



Edgewood Primary School Student/Parent Handbook

Richland-Bean Blossom School Corporation
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Dr. Sanders, Interim Superintendent

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Dear Parents,

We welcome you and your children to Edgewood Primary School. Our nurturing and supportive atmosphere focuses on student learning in two distinct areas: cognitive skills and conative skills. We will work together to build a strong foundation in reading, writing and math. Our students will be challenged with questions and problems that tax their imagination and stimulate inquiry. Alongside teaching your children academic and critical thinking skills, we will teach them life skills, or as we refer to them at EPS, lifelines. These are skills that teach them how to work with others, how to make good choices, how to use their knowledge to make our world a better place.

The purpose of this handbook is to provide you with a guide to our policies and procedures. These policies and procedures comply with and are derived from the Richland Bean Blossom Community School Corporation handbook, commonly known as *Ownership in Education*, and its Board Policies. Please take time to become familiar with this information. Should you have any questions, feel free to call us anytime.

We look forward to partnering with you in the education of your child.

***Richland-Bean Blossom Community
School Corporation Vision***
“Living, Learning and Leading Together”

***Richland-Bean Blossom Community
School Corporation Mission***

Our mission is to work in cooperation with the community and families to provide students with an education that promotes responsible citizenship, develops critical thinking, communication, collaboration and creativity.

Our School Pledge

EPS is a place where we feel safe care about each other and learn.
We pledge to be respectful of ourselves, others and property.
We will do the right thing. We will treat people right.

Statement of Beliefs

We believe....

- all students have the ability to learn and should receive equal yet diverse learning experiences.
- students benefit from a positive sense of self-worth.
- all students need guidelines and consequences to learn self-control, self-discipline, as well as respect for themselves and others.
- students learn best when they are actively involved in the learning process.
- students should acquire skills to work cooperatively and be accountable for their actions in becoming productive citizens.
- students need to value life-long learning.

School Policies

Class and Grade Assignment, Transfer, Withdrawal

- The principal shall make assignments to class and grade after consultation with relevant staff.
- Parents and professional staff may request a student be transferred from one class to another. After consultation with the appropriate personnel and involved parties, the principal will determine if the request will be honored or not.
- If the Corporation initiates the transfer request, parents shall be advised of the request and the

reason it will be beneficial to the student or necessary to maintain program effectiveness. Parents shall be advised of their rights to appeal if they do not agree with the transfer.

- When a student needs to withdraw from Edgewood Primary School, a parent shall come to the school and let the office know. The incoming school will request information on the student.

Attendance

Attendance is kept daily. It is important that your child attend each day, as it is required by law. Certainly, if a child is ill, he/she should not be in school. Please call the school office if your child is ill or leave a message on the attendance clerk's 24 hour voicemail. It is not necessary to call/text the teacher at home.

Many people assume that if a child misses a day of school he/she has not missed much. Unfortunately, this is not true; much must be made up, but some things simply cannot. It is also important that your child be on time for school each day. We want your child to fully benefit from the entire program. Following an absence of three days from school, the student is required to bring a written excuse, signed by the physician stating the dates of the absence(s) and the reason. Student absences are for:

1. illness of the student.
2. death in the immediate family.
3. medical or dental appointments.
4. absences prearranged at least three (3) days in advance.

Student Vacations During the School Year

Students are permitted to go on vacation during the school year without penalty. Whenever a proposed pre-arranged absence is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

- The student may be given approximate assignments/materials for completion.
- Separate daily assignments may be given.
- The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

Make-up Work

Students are required to make-up missed assignments. For every day absent, a day will be given to complete the missed assignments. Missed assignments will be provided by the teacher upon return to school. All students will be required to make up work that is missed unless other arrangements are made with the teacher.

Absences

The office will notify you by letter when 10 absences have occurred. If a student is absent more than 15 days in the school year, he/she will be required to have a doctor's note for every absence thereafter. Absences over 15 days may be cause for retention.

Please remember: Indiana Law requires regular attendance in school. Edgewood Primary School works with the Monroe County Prosecutor's Office to ensure that students are in school

as mandated by Indiana law. Excessive unexcused absences are turned over to the Monroe County Prosecutor's office for prosecution.

