

# Rushton Elementary School

Principal – Kristy Fornal

6001 W. 52<sup>nd</sup> St.  
Shawnee Mission, KS 66202

Office Phone: 993-4900  
Attendance Line: 993-4988  
Nurse Phone: 993-4902  
Fax Number: 993-4999

Web Page: <http://rushton.smsd.org>

Rushton Elementary School  
Mission Statement

**Students First .....**

**All Means All!**

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## Teacher Telephone Numbers

School Nurse	Elizabeth Rulifson	993-4902
Attendance number		993-4988
Librarian	Colleen O'Connell	993-4903
Music	Angelia Larson	993-4956
Art	Christine Oldberg	993-4961
Physical Ed.	Debra Simmons	993-4966
Learning Center	Nancy Torres	993-4936
	Teresa Satchell	993-4936
Speech	Susan Curtis	993-4917
Kindergarten	Ashley Brown	993-4913
Kindergarten	Tracy Smith	993-4937
First Grade	Roxanne Brensing	993-4921
First Grade	Stephanie Snyder	993-4922
Second Grade	Christy Valentine	993-4916
Second Grade	Sarah Gonzales	993-4918
Third Grade	Jada Reed	993-4927
Third Grade	Wendy Griffin	993-4926
Fourth Grade	Yvonne Corpus	993-4941
Fourth Grade	Katelyn Emerson	993-4938
Fifth Grade	Kathryn Jones	993-4932
Fifth Grade	Jenna Hanson	993-4955
Fifth Grade	Margaret Doyle	993-4964
Sixth Grade	Amy Johnston	993-4942
Sixth Grade	Mr. Ben Peters	993-4943

To Email a teacher simply use their entire name, i.e. [lauraway@smsd.org](mailto:lauraway@smsd.org)

Johnson County Parks and Recreation Day Care	826-3014
Johnson County Parks and Recreation FAX	831-4187
Johnson County Parks and Recreation Rushton Phone	432-4187
DS Busing	384-1190

## School Hours

7:30 a.m. to 4:00 p.m. .... Office Hours

8:10 a.m. to 3:10 p.m. .... School Hours

Early Dismissal..... 8:10 a.m. to 12:30 p.m.

**Lunch will be served on early dismissal days**



### Shawnee Mission K-12 Attendance Policy

Elementary attendance will be monitored from 8:10 until 3:10. Students are expected to attend school daily and arrive on time.

- Students will be counted tardy AM if they arrive between 8:10 and 8:45
- Students will be counted tardy PM if they leave between 2:15 and 3:10
- At the elementary school level, **10 tardies will be counted as 1 unexcused absence**. Excessive tardies will be combined with other unexcused absences for truancy purposes.
- If a student arrives late or leaves early for up to 3 hours, or is gone for 3 hours during the day for an appointment, it will be counted as a ½ day excused absence.

#### Reporting and Recording Absences

- Parents or legal guardians are expected to call the building's attendance line, 913-993-4988, to report daily absences, late arrivals, or early dismissals. If a call is not received, school personnel will attempt to contact the parent. If no contact is made, the absence will be counted as unexcused.
- Absences by parent request for family and personal reasons are acceptable provided arrangements are made through the building principal in advance of the absence. These absences will count towards total absences. Students are responsible to complete all make-up work.
- When a student has reached **7 absences** during the school year, the parents will be sent a reminder letter. After **10 absences**, documentation will be required for all future absences. It is required for each subsequent absence/tardy for illness and appointments the student bring a doctor's note documenting the reason for the absence.

- An **unexcused absence** is one that has been classified as such by the building administration. An absence will be classified as unexcused if the parent or legal guardian does not follow the building attendance procedure.

## On-Site Day Care

Rushton School has on-site day care before and after school each day. The day care provider for Rushton is Johnson County Parks & Recreation. You can reach their office at 913-826-3014 or by FAX at 913-831-6336. The phone number for JoCo Parks and Recreation on site at Rushton is 432-4187.

