

RCS Administrators

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

RCS School Board Members

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

Administrative Office

330 West 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

Rushville Elementary School West

410 West 16th Street

Rushville, IN 46173

Phone: 765-938-1509

Fax: 765-938-1703

Website: reswest.rushville.k12.in.us

RES West School Personnel

Patrick Anderson-Principal
Regenia Ripberger-Secretary
Cindy Amos-Kindergarten
Kaylee Brewster -Kindergarten
Angie Lakia-1st Grade
Stacie Padgett-1st Grade
Kandra Dees-2nd Grade
Rebecca Palmer-2nd Grade
Jack St. Clair-3rd Grade
Denise Talbott-3rd Grade
Brandi Hewitt-4th Grade
Renee McCullum-4th Grade
Marie Godar-5th Grade
Heidi Clemmons-5th Grade
Mary Duncan-6th Grade
Angie Kuhn-6th Grade
Anna Jo Richards-Special Needs
Nicole Reiner-Special Needs
Tutti Martz-Pre-School
Susan Kinder-Speech

Anna Reynolds-Art
Eric Harping-PE
Jeff Dorrel-Music
Misty Abrams-Instructional Assistant
Stacey Berkemeier-Instructional Assistant
Sabrina Case-Instructional Assistant
Karissa Dees-Instructional Assistant
Brooke Dierckman-Instructional Assistant
Cheryl Elmore-Instructional Assistant
Micki Gordon-Instructional Assistant
Ashley Hall-Instructional Assistant
Lynn Kennedy-Instructional Assistant
Tim McCord-Technology Coordinator
Sue Munson-Cafeteria Secretary
Rosemary Nigh-Instructional Assistant
Sara Osborne-Instructional Assistant
Laura Proctor-Nurse
Marianne Scott-Instructional Assistant
Cathy Wall-Instructional Assistant

RES West Families.

Welcome back to school year 2017-2018. We look forward to a great year working with you to help your child be successful. At RES West our mission statement is: Laying the foundation for future success. It is very important that we work together so that your child has the necessary tools to be successful in the future.

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 10:00 am at 765-932-1509. It is important for students to be at school on time each day.

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

Sincerely,
Mr. Patrick Anderson, Principal

Rushville Elementary Mission Statement
Laying the foundation for tomorrow's success
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 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 3:05 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 should 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. An application for free and reduced priced lunches is available from the school office 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 \$20.00 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.

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 fieldtrips, 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 West.

Personal Property

Students may bring personal property such as toys, game systems, and phones 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.

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, except for Wednesdays when school is dismissed at 2:25. All doors will remain locked during the school day. 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.

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 gym 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 who eat breakfast may proceed to the cafeteria after 7:45. All others are to remain outside the building on the sidewalk until the 8:00 bell. Due to supervision issues, parents are discouraged from dropping students off before 8:00.

Bike riders: A note giving parental permission 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 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 16th 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 with their cars. Students whose rides are parked at the curb will be dismissed first. Students will enter the vehicle on the curb side. **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. Bike riders are asked to walk their bikes across 16th street at the cross walks.

*****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 \$3.00, and lunch tickets are available at the front desk. 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.