Late Arrival and Early Dismissal

After the last bell (8:40 AM) has rung, you must come in with your child, check into the office and get a pass for your child before your child may go to his/her room. Also, if you need to pick up your child early before the normal dismissal time, 3:15 PM, the office staff will call the classroom to have him/her sent to the office. Early dismissal disrupts all classroom students, so please try to keep these to a minimum. Students may only be released to a parent or responsible adult whose name is listed as an emergency contact in his/her Harmony Student Data System record. Students must signed out at the office before leaving the building.

Students will be marked absent for half-day if they arrive after 10:30 a.m.

Students will be marked absent for half-day if they leave before 1:15 pm.

If someone other than the parent or legal guardian is picking up your child, the teacher or office staff must be notified in writing, otherwise we will send your child home according to the instructions you provided and/or entered into the Harmony Data System. Verbal notifications from the student will not be accepted. Students often confuse facts which cause much inconvenience for you and the school. If for some reason a particular family member does not have authority to pick up your child (i.e. a non-custodial parent), a legal document must be presented to the school office.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

Teach your child at an early age that punctuality is important. Excessive tardiness will lead to a meeting with parents and administration.

Perfect Attendance Recognition

Only those students who have been in attendance for every school day and whose partial absence(s) during the school day are less than the half-day absences described above will be considered for perfect attendance recognition. Excused absences are still considered absences and will disqualify students for perfect attendance recognition.

Change in Transportation Plans

Please call the school office **before 2:30 PM** or send a note to your child's teacher if there is a change in normal transportation home.

School Visitations and Student Pick-up

You are welcome and encouraged to visit your school and observe its operation and activities. Please report to the office upon entering the building and sign-in. Upon entering the building for

the first time you may be required to pass a brief criminal background check which will be kept on file in our office. Once the background check is completed and found to be free of disqualifying offenses, you will be given a visitor's badge that you will need to wear during your visit. Our policy requires that all doors, with the exception of the front doors, are locked during school hours. Visitors are only allowed to enter through the front doors of the school and must wear a visitor's badge at all times during regular school hours. This policy is necessary to ensure the safety of all our students. Any person in the building who has not signed-in or is unauthorized to be in the school building will be escorted to the school office. Anyone not adhering to the policy is subject to being banned from the building. Please remember, this policy was implemented for the safety of the students at Edgewood Primary School. Should you desire a conference with your child's teacher other than parent-teacher conferences, please call the teacher to arrange a time which will be convenient to all concerned. Please do not come to school and expect your child's teacher to have an unscheduled conference. The teacher cannot interrupt classroom instruction or leave children unattended. Additionally, each teacher has a block of 90 minutes uninterrupted time to teach reading/language arts. Please check your child's time with the teacher so that appointments can be arranged around this time.

We do ask that you follow our procedures for picking up students at the end of the day. Parents wait in their vehicles and students are escorted to them. Parents who walk home with students meet their students at the central flag poles between Edgewood Primary School and Edgewood Intermediate School.

Students cannot be signed out after 2:45 PM unless there is a valid reason or an emergency that precludes waiting until the end of the school day and compliance with pick-up procedures.

Recess

We have one twenty-minute recess daily. This is an important time for fresh air and exercise, as well as social interaction. We go outside unless it is raining, snowing, or below 20 degrees (with windchill). Please dress your child accordingly. If your child needs to remain indoors during recess, you must send a note to the teacher requesting this. Studies that compare recess/no recess generally find that children are more engaged if they have recess or other breaks in learning. Research also shows that lack of heavy motor activities can lead children to disorganization. For these reasons, we value this time for students, and we need a doctor's excuse if your child misses outdoor recess for more than 3 days. Each grade level has grade appropriate guidelines. However, Pokemon cards, YuGiOh cards, video games, CD players, hand-held electronic devices, and personal sports equipment are to be left at home.

Labeling

Any time you send money/checks to school with your child for field trips, special projects, etc. put the exact amount in an envelope, seal it, and put the purpose for the money/checks, the teacher's and child's name on the envelope. Label articles sent to school, especially boots, sweaters, and jackets. Please put your child's name on anything we request from home. This

prevents mix-ups and lost articles. We do have a “Lost & Found” basket in the café if you are ever searching for a missing item.

Birthdays

Please talk to your child's teacher regarding bringing or sending treats to school with your child for his/her birthday. Try to make treats as healthful as possible. Fruit, crackers, and some sweets are suitable treats. If you would like to bring something else, check with the teacher. If you wish to have drinks, cups, or napkins to go with your treats please plan to furnish these items also. Since red drink stains carpets permanently, they will not be allowed at any time. *It is the policy of Edgewood Primary School not to pass out personal invitations to birthday parties unless it includes the entire class.* To avoid disruption to the educational process, balloons and bouquets will be delivered at the end of the day to students. Balloons must be picked up at the end of the day. They cannot be carried on the bus ride home.

