



We are RUSK:

Responsible

United

Safe

Kind

Rusk Elementary School

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RUSK Elementary School

Home of the BALD EAGLES

ABC's for a Successful School Year at Rusk Elementary

A is for A BIG WELCOME to you and your child to the 2019 - 2020 school year from the Rusk Faculty and Staff. It is important for you to review this information with your child(ren). If you have any questions, please call us at (915) 236-0475 during business hours (7:30 a.m. – 4:30 p.m.).

ATTENDANCE – We strive to have children in school all day, every day, to help them be at their best! Please make every effort to schedule appointments late in the day when possible.

- Parents need to call the office each day that your child is going to be absent and explain the reason your child is going to be absent.
- Early sign out- Only a parent, guardian or designee with proper identification may sign out students leaving during the day. This will be considered a partial absence.
- **Students will not be released if an ID is not provided.** You must complete a release form and return it to the office.

Parents who continually sign out their child early may be asked to provide documentation and/or a reason for their continuous early release. Unexcused reasons may result in court action.

It is important for your child to attend school everyday and to be on time. Students will be considered tardy at the 8:15 a.m. bell.

- **EXCUSED ABSENCES** - Absences will be excused if they result from personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or extenuating circumstances acceptable by the principal.
 - Absences due to observance of specific religious holy days, which are not school holidays, shall be excused at the principals' discretion upon receipt of advance written notice from the parent or guardian.
 - School assignments must be made-up in the same number of days that the student was absent.
 - An absence of more than three days will require a note from the doctor in order to be excused.
- **UNEXCUSED ABSENCES** – Absences which do not fall into the above categories will be unexcused absences.
 - Unexcused absences may result in court action.

Any time a student is signed out early, it is considered a partial absence.

AFTER SCHOOL - All students must leave the school grounds as soon as they are dismissed. The office closes at 4:30 p.m. The School is not responsible for students remaining on the grounds after dismissal. The School and the District are not liable for any accidents that occur on school grounds before, during or after hours. Please ensure that your child is picked up on time. If you are persistently late picking up your child an administrative conference will be held to arrange a solution. If your child is enrolled in the after school program, he/she needs to go directly and remain there until he/she is picked up by parent or designee.

APPOINTMENTS – Please provide a written note from the doctor or dentist for appointments upon returning to school.

AWARDS --

Perfect Attendance: Students will be recognized for perfect attendance each report card period. A student cannot have a partial absence and receive the Perfect Attendance award.

Faithful Attendance: Students who have **ONLY 3 OR LESS ABSENCES** will receive a faithful attendance award at the end of year ceremony.

“A” Honor Roll: All “A’s” in a grading period for all content areas. At the end of year ceremony, students with all A’s in all content areas for each 9 weeks period will be recognized.

“A-B” Honor Roll: All “A’s and B’s” in a grading period in all content areas. At the end of year ceremony, students with all A’s and B’s in all content areas for each 9 weeks period will be recognized.

B is for **BICYCLES**. Bicycles must be chained and locked in the designated area. Students are responsible for securing their belongings.

BIRTHDAYS – Parents may bring cupcakes in celebration of their child’s birthday. These will be distributed to the students upon dismissal time. Please **DO NOT BRING BALLOONS, CAKES, ICE CREAM, PARTY FAVORS, Etc.**

- Marquee Announcements can be purchased by parents in the front office for \$5.00. Please provide 3 days advanced notice.

BREAKFAST - Breakfast begins promptly at 8:00 a.m. and ends at 8:15 a.m. Students will not be allowed to either begin or to continue to eat after 8:15, when instructional time begins. Campus supervision begins at 7:30. **NO SUPERVISION WILL BE PROVIDED**

PRIOR TO 7:30 A.M. AND AFTER 3:15 P.M. Rusk Elementary School and EPISD are not liable for any accidents that occur on school grounds before or after school hours.

C is for **CONCERNS, COMPLAINTS, AND QUESTIONS**. Please contact your child's teacher first, during his/her conference time for any concerns, complaints, or if you have any questions regarding your child.

CELL PHONES are allowed on campus. The cell phone must be on "OFF" mode and stored away in a back pack or appropriate storage area. As per District policy, there is a **\$15 fee** if a cell phone is confiscated. A cell phone will be confiscated if it is visible to a teacher during the instructional day.

