contain only water, and should be taken home and cleaned on a weekly basis. Teachers may limit the use of a water bottle if used inappropriately by students.

## **School Hours**

The school office is open from 7:30 to 3:30 daily. Breakfast students may enter the building beginning at 7:45 and proceed directly to the cafeteria. Classes begin at 8:15 and end at 3:05. All doors except for the front doors will remain locked during the school day. The front doors will be locked when the office closes at 3:30. Students will not be allowed back in the building to get forgotten items after 3:30.

## **Telephone Use**

Classroom telephones are for adult use only. Incoming calls will be transferred to voicemail during class times. Students will not be allowed to call home for forgotten items or for permission to stay after school, nor will they be called to the phone to take personal phone calls. Students are allowed to carry cell phones for after school use. However, they must remain off and in book bags during the school day and on the bus ride home. Failure to comply with cell phone policies will result in the phone being confiscated and the parent being required to come to school to pick it up. **The school is not responsible for loss or damage to cell phones. Therefore, parents and students are cautioned against bringing these items to school.**

## **Transportation**

Getting your child to and from school safely is a top priority at RES East. Due to the traffic congestion in the parking area and in the area surrounding the school, parents are strongly encouraged to take advantage of the bus transportation provided by Rush County Schools.

## **Arrival**

Bus students will enter through the northeast doors from the back parking area. Students arriving by bus before 8:00 will remain in the gym where they will be supervised. Those students who eat breakfast will proceed to the cafeteria and remain there until the 8:00 bell.

Students who walk or arrive by car will enter through the front door. Parents delivering students are asked to pull up to the curb and let students off on the passengers' side. Students may enter the building at 7:45 and go to the gym, where they will be supervised. Students who eat breakfast may proceed to the cafeteria after 7:45. Due to supervision issues, please do not drop students off before 7:45.

A note giving parental permission for students riding a bicycle to school must be on file before the student rides to school. Bikes are to be walked on the sidewalk in front of the school and remain parked in the bike racks provided during the school day.

## **Dismissal**

Bus students will exit the building through the northeast doors to the back parking area. Buses will leave the back parking area promptly at 3:10. Students who ride in cars will be dismissed as soon as the bus traffic has cleared 16<sup>th</sup> Street. Any student who is being picked up by car will be escorted to the front curb by a school employee. Drivers are asked to park at the curb, pulling forward directly behind the car in front of them and remain in their cars. Students will only be dismissed to their cars when they are parked at the curb. Students will enter the vehicle on the curb side. When all cars at the curb have been loaded, the cars will be dismissed and another group of cars will be allowed to pull forward and load. This procedure will be followed until all students have been safely loaded in their cars. **Students will not be dismissed to walk through traffic to cars parked in the parking lot.**

Students who walk or ride bicycles will be dismissed last. A school employee will accompany students to the crosswalks at 16<sup>th</sup> Street and Sexton Street. Bike riders will walk their bikes across the street at the crosswalks.

**\*\*\*All students will be sent home according to the instructions parents provide at registration unless there is written or phone communication from the parent or guardian. Changes in transportation plans must be provided by 2:30 in order to be delivered to the classroom teacher.\*\*\***

## **Visitors**

Parents are encouraged to visit classrooms. Please make prior arrangements with your child's teacher to assure that your visit comes at a convenient time for students. Upon arrival, please sign in at the front desk to receive a visitor's identification tag. If you would like to join your student for lunch, please call the school secretary by 9:30. The cost of an adult lunch is \$2.75, and lunch tickets are available at the front desk. Fast food from local establishments may not be brought in for individual students. The school reserves the right to limit visiting privileges to those who follow our school behavior expectations and do not detract from our learning environment.

**RES East Code**  
**Be Responsible**  
**Be Respectful**  
**Be Peaceful**  
**Be a Problem Solver**  
**Be an Active Learner**

Students at Rushville Elementary East are expected to follow the RES East Code in all settings (the classroom, cafeteria, restroom, playground, and hallways) throughout the school day. Positive behavior expectations will be taught, modeled, and reinforced by all adult staff members.