Library

All children are able to use our school library and check out books once a week. Books are always due the following week. Students may not check out any other books until all overdue books are returned. Students are responsible for the care of the materials and will be expected to pay for materials if loss or damage should occur.

Address and Phone Number Updates

When changing your residence, please notify the school at least one week in advance so that your child's school records can be kept up-to-date. If your home phone number, work numbers or emergency numbers change, please notify the school office immediately. If your child becomes ill, it is extremely important that we have correct numbers so that we can contact you immediately. Please be certain that your emergency contacts are aware that you have supplied their telephone numbers in your student's Harmony Data System record.

Code of Conduct and Discipline Policy

To insure the safety and well-being of all children, guidelines and instructions are necessary for children to follow. In many cases, our students give input into the guidelines, generating classroom discussions about the importance of these guidelines. When children's behavior is contrary to the guidelines, adult intervention is necessary. The teacher has the responsibility and authority to maintain order anywhere in the school, particularly, of course, in the classroom. Teachers have their own individualized methods for intervention. Please ask your child's teacher if you wish to see a copy of their discipline policy. When a student repeatedly disrupts a class or refuses to accept the teacher's authority after previous discipline measures have taken place, that student will be referred to an administrator for appropriate action. After the conference with an administrator, a note will be sent home describing the outcome of the conference.

Our school teaches and models for students the Lifelines of C.L.A.S.S. schools. The following Lifelines are integrated into our daily curriculum: responsibility, cooperation, effort, flexibility,

integrity, patience, kindness, honesty, respect, good manners, gratefulness, and trustworthiness. C.L.A.S.S. also encourages students to not use “put downs”- words that hurt feelings or cut people down. Active listening- using eye contact with the speaker, close listening, silent mouth, and undivided attention- is likewise encouraged.

Any items brought to school that could be considered a weapon, that are drug-related and that could cause bodily harm will not be tolerated and will result in appropriate consequences. This may include suspension or expulsion.

In accordance with our district guidelines, a record of a student's misconduct, as well as disciplinary actions, suspensions and expulsions may be made a part of the student's record and such records are to be released in accordance with school policy.

School rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for violations of school bus rules. Two types of discipline are possible, informal and formal.

Informal discipline takes place within the school. It includes but is not limited to:

- Process writing assignments;
- Change of seating or location
- Lunchtime detentions
- In-school restriction/removal from a class or activity.

Formal discipline removes the student from school. The principal may deny a student the right to attend school and/or take part in any school function for up to a maximum of ten consecutive school days.

Basic School Procedures

- Use and follow your classroom guidelines.
- Use quiet inside voices when in the building.
- Use your hands and feet for helping, not hurting.
- Use walking feet inside our school.
- Use kind words.
- Use heads for thinking not for wearing hats when inside the building.
- Use toy guns or weapons for play at home not at school.
- Follow bus procedures.
- Gum and candy are allowed at teacher's discretion.

Dress Code

All staff and students will dress to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. If any attire interferes with any of the above requirements, the student or staff member will be asked to

cover or remove such clothing. Tennis shoes with backs are required for gym class. Shoes with skates are not allowed.

Please refer to the corporation handbook for more information.

Book Rental

All payments to the school should be made by check or money order whenever possible. Checks should be made payable to: **Edgewood Primary School**. Please do not mix book rental, lunch, pictures, etc., together. These items are paid through different funds and each deposit has to be accounted for with a separate check. Book rental fees will cover the cost of all textbooks for each student. Payment of book rental and classroom fees should be paid during the first week of school. A sliding refund or payment schedule will be used for withdrawal from or late entrance to our school district. No refunds will be made after April 30th. Forms for assistance are included in the enrollment packet or in the office. If you are applying for assistance, you may wait until you receive notification of approval for free or reduced lunches. If approved for free or reduced lunch, the textbook rental will be provided, however you will still be responsible for payment of the fee and workbook portion. ***All delinquent fees will be turned over to a collection agency on October 31.*** Students will be expected to take reasonable care in the handling of their textbooks. If, at the end of the school year, any book has been unduly damaged or lost, the child responsible for that book will be charged a fee to replace it.