## Calendar

There are many opportunities for parents, teachers, and students to communicate. The following events occur to give everyone a chance to share information:

- \*Back-to-School Night ..... Aug. 10, 2021
- \*Conference Days (Fall) ..... Oct. 21 – 22, 2021
- \*Conference Day (Spring) ..... Feb. 3, 2022



- \*End of First Quarter/No School..... Oct 14, 2021
- \*End of Second Quarter/No School .. Dec. 21, 2021
- \*End of Third Quarter/No School .... Mar. 11, 2022
- \*End of School ..... May 24, 2022

\*

Last Day subject to change

## Communication

Stay updated on what's happening at Rushton via:

Rushton Website - <http://rushton.smsd.org/default.aspx>

Rushton Twitter Page - @rushton512

Skylert email system

Weekly Newsletters available on the website and emailed weekly

Skyward student access portal

**Report cards are post four times a year at the end of each quarter.**

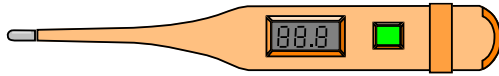


## Visitor Information

**Visitors can only enter the building through the main front doors.**

Please have your driver's license ready to scan for your visitor sticker. Safety and security are important to all students and staff at Rushton.

At the end of your visit you must return to the office and check out with office personnel.



## Illness

If a student has a significant injury or illness at school, the nurse will notify parents.

Children will be sent home from school if they have the following symptoms:

- Temperature of 100° with symptoms of illness.
- Severe colds, sneezing and cough (non-allergic).
- Red or discharging eyes (non-allergic).
- Upset stomach, vomiting and/or diarrhea.
- Undiagnosed rash, skin lesions, or suspicion of contagion.

Students should be symptom-free for twenty-four hours without Tylenol or other medication before returning to school.

Students who have a cast, sutures, or an incapacitating injury should bring a doctor's note detailing any limitations in school activities. When the cast or sutures are removed, a note from the doctor is necessary to resume full activity in P.E.

## Absences

Call school to report absences at

**993-4988**

Twenty-four hours a day

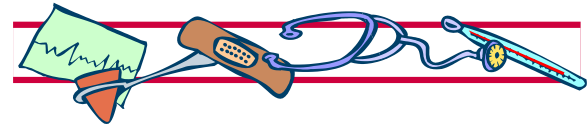
Keep a student home if they complain about:

- Severe sore throat/headache
- Vomiting

- Temperature 100° or higher. Must be normal 98.6° without taking medication for twenty-four hours before they return to school

**Report absences due to contagious disease.**

Report changes in home, work, or emergency numbers.



## Health Room

A registered nurse staffs the health room. The responsibilities of the nurse include screening vision, hearing, maintaining health records, providing first aid, assessing illnesses, notifying parents of communicable diseases, monitoring daily attendance, administering medication as ordered by physicians or dentist, and planning with staff to provide a safe environment for students.

## Dress Code

We want the atmosphere of Rushton to promote a positive view of every student. Student's clothing should contribute to this idea. All students clothing is expected to be:

- **Neat and clean**
- Not promoting alcohol, tobacco or inappropriate language
- Pants must ride on the waist with no underwear showing.
- Shorts and dresses length should be even to or below fists when arms are at your side.
- **Midriffs must be covered at all times.** Tops and dresses with spaghetti straps need an additional top over or under.

If clothing violates these guidelines or a student's appearance becomes disruptive to others, the principal or teacher will ask the student to make necessary changes. A parent will be contacted if a student's appearance is a problem.

**Thank you for following our guidelines.**

# Drop Off and Dismissal Procedures

## In the morning:



- All car riders will be dropped on the west playground
- Walkers & bus riders will use Door #2.

## In the afternoon:

- **BUSSES ONLY will pick up in the front circle drive.**
- All car riders in grades K-6 are to be picked up at west car parking lot. One continuous lane will move through the parking lot with several staff helping to load students.
- Car riders **will not** be dismissed to the front circle drive.
- All walkers will be dismissed at 3:10 to the front of the school.

