

A WELCOME FROM MRS. TILLEY and MRS. INNIS

Welcome to Rushville Elementary School! On behalf of the Rushville Elementary School 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 is dedicated to educating students today for their success tomorrow!

RES 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. The safety of all staff, students and guests are a priority at RES. 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 have a safe and successful school year!

Sincerely,

Julie Innis
RES, Principal

Erin Tilley
RES, Principal

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School Hours

The school office is open from 7:30 am to 3:30 pm daily. Students may begin entering the building at 7:45 am and proceed directly to the cafeteria. Students will be released to classrooms at 7:50. Classes begin at 8:15 and end at 2:40. 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.

Transportation

Getting your child to and from school safely is a top priority at RES. 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. Changes in transportation should be made in advance either by calling our school office or in writing. Students are only permitted to ride their assigned bus.

Arrival

Students riding the bus will enter through the West front doors of RES from the front parking lot. Students will be dismissed from the bus and enter the building starting at 7:45 am. Students will report to the gym until they are released at 7:50.

Students who walk or arrive by car will enter through the East back doors of RES. 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 and the rear parking lot will be closed to traffic until a half hour before dismissal (2:30 on M, T, Th and F, and 1:30 on Wed.) for cars to line up.**

1. Cars will come NORTH on Sexton from 16th Street.
2. Turn RIGHT into the RES Parking Lot.
3. There will be 5 marked lanes for drop off. We ask all preschool and Kindergarten families to use lane 1 or 2, which are closest to the sidewalk. 1st-6th grade students can use either Lane 2, 3, 4 or 5. 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 5 lanes are stopped, staff will signal, using a handheld sign, that students may exit the car on the PASSENGER side. **DO NOT ALLOW STUDENTS TO EXIT CAR UNTIL DIRECTED BY STAFF.**
4. Once students are clear of traffic, staff will release cars one at a time and then the next row of 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 MUST turn RIGHT to exit. DO NOT TURN LEFT. Cars will then proceed to Foster Heights.

If you arrive after 8:08 am and/or there are no staff members present, do not drop your student off. Bring him/her to the front of the building and drop him/her off at the Main Entrance.

Dismissal

Bus students will exit the building through the main doors to the front parking area. Car Riders will be dismissed to the RES 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 ARE NOT PERMITTED TO GET INTO CARS BEFORE CHECKING INTO THE CLUB.**

*****All students will be sent home according to the instructions parents provide at registration unless there is written notice or phone communication from the parent or guardian. If unexpected changes in transportation occur, please contact RES prior to 2:00. *****

Car Rider Dismissal:

Pick Up-RES rear parking lot will be closed to traffic until a half hour before dismissal (2:30 on M, T, Th and F, and 1:30 on Wed.) for cars to line up. Parking on 16th street is not permitted.

1. Cars will come North from 16th Street and turn right into the RES parking lot.
2. Go into the assigned lanes: Lane 1 and 2 preschool/kindergarten, Lanes 2, 3, 4 and 5 grades 1-6.
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. Please keep your number displayed until you have received your student. This helps keep the process running smoothly.**
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 5 cars are loaded, they will be released by a staff member to exit the parking lot. **DO NOT PROCEED UNTIL DIRECTED TO DO SO BY STAFF.** Go to the back lane and proceed to the exit. All cars **MUST** turn **RIGHT** and go north on Sexton.