School Breakfast and Lunch

Children need healthy meals to learn. The Richland-Bean Blossom Community School Corporation offers healthy meals every school day. Our breakfast is offered daily at our Elementary Schools for just \$1.10 and Secondary Schools for \$1.35. Our reduced breakfast price is \$.30. Our lunch program is offered daily at Elementary Schools for the regular price of \$2.55 and \$2.70 at the Secondary Schools. All Schools offer reduced lunches for \$.40. Please note that Breakfast is included in the Free/Reduced Meals program (please fill out the on-line free/reduced form on Harmony during registration). You may also complete the form anytime during the course of the year to qualify. If you qualify for free lunches, you qualify for breakfast too. Click Eligibility Guidelines to see if you might qualify.

We do not accept cash or checks at the schools. We have a no-cash back policy and cash-less lunch lines at all of our schools. Please prepay online in advance. Please always allow 24 hours for a payment to post. Our online payment is free, secure and convenient. Please be sure to "Set it and Forget it" at www.myschoolbucks.com; you can view your student's account free of charge on this website as well. Please set up the new phone app and push emails for low balance notifications. Again, payments may take 24 hours to post, so please pay ahead or make sure to set up automatic payments with "Set it and Forget it". If you prefer to send a check, please mail to the name and address below or drop off at the RBBCSC Service Center.

Students will be provided with a complimentary meal that includes all 5 components of MyPlate if they do not have an account balance. We do not let our students go hungry. Also, Secondary students can check their balance prior to getting in line at our Check your Balance station.

Our cafeterias offer a variety of items daily. We offer all components of MyPlate with many whole grains, proteins, fresh fruit, an assortment of fruit cups, cooked and fresh veggies, 1% Milks for lunch, Strawberry, Chocolate or White Milk. We sell fruit, veggies and 2nd Lunches as A la Carte at Secondary Schools. We also have a vending machine at the Secondary Schools allowing students to purchase items on their account. Please send an email to Vickie Coffey at vcoffey@rbbsschools.net if you would like ANY RESTRICTIONS on your student's vending machine access. We do not offer snacks at our Elementary Schools. Students may purchase a milk only for \$.45.

Please visit our Nutrition Services and Coordinated School Health page on our website at www.rbbcsk12.in.us Also, download our free menu app today with nutritional and allergen information at School Lunch by Nutrislice.

Student Records

Students' permanent record folders are kept in the school office. These records contain such information as semester grades, attendance records, test scores, health information, etc. According to the *Family Educational Rights and Privacy Act of 1974*, as amended, enacted as Section 438 of the General Education Provisions Act, an educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

Based on the above, each parent shall be accorded full rights to all information unless the school has been provided by evidence that there is a court order that "revokes parent's right to this information".

The parents have the right to

- inspect and review the student's educational records
- request an amendment to the records if the parent believes the information to be inaccurate or misleading
- limit the disclosure of personal identification information or such other disclosure not required by law
- request a hearing if the Corporation refuses to amend records believed by the parents to be misleading or inaccurate and to file a complaint with the Department of Education if the parent is dissatisfied with the results of the hearing
- obtain a copy of the Corporation's policy on student records.

Entrance Requirements

I.C. 20-8.1-3-17 establishes a statewide entrance eligibility date for public school kindergarten. A student residing in Indiana must be five on or before August 1 st in order to enroll in public school kindergarten. Effective July 1, 1991, each school corporation is required to have a procedure for parents to appeal to the superintendent for early entrance or admission of transfer students affected by the kindergarten age requirements. The following principles are suggested

to guide local school corporations in establishing an appeal procedure. Such an appeal is to be submitted to the principal no later than 10 days before the start of the school year and shall include the following information:

- name of the child
- birthdate
- name and address of any kindergarten or preschool program the child has attended
- narrative history related to attendance at another kindergarten or preschool program
- record of a recent physical examination
- psychological educational testing results.

After the necessary data has been obtained, the decision whether or not to approve the appeal and enroll the child in the kindergarten program will be made by the Superintendent. The Superintendent will contact the parents informing them of the decision.

Kindergarten placement shall encompass the following:

- parents of kindergarten-eligible children shall be notified of registration and of the informational meeting to be held in the spring
- kindergarten-eligible children should be registered prior to fall admission.

Student Promotion or Retention

In situations in which a student may not be promoted, the principal will delegate a Student Intervention Team. Such a team will include the classroom teacher, support staff, the principal and the parents.