## Social Work Services

School social work services are available in all Shawnee Mission School District elementary schools. School social workers provide an array of services including class-based instruction. A child may also be referred for social work services by his/her parent(s)/guardian(s), principal, classroom teacher, or any other school staff. The social worker assigned to your child's school is licensed to practice social work in the State of Kansas. The elementary social worker is responsible for the following services:

- ☑ Providing short-term individual and group counseling and support to students. This may include instruction for an entire classroom in which generic issues of social development are addressed (e.g. bullying, conflict resolution etc.) It may also include more structured individual or small group counseling that focuses on specific concerns of the participant(s) (e.g. friendship skills, anger, divorce etc.)
- ☑ Providing support to classroom teachers. This may include assistance with the development of a behavior plan.
- ☑ Responding to crisis situations.
- ☑ Implementing appropriate programs, groups and initiatives to target at-risk populations.
- ☑ Coordinating and facilitating appropriate community services to students and their families.

Participation in structured short-term individual or group counseling shall only be by written parent/guardian consent.

# Lunch

Students may either purchase lunch at school or bring their lunch.

• Student lunch	\$ 0.00
• Student breakfast	\$ 0.00
• Adult lunch	\$
• Adult breakfast	\$
• Milk	\$

Checks to pay for lunch should be made out to Rushton School and sent in an envelope with your child's name and the teacher's name on the envelope.

Negative balances will be sent to collections twice a year.

Parents will receive an automated call to their home phone when the student's lunch account is \$6.00 or less.

Please make sure the school always has the latest phone number for your family.



Students have the choice of 6 entrees daily. We encourage parents to join us for lunch. You may either order a school lunch or bring your own.

If you would like your child to have a special lunch, please plan on eating at our family table outside the office. Only family may sit at these tables. No friends are allowed to join.

**To be fair to other students we ask that you not bring fast food in to the school cafeteria.**

**\*Pop should not be sent in a student's lunch.**

## Lunch Schedule

Kindergarten	Mrs. Brown	10:45 – 11:15
	Mrs. Smith	10:40 – 11:10
First Grade	Mrs. Brensing	12:30 – 1:00
	Mrs. Snyder	12:35 – 1:05
Second Grade	Ms. Gonzales	12:40 – 1:10
	Ms. Valentine	12:45 – 1:15
Third Grade	Mrs. Reed	11:20 – 11:50
	Mrs. Griffin	11:25 – 11:55
Fourth Grade	Ms. Corpus	10:50 – 11:20
	Mrs. Emerson	10:55 – 11:25
Fifth Grade	Mrs. Hanson	12:00 – 12:30
	Mrs. Doyle	11:55 – 12:25
	Ms. Jones	12:05 – 12:35
Sixth Grade	Mr. Peters	11:35 – 12:05
	Mrs. Johnston	11:30 – 12:00

## Early Dismissal Lunch

For early dismissals the lunch schedule posted on our website

## Weather-Related School Dismissals

School may be dismissed early or canceled due to the weather. School cancellations will be announced on television, radio and the district's website: [www.smsd.org](http://www.smsd.org).



The Shawnee Mission School District's twenty-four hour information line on school closings is:

**913-967-8020**

## Recess Guidelines

All students are expected to participate in recess.

**Please check the daily weather report to make sure that your child is appropriately dressed for recess.**

Classes will not have outdoor recess if:

- The temperature is below 15°
- The wind chill is below 0°
- Significant precipitation is falling

However teachers may take students out for quick "fresh air" breaks on these days.

Generally students well enough to be in school are well enough to be included in outdoor activities. If a student should remain inside at recess periods for a temporary health reason, a doctor's note explaining the condition and the request is required.