CHECK BACKPACKS when students come home for notices that are being sent home.

D is for **DISCIPLINE**. Proper behavior is expected of all students at all times. Please refer to the Student Code of Conduct on the district website (www.episd.org) for more information.

The El Paso Independent School District has Standards for Student Conduct. Each student is expected to do the following:

1. Demonstrate courtesy even when others do not.
2. Behave in a responsible manner, always exercising self-discipline.
3. Meet district and/or campus standards of grooming and dress.
4. Obey all campus and classroom rules at all times.
5. Respect the rights and privileges of other students, teachers, and district staff.
6. Comply with the Student Code of Conduct.

Character Counts is a campus-wide instructional program that highlights trust-worthiness, caring, respect, fairness, responsibility, and citizenship characteristics.

DRESS CODE - WILL BE ENFORCED

- T-shirt or Polo:
 - Yellow / Royal Blue with Rusk logo is required.
- Pants, shorts, skirts, or jumpers:
 - Khaki / Navy Blue are required.
- Any form of dress or hairstyle considered contrary to good hygiene, destructive or disruptive in appearance, causing a detrimental effect to classroom instruction will not be permitted.
- No hats or caps are to be worn inside the building.
- Clothing and accessories that depict alcohol, drugs, skulls, rock groups, gang affiliation, or any obscene or questionable material are not allowed.

- The appropriate length for apparel is arm length, and clothing should not be revealing.
- Oversized (baggy) clothing will not be allowed.
- No spaghetti strap tops, bareback tops, or midriff blouses.
- Shorts must be appropriate in length.
- Students must wear appropriate shoes. For safety reasons, no flip flops or high heels. Tennis shoes are highly recommended for P.E. Heely's or any type of tennis shoes with wheels will **not** be allowed on school grounds.

E is for **EARLY DISMISSAL DAYS**. There will be four early dismissal days; they are scheduled as follows:

September 24 Parent – Teacher Conferences	December 20 Last day of the semester	February 11 Parent – Teacher Conferences	May 22 Last day of school
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Please ensure that your child is picked up on time. If you are persistently late picking up your child, an administrative conference will be scheduled to discuss a solution.

EMERGENCY CARDS - All information on your child's emergency card must be kept up-to-date. Notify the nurse and the office of any changes in employment, telephone numbers, addresses, etc. In case of an emergency, we need to be able to get a hold of you. Only those persons listed on the card will be allowed to pick up your child. You and your designees must present a valid picture identification when picking up your child. If proper identification is not provided the child **will not** be released.

F is for **FAMILY**. We commit to provide parental engagement activities in which you can participate with your child to support their academics.

G is for **GRADES**. The parent portal is available with online access to information on their EPISD-enrolled students. Parents will be able to view their child's grades along with attendance and classroom assignments. Parents will also be able to contact teachers directly by e-mail. If you wish to meet with your child's teacher please make arrangements to meet during their conference period.

H is for **HOMEWORK**. Homework is designed to provide students with practice to support for mastery of subject matter. Homework is to be turned in when due and will be checked for completeness and accuracy.

HOLIDAYS --

September 02 Labor Day	November 11 Veterans Day	January 20 Martin Luther King Jr. Day	February 17 President's Day	April 10 Spring Holiday
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I is for **ILL**. If your child is ill, keep him/her at home and notify the office before 10:00 a.m. If the child will be out for 3 or more consecutive days a doctor's note is required. If your child becomes ill or is injured at school, the school nurse will contact you with a written notice or a phone call.

INCLEMENT WEATHER -- During bad weather, parents will need to pick up students inside the building. Students who walk home will stay in until weather calms. Parents may be contacted to ensure they cannot pick up students on these days. Students report to the cafeteria (k-2) or the multi-purpose rooms on the mornings of inclement weather days.

J is for **JOINING THE SCHOOL COMMUNITY**. Come join us for weekly physical family participation events, monthly Coffee with the Principal, monthly academic nights and student performances, along with other school outreach night events.

K is for **KEEN** interest in your child and their schoolwork. Please check your child's backpack daily. Information on their progress and school events goes out regularly.

L is for **LATE ARRIVALS --** If your child is late please report to the office to obtain an entrance/tardy pass before going to the classroom. Persistent late arrivals will result in an administrative conference.