The timeline for grade placement includes:

- October-January: Teacher should inform parents of student progress.
- Early March: Teacher will notify principal if an alternative grade placement is being considered. The principal may convene the Student Intervention Team.
- Early April: If retention is still being considered, the time frame for the commitment for the decision will be secured and the teacher will notify the parents.
- May-June: Decision is made by the principal and the student grade placement is completed.

Immunization Requirements

The immunization law states that students will not be allowed to stay at school the first day of school this fall unless they have documentation of having all of the **required immunizations**.

On the first day of school in August you need to bring verification that your child has had:

- 5 Diphtheria, whooping cough, tetanus immunizations (DTP)
- 4 Oral polio vaccines (OPV)
- 2 Measles (Rubella) vaccine after child's first birthday
- 1 Rubella vaccine after child's first birthday
- 1 Mumps vaccine after child's first birthday
- 3 Hepatitis B vaccinations

1 Chickenpox (varicella) Vaccine

Exemptions

- A written statement from any licensed physician that an immunization is medically contraindicated for a specified period of time and the reasons for the medical contraindications will exempt a student from the specific immunization requirements for the period of time specified in the physician's statement.
- A student shall be exempted from mandatory immunization if the parent objects in a written signed statement upon the grounds that the proposed immunization interferes with the free exercise of the student's religious rights.
- The physician or parent's statement is to be kept by the school as part of the student's immunization record.

Provisional Admission to School

A student may be admitted to school on a provisional basis if a physician or health department indicates that immunization of the student has been initiated and that the student is in the process of complying with all immunization requirements. A schedule of proposed immunizations must be on record at the school office. If the immunization schedule or record is not returned to the school at the scheduled time, a letter will be sent to dismiss the student from attendance at our school.

Documents Accepted as Evidence of Immunization

- an official school record from any school
- a record maintained by the parent
- a certificate or record signed by a licensed physician or clinic

State law requires documentation for all immunizations by only month and year but it is strongly advised to obtain documentation by month, day, and year in order to be sure that there has been proper spacing between inoculations. If it cannot be determined whether a dose was given at the proper time from the month and year information, then the dose cannot be counted as part of the required number of doses.

Required Records

- Each school shall maintain a record of immunization for every student that shall include the date of each individual immunization.
- If a student transfers to another school, this record or a copy thereof shall be sent to the new school within twenty (20) days.

Immunizations are available at no charge at Public Health Nursing. The address is

333 E. Miller Drive in Bloomington. The phone number is (812) 353-2901.

Edgewood Primary School Health Services Policy

Please do not send your child to school if they have vomited, had diarrhea or a fever of 100 degrees Fahrenheit, or above, in the last 24 hours. Students with above symptoms (witnessed or observed) shall be sent home from school with a responsible adult. They may not return until they are free of vomiting, diarrhea or fever free, without the use of Tylenol or Motrin for 24 hours. Other conditions they will be sent home for include: a rash with itching AND FEVER, Head Lice (active bugs or nits less than ¼ inch from the scalp), and itchy eye with crusty drainage or fever (i.e. suspicion of Pink Eye). For head lice as noted above, the child must receive one Pharmacy approved treatment (1st shampoo). The child must then be checked out by the School Nurse or Health Aide to be sure they have no active bugs or no nits within ¼ inch from scalp. Suspicion of Strep throat, rash, eye infection or other potentially contagious diseases, including ones described above, must be evaluated and treated by a Medical provider. Parents must submit a written okay, from a physician, for child to return to school. The statement must be presented to the office. Students being treated with antibiotic medications should receive the medication for 24 hours before returning to school.

Children may not attend extra curricular activities if they have been excluded from school due to illness as described above or if they were absent the second half of the day due to illness.

A student who becomes ill during the day must request to visit the Health Office. They must first report illness to his/her teacher and request to visit the Health office. Students are not allowed to call home without permission, or request teacher to call home. If it is advisable for the student to leave school, the school Health Aide or School Nurse will contact the parent.

Immunizations must be up to date and parents are expected to get required immunizations. Parents may also provide a signed and dated exclusion letter prior to or at the start of school. If immunizations are incomplete and no exclusion has been submitted, the student will be excluded from school based on State Law. A notice of required immunizations will be provided to parents if any are needed and a brief (as per letter you receive) grace period will allow you to complete this requirement.