## Student Involvement Opportunities

Grades 4 – 6: Student Council, Mathletics,

Grade 5 - 6: Band, Choir, Safety Patrol, Strings

## Parent Involvement Opportunities



Parent Teacher Association (PTA), Room Parent,

Field Trip Volunteer, Library Volunteer,

Classroom Volunteer, Site Council Member

## Parent-Teacher Association

Objectives: Rushton Parent-Teacher Association

is a local PTA Unit organized under the authority of the Kansas Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers.

1. To promote the welfare of children and youth in the home, school, and the community.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relationship the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth.

### PTA Officers for the 2021-22 School Year:

Rushton's PTA Needs You!

Check out the PTA page on our website for more information on how to get involved!

## Telephone Usage by Students

School telephones may be used by students with the approval of a teacher or the office staff, but we request that they not be used to make after school social arrangements. Students are discouraged from calling home to ask parents to bring them materials they have forgotten. Students are encouraged to learn the responsibility of coming to school prepared for the day.

It is essential for the office to have current telephone numbers so parents can be notified in the event of an emergency.

**Please notify the school office if any telephone numbers change: home, work, or emergency.**

**Also, please update any address changes.**



## POSSESSION AND USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES

### Board Policy JICJ

Students may possess a cell phone or any other electronic device while on school property or while attending a school-sponsored activity, but are prohibited from using electronic devices during the school day as defined by the building administration. Violations of this policy will be handled by appropriate school personnel and may include losing the privilege of bringing a cell phone or other electronic device to school.

The school district will not be responsible for lost, damaged, or stolen electronic devices.

## Birthdays

Beginning with the 2019 – 2020 school year, birthday treats will no longer be allowed at Rushton.

Birthday gifts, flowers, balloons, and other assorted items should not be brought to school for the students. **Those items cannot be taken to the classroom.** Those items will be left in the office until the end of the day.

**Please do not distribute birthday invitations in the classroom unless everyone is invited.**

## Animals in the Classroom

**Consult your teacher and the school nurse before bringing animals to the classroom.**

1. Dogs and cats must have a ***rabies certificate.***
2. Vaccination certificate must be taken to the nurse before the animal visits the classroom.
3. Animals must be on a leash.
4. Birds and other animals (not dogs or cats) must be in a cage.
5. The parent must accompany the animal to the classroom.
6. All animals must be taken home after showing. They may not spend the day in the classroom.

**Please be sensitive to the children who may be afraid of animals or birds.**



## Bicycles, Skateboards, and Roller Blades

- Students in grades 3-6 can ride bicycles to school with parental permission.
- **Make sure students always walk their bikes at crosswalks and on school property.**
- Parents, help your students learn and know traffic rules while riding a bicycle.
- Helmets and locks for the bike rack are strongly encouraged.

NO SKATEBOARDS OR ROLLER BLADES ON SCHOOL GROUNDS AT ANY TIME.



## Suspension and Expulsion Policy Shawnee Mission Public Schools

Please refer to the Suspension of Students/Expulsion of Students on the district webpage at [www.smsd.org](http://www.smsd.org)

Click onto the Board Policy from the list on the right hand side of the page.

After you are into the Board Policy, click on Students, filter down the list to the Suspension of Students/Expulsion of Students, which will be listed **JKD/JKE.**



## **Skyward**

Skyward is Shawnee Mission School Districts student software. This software offers our parents access to their child's academic records, attendance records and grade cards as well as a being a communication tool with the teachers.

The forms that must be acknowledged by our families yearly are now paperless and are available through the Skyward portal. These forms include:

- Dangerous Weapons Policy
- Attendance Policy
- Technology Acceptable Use
- Photo Release
- Art Display
- Health History
- Over the Counter Medication

All parents/guardians must access their child's Skyward page to acknowledge these forms. iPad deployment cannot happen with your child until these forms are completed.

If you have not setup, or have forgotten, your child's Skyward account, please contact the office so we can email you the link to setup your password. For more information on this system see the districts Skyward Family Access page - <http://www.smsd.org/parents/Pages/Skyward.aspx>

## **Rushton C.A.R.E.S.:**

**Cooperation,  
Assertion,  
Responsibility  
Empathy &  
Self Control**