

RCS Administrators

Mr. Matt Vance – Superintendent
 Mrs. Melissa Leap - Director of Curriculum & Instruction
 Mrs. Kim Nicholson – Director of Differentiated Learners
 Dr. Scott Steven – Assistant Director of Differentiated Learners
 Mr. Tim Hancock – Transportation, Building & Grounds
 Mr. Bryce Welsh – Director of Finance

Administrative Office

330 W. 8th Street
 Rushville, IN 46173
 Phone: 765-932-4186
 Fax: 765-938-1608
 E-mail: rcs@rushville.k12.in.us
 Website: rcs.rushville.k12.in.us

RCS School Board Members

Mike Beard
 Tammy Jackman
 Anita Jackson
 Ron Lienemann
 Doug Marlow
 Steve Sickbert
 Jeff Slaton
 John Worth, Attorney

MILROY ELEMENTARY SCHOOL

**300 N. Walnut Street
 Milroy, IN 46156
 Phone: 765-629-2323
 Fax: 765-629-2250**

Website: milroy.rushville.k12.in.us

MILROY SCHOOL PERSONNEL

Nancy Schroeder-Principal	Karen Wagner - Secretary
Carly Moore-Kindergarten	Cheryl Bacon-Kindergarten
Assistant	
Elaine Meer-Grade 1	Karen Hoeing-Library Assistant
Betsy Kausch-Grade 2	Becky Wicker - Nurse
Angie Stevens-Grade 3	Chrissy Tabeling-Tech.
Coordinator	
Melinda Boughner-Grade 4	Miriam Troyer-Cafeteria
Mary Byrne-Grade 6	Joyce Linville-Cafeteria
Erika Keasling--Grade 5	Heather Rolfe-Cafeteria
Manager	
Christin Nicholls-Special Needs	Joyce Norvell-Custodian
Amy Reynolds-Speech	Max Moore – Custodian
Barb Kain-Art	Ashley Strait – Title I Teacher
Nicole Kirchoff-Librarian	Kim Hornberger – Title I
Assistant	
Heather Campbell-Music	
Joseph Redden-Physical Education	

BUS DRIVERS

John Abrams – 56
 David Angle – 17
 Jean Angle –25
 Cheryl Bacon – 48
 Debbie Combs – 14
 Shirley Fisher – 42
 Kathy Foreman – 37

PTO OFFICER

Kelly Morgan - President
 Sarah Mahan – Vice President
 Carri Flannery - Treasurer
 Katie Schwartz - Secretary

MILROY ELEMENTARY SCHOOL

Mission Statement

Milroy Elementary prepares students for a lifetime of learning.

Milroy Phone –765- 629-2323

School Colors - Red & White

School Mascot - Cardinal

This book is prepared as a reference and study help for parents and students throughout this year. Additional information will be sent home in our monthly newsletter along with breakfast and lunch menus and a monthly event calendar.

Principal's Comments

Welcome to Milroy Elementary School. The teachers and support staff of Milroy Elementary are committed to providing your child the best possible education. The support of parents is one of the many factors which makes Milroy an A school. You have many opportunities to involve yourself here at Milroy. Milroy Elementary Parent/Teacher Organization is very strong and active. I know you will enjoy being involved in our PTO. We hope you will also volunteer your time and talents to our many student-centered activities and hope you will join us for the many school events.

You are a vital component in your child's education. We appreciate your assistance by sending your child to school each morning well rested and prepared to learn. Thank you for providing your child an environment where he/she can continue his/her academic experience by completing homework, and by helping your child avoid unnecessary absences.

The faculty at Milroy Elementary will provide your child with a rich academic experience which is based on Indiana Academic Standards. You will also be kept informed as to how well your child is progressing throughout the school year. If you ever have questions and /or suggestions, we look forward to hearing from you. Together, we will make this an exciting and rewarding year for your child.

School Policies at Milroy

Bicycle and Car Traffic

Students who arrive by car will enter or exit through the south doors by the gym. Parents delivering or picking up students are asked to pull up to the curb in the designated area and let students off or pick up on the passenger's side. Due to supervision issues, parents are discouraged from dropping students off before 8:00.