LIBRARY hours are **7:45 a.m.- 3:45 p.m.** daily. Students from grades 1-5 will be able to check out books and are responsible for returning them to the library. If they are lost, they must be paid for before checking out any other library books. Read with your child a minimum of fifteen- thirty minutes daily.

LOST AND FOUND is located in the cafeteria. Please check in with the office to claim any lost item. Items not claimed by end of the year are donated. Mark your child's belongings with their name.

M is for **MEDICATION**. All over-the-counter (OTC) and prescription medications, taken by mouth, inhaled, or applied to the skin to be given to a student by the school nurse require both the parent/guardian written consent and the written order of the doctor/dentist licensed in the state of Texas.

All medications, OTC or prescribed, must be provided by the parent/guardian and must be brought to the school in the original labeled bottle/container.

All doctors'/dentist's orders **MUST** be in writing and include:

- The name of the medication to be given
- The amount of the medication to be given
- How the medication is to be given (by mouth, inhaled, topical)
- How often the medication is to be given

School nurses cannot accept phone orders from doctors.

Permission and order forms can be obtained from the school nurse. Submitted parent/guardian consents and corresponding doctor/dentist orders will be good for the entire school year. Both must be resubmitted at the start of every school year or when the medication is changed.

A student carrying medication in his/her possession without a doctor's order and parental consent will face disciplinary action by school administration, as this violates the Student Code of Conduct.

N is for **NOTICES/REMINDERS** -- Notices, calendars and reminders will be sent through your child to keep you informed of events, meetings or any other important information.

NO SCHOOL DAYS (Teacher Staff Development):

September 27	October 14	January 07
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O is for **OFFICE** hours -- 7:30 a.m. to 4:30 p.m. Children are dismissed at 3:25 p.m.

The School **is not** responsible for students remaining on the grounds after dismissal. Please pick up your child(ren) on time.

ORCHESTRA -- 5th grade students are welcome to join the Rusk orchestra. There is an instrument rental fee. All instrument fees may be paid in the office.

P is for **PARENTS**. You are a very important factor in the education process of your child. Look for information on upcoming events to allow you to participate with your child.

PARENT-TEACHER CONFERENCES are necessary to keep you informed of your child's progress in school. Annual parent/teacher conferences will be held on:

September 24th and February 11th. Please make plans to attend. On these days, students will be released at 12:15 p.m. Conferences will be held between **1:00 and 6:00 p.m.**

PATROLS and crossing guards are there for student safety. Please show them respect and consideration. Parents are needed and welcomed to volunteer as crossing guards.

PARKING LOT Mountain and Justus streets parking lot is for faculty and staff only. Parents may park on McKinley Street. Please use the student loading and unloading zone for prompt pickup and drop off. For safety purposes and to avoid accidents of any kind, please do not drop off your child in the middle of the street. Copia Street is not a designated drop off or pick up area. Our students' safety is our key interest.

PARTIES and allowable treat days will be held on **December 20 and February 14**.

PHYSICAL EDUCATION classes are a part of the school day. Children should dress appropriately. Tennis shoes suggested. Students may be excused from P.E. for up to three consecutive days with a written note from the parents. For longer periods, a doctor's note is required. Hats, caps may be worn for **P.E. ONLY**. Students may bring water for P.E. No other drinks will be allowed.

PROGRESS REPORTS - are given to all students each nine weeks. Please review with your child, contact teachers with any questions, and sign and return the slip.

Q is for **QUESTIONS**. If you have any questions, please call (915) 236-0475 between the hours of 7:30 and 4:30.

R is for **REPORT CARDS**. Please sign and return the perforated portion of the report cards promptly to acknowledge receipt.

S is for **SAFETY** –

- Obey all classroom and school rules on safety
- Cross the street only at crosswalks
- Walk on sidewalks
- Don't accept rides from strangers
- Obey crossing guards/patrols
- Observe school zones
- Walk inside the building
- Be Respectful, United, Safe and Kind

SCHOOL HOURS -- Please arrange your schedule so your children arrive to school on time. Morning instruction begins promptly at 8:15; students are dismissed at 3:25.

If you are not on time afterschool to pick up your child, you must pick up your child or children at the front office and **sign them out**. Only those persons listed as authorized to pick up your child will be allowed to sign them out upon presenting a valid ID.

