

RES West Families,

Welcome back to the school year 2022-2023! We can not wait to start the new school year. I am excited to say I am starting my 17th year as Principal in the building I started teaching in many years ago. I am originally from Rushville and live outside of Milroy on our family farm.

The RES W staff has been preparing for your child's return over our summer by attending professional development, book studies and getting a much needed break themselves.

Please read through the information contained in this handbook with your child. It is very important that students understand their expectations at school. This year a focus for our school is to improve student attendance. If your child is going to be absent please call the school before 9:00 am at 765-938-1509. It is important for students to be at school on time each day. We can't teach them, if they are not here.

Have a great school year and if you ever have any questions feel free to contact your child's teacher or myself. Throughout the school year newsletters will be sent home weekly through Email. You may also check our website, Facebook page, and Twitter account for all activities taking place at RES West.

We look forward to a fantastic school year!

Sincerely,

Mrs. Julie Innis, Principal

Rushville Elementary West

Rushville Elementary West was formed in 2010 by the Rush County Schools Board of Trustees as part of the Rush County Schools elementary school reorganization initiative. RES West shares a media center, kitchen, and parking area with its sister school RES East. In all other ways it is a separate facility with its own administration, faculty and staff, and instructional programs.

SCHOOL POLICIES AT RES West

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 9:00 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.

Cafeteria

Both lunch and breakfast are served daily in the cafeteria. Breakfast is served from 7:45 until 8:00 am. This year, school breakfast and lunch will be provided to all students free of charge. An application for free and reduced priced lunches is available from the school office or online at any time during the school year. 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.**

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. **Due to allergies, no snacks or special treats are allowed in the classrooms.**

Medication

Both prescription and nonprescription medications to be administered at school must be taken to the school nurse, Mrs. Proctor. 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 PTG at RESW 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 RESW.

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 contain only water and should be taken home and cleaned on a nightly 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. 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 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 West. 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 main doors of RES West from the front parking lot. Students will be dismissed from the bus and enter the building starting at 7:45 am.

Students who walk or arrive by car will enter through the back doors of RES East. Please follow the following guidelines for car rider drop off and pick up. **To ensure student safety, students may not be dropped off before 7:45 am.**

1. Cars will come NORTH on Sexton from 16th Street..
2. Turn RIGHT into the RES Parking Lot.
3. There will be 4 lanes for drop off and they will be marked. We ask all preschool and Kindergarten families to use lane 1, which is by the sidewalk. 1st-6th grade students can use either Lane 2, 3, or 4. Once you are in your lane proceed forward until stopped. A staff member will be at the end of the lanes to stop cars. Once all 3 lanes are stopped students may be let out on the passenger side. **DO NOT LET STUDENTS EXIT CAR UNTIL DIRECTED BY STAFF.** This will be done with handheld signs.
4. Once students are on the sidewalk the front 4 cars will be released by the staff member and then the next 4 cars will pull up to release students.
5. Once cars are released they will follow in a single file line to the back lane to exit the parking lot.
6. At Sexton Street all cars will turn right to exit. **DO NOT TURN LEFT.** Cars will then proceed to Foster Heights.

If you arrive after 8:10 am and there are no staff members present, do not drop your child off. Bring them to the front of the building and drop them off at the Main Entrance.

Pick Up

1. Cars will come North from 16th Street and turn right into the RES parking lot.
2. Go into the assigned lanes: Lane 1 Pre-School, Lane 2, 3, and 4 for K-6 Students.
3. Have your assigned number, these will be given out on the first day of school, **displayed in the front window on the passenger side.**
4. At the end of the lane you will be stopped by a staff member who will then call out students to enter cars.
5. Once the front 4 cars are finished they will be released by a staff member to exit the parking lot. Go to the back lane and go to the exit. All cars will turn right and go north on Sexton.

Dismissal

Bus students will exit the building through the main doors to the front parking area. Students who ride in cars will be dismissed to the RESE cafeteria and will be picked up in the back parking area. Students attending the Boys and Girls Club will be walked to the Club entrance by members of the RES staff. Students **MUST** check into the club before being released to parents. Students living at Loma Apartments will be walked to the stop sign and escorted across the street at the crosswalk. Students in grades K-2, must have a parents/guardians present at the stop sign for students to be released. If no parent/guardian is present, students will be brought back to RES.

*****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.*****

Visitors

Upon arrival, please sign in at the front desk to receive a visitor's identification tag. 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 West Code

Be Responsible

Be Respectful

Be Peaceful

Be a Problem Solver

Be an Active Learner

Students at Rushville Elementary West are expected to follow the RES West 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.