Students in grades 3-6 may ride bikes to school. The parent must sign a permission slip from the office before a student is allowed to ride a bike to school. Students who ride their bikes in a manner that interferes with school buses or other traffic will lose this privilege.

Bus Transportation

The bus students will enter and exit the building through the front doors of the school. Buses will leave approximately at 3:10. 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.

Cafeteria

Both lunch and breakfast are served daily in the cafeteria. Breakfast is served from 8:00 a.m. until 8:20 a.m. at a cost of \$1.35 for regular prices and \$.30 for reduced prices. The cost of a student lunch is \$2.50 or \$.40 for reduced prices. The cost of an adult lunch is \$3.25. An application for free and reduced lunches is available from the school office and online. Parents are encouraged to submit applications if they are unable to pay for student meals. Sack lunches may be brought from home. Soda pop and candy may not be brought to school. ~~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.**

Students are expected to pay for meals on a weekly basis whenever possible. Lunchroom charges will not be allowed to exceed \$15.00 per student.

Changes in Transportation Plans

Students will not be allowed to go home with another student, stay after school, or ride a different bus without direct communication from the parent.

Please call, or send a note **before 2:30** if dismissal plans change during the day. We can not guarantee messages received after 2:30 will be delivered due to special classes and field trips. Otherwise, students will be sent home on their regularly assigned buses.

Custody Changes

In cases of which 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 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.

Gym Shoes

Students are to provide gym shoes other than those worn outside for use during physical education classes and recess in the gym. Shoes worn outside pick up sand and gravel which will damage the gym floor.

Holiday and Special Days

Delivery of balloon bouquets and floral arrangements to students is discouraged as they cannot be sent home on buses. Please arrange for holiday deliveries to be sent to students' homes or arrange to pick them up at school. Snacks and treats for classrooms are to be commercial prepared and packages.

Medication

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

Personal Property

Students may bring personal property such as toys and game cards to school only with prior permission from the classroom teacher. Any electronic devices (for example; iPods, Game boys, DS, etc) should not be in use during school hours or after school events. The school is not responsible for lost, stolen or damaged personal property.

Students will be permitted to have clear 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 use of a water bottle if used inappropriately by students.

School Hours

Our hours are 8:20 a.m. - 3:10 p.m. Students who arrive after 8:20 a.m. are tardy and must report to the office for a tardy slip. Parents who bring children late or pick them up early must sign them in or out at the office. All doors except the front doors will remain locked during the school day. Students will not be allowed back in the building to get forgotten items after school hours.

Student Absences

Please call to report absences before 11:00 a.m. You may request homework at this time to be picked up after 3:30 p.m. Students will be counted tardy if they arrive after 8:20 a.m. Any student who leaves before 11:30 a.m. will be counted absent in the p.m. A student who leaves early, but is present part of the afternoon will be counted as an early departure. Parents are asked to sign students in and out at the office if they arrive late or leave early.

Student Expectations

- Students are expected to be respectful to each other and to adults at all times.
- Hats must be removed by both boys and girls when entering the building.
- Students are to walk to and from the building on the sidewalk.
- School restrooms are to be used for the purpose for which they were intended, not as a play area.
- Students should not arrive on school grounds before 8:00 a.m. and should remain outside until the 8:10 a.m. bell.
- Students must obtain permission from the principal to sell products other than group fundraisers at Milroy Elementary.
- Students who stay after school for extra curricular activities are to remain in supervised areas of the building.
- Chewing gum is not permitted in the school building at any time.
- Students will not share or trade food.

At Milroy Elementary efforts are initiated by our staff to encourage positive behaviors. These positive behaviors are the foundations for **Milroy Cardinal Pride:**

Personal Best
Respect and Responsibility
Integrity
Determination
Encourage Others

Student Dress:

Information about student dress is located in the Rush County Elementary Handbook.

Telephones

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 permission to stay after school. Students are allowed to have cell phones for after school use. However, they must remain off and in book bags during the school day and on the bus. 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.