SPECIAL EDUCATION -- The goal of Special Education is to provide assistance to students who have an academic need, learning difficulties or who may need, special education services. Another important goal is to provide special education students with grade level standards (TEKS) in the least restrictive environment (LRE) with their peers when at all possible. Therefore, it is crucial that parents work with their children and their child's teacher to ensure great results. High expectations, monitoring student behavior and effort, and attending all parent meetings will move us closer to our goal.

STAAR -- Students in 3rd, 4th, and 5th grades must take the State of Texas Assessments of Academic Readiness (STAAR) as per state requirements. The STAAR includes rigorous standards, so check with your child's teacher for more information and support opportunities.

SUPPORT -- Rusk's Teachers, Faculty & Staff need your support to succeed by abiding to all District & school policies.

T is for **TEKS** which represent the Texas Essential Knowledge and Skills. These are the state standards or academic learning requirements for what students should know and be able to do. For more information on TEKS and/or STAAR, please ask your child's teacher or visit TEA website at www.tea.state.tx.us.

TEXTBOOKS - All textbooks issued to your child become their responsibility. Students will be charged a fine for damaged books. When a textbook is lost, the student will be expected to pay for the lost textbook.

TOYS, radios, trading cards, toy guns, stuffed animals, foot balls, basket balls, tennis balls, electronic devices of any kind, etc. are not allowed on campus except for special events

approved by administration. They will be confiscated and returned at the end of the school year.

U is for **UNIQUE**. Every child is unique. Visit with the school counselor or your child's teacher for Gifted and Talented applications.

UNIFORMS – Rusk School Uniforms are **REQUIRED**. Students out of uniform will be sent to the office to call home for the uniforms to be brought to school.

- T-shirt or Polo:
 - Yellow / Royal Blue with Rusk logo is required.
- Pants, shorts, skirts, or jumpers:
 - Khaki / Navy Blue are required.

NO JEANS / CARGO / CARPENTER STYLE BOTTOMS ARE ALLOWED. See Dress Code for more complete information.

V is for **VIP's** – Volunteers in Public Schools. Volunteers have talents and Rusk encourages you to share your talents in the office, library, cafeteria, as chaperones, assist with special events and school projects. There is always something to do at Rusk and your help is always appreciated.

If you wish to become a volunteer, please fill out the VIPS application online at www.episd.org. Rusk Elementary VIP's Coordinator/Administration will assign you a duty, once a brief training has been completed.

VISITORS – All visitors must report to the front office and obtain a visitor's pass. **Please do not go to any classrooms** unless you have been cleared by the front office. If you would like to meet with your child's teacher, please call the school to make an appointment during his or her conference time. Visitors will have to express their purpose of the visit in order to obtain a visitor's pass. Passes are turned in at the front office upon building exit.

W**weather** - During bad weather stay tuned to the local radio and TV stations for possible school closures, late arrival or early dismissal days. This information is approved and provided by EPISD central office.

WITHDRAWING - If you will be withdrawing your child from Rusk, please notify the office at least two days in advance so that all paperwork may be prepared for you to take to your new school.

X is for **eXtra**-ordinary. Children need positive role models in their growing lives. Help give your children the positive images they need.

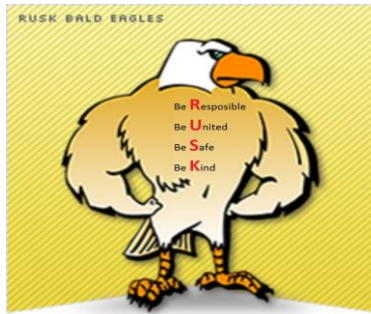
Y is for **YOU**. As parents, you make the biggest impact in your children's lives. Be involved in your child's life and with their education.

Z is for **ZOOM**. Rusk Elementary School is the best school to provide your children's education. Rusk has the best teachers and staff who all work together to make it a successful school. Let's zoom into another successful school year!

Rusk Elementary School

3601 N. Copia

915-236-0475



SOARING TO SUCCESS!

2019-2020

Student's Name _____
(Please Print)

ID Number _____ Grade/Section _____

ACKNOWLEDGEMENT FORM

My child and I have received a copy of the Rusk Elementary School ABC's Handbook for 2019-2020. We understand that the ABC's Handbook contains useful information about the everyday procedures of school that we will need to read, understand, and apply during the school year.

Parent/Guardian's Signature _____ Date _____

Student's Signature _____ Date _____

Please sign this page, remove it, and return it to the school.