Seeing the School Nurse or Health Aide is not meant to take the place of your family doctor. Law forbids the health aide from accepting or administering prescription medication unless both a written prescription and bottle or medication (pop out meds from cards) that is dispensed by a pharmacy or Medical Professional and clearly states the students name, Prescriber's name, name and dosage and duration of medication orders. Over the counter meds (OTC) must have a Medical Provider's prescription if prescription strength (dosage or number of pills) exceeds what we can dispense in the Health office. The Health office is stocked with Tylenol, Benadryl, Tums, Ibuprofen (given as needed with your written or verbal permission). Other OTC meds

may be dispensed as needed with parent notification except for common first aid supplies (parent still receives email). Some medications may be kept with the student for self-administration, if MD orders state they can do this. If a student is found using or possessing ANY medication without parent authorization, the student will be brought to the office and the medication will be confiscated until the parent is contacted for verbal authorization. This must then be followed up with written authorization from the parent/guardian. Any student who distributes a medication of any kind to another student or is found in possession of a non-authorized medication is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug use provision of the Code.

Medication must be brought in and picked up at the end of the school year in the clinic by a parent or someone else (other than the student). Such person can be designated by listing them on the emergency contact list. Such person can also be another person agreed upon by school administration or Health office staff and yourself (parents).

Students with chronic health conditions such as Asthma, Severe Allergies requiring treatment, Diabetes or Seizures will be evaluated to assess if they need an Individual Health Plan or EAP (Emergency Action Plan) created and signed by MD and parents.

Vision Screening is done with all students in grades 1,3, 5,and 8.

Hearing screenings are completed with grades 1,4.7, and 10.

Parents or guardians will be notified by a referral letter if a concern is identified during the screening process. Your school Health Aide is the point of contact for any questions about the screenings.

Corporation Nurse 812-9876-2277 ext 2296 (please remember if you don't get a response in a timely manner, call Edgewood High School at (812) 876-2277, and they will locate the corporation nurse for you as she may be at another school).

EPS Health Aide 812-876-9600,. Ext 2811.

Each Health office visit that requires intervention is documented and habitual, unnecessary use may result in disciplinary actions.

Student Accident/Illness

In the event of a student accident or illness, staff members shall:

- if properly trained, administer first aid;
- report the accident to the appropriate administrator;
- summon professional medical assistance, if needed;
- notify the parents as soon as possible by telephone or written notice;
- contact parents immediately if the accident indicates professional medical care is required;
- record on the Student Accident Form, as soon as possible, all pertinent facts concerning the accident and submit it to the principal's office for transmission to the superintendent's office.

Transportation for ill or injured students

- When a student becomes ill or injured at school, it may be necessary for the student to be taken home, to a doctor, or to a hospital. This responsibility should be assumed by the parent, except in an emergency when it is apparent that an ambulance or emergency medical service should be called immediately.
- The final responsibility for the safe transportation of a sick or injured student from school to home, hospital, or to emergency medical care rests with the principal.
- No seriously sick or injured student should be allowed to go home unless there is a responsible adult to provide for his/her care. The student will remain in school when all measures available to locate a responsible adult have failed. When school is dismissed and no adult is available, the principal will contact the appropriate local law enforcement agency.
- Ambulance and emergency medical service cost is the parent's responsibility but should never be a deterrent in providing this emergency service.

Emergency Situations

For critically injured or ill students who may warrant an ambulance or emergency medical service, the following procedures should be taken by the school nurse or health aide:

- Determine how severe the emergency is.
- Call ambulance or emergency medical service.
- Administer necessary first aid, if trained or if prudence requires.
- Contact the principal.
- Call parent. If parent cannot be located, call designated emergency number(s) listed in the student's Harmony Data System record.
- Complete an accident report.

Non-Emergency Situations

There are situations when the injury or illness of the student is not considered an emergency. In such situations:

- notify parent to pick up the student. Provide whatever information is available to help the parent decide whether or not the student should receive medical care.
- if the parent has no available transportation, discuss other possible alternatives they might have (neighbor, relative, taxi, etc.)
- in the event the parent cannot provide an alternative suggestion for transportation, school personnel will arrange for two staff members to transport the student home or to the location designated by the parent.

Administering Medication

All medications to be administered during school hours must be accompanied with the original prescription container and registered with the health office. Upon receipt of the medication, the nurse or health aide shall verify the amount of medication brought to the school and indicate

that amount on the student medication log sheet. A count of each student's medication is to be made by the nurse or health aide periodically. No medications will be sent home with a child.

- Parents are responsible for providing the school with the proper medication with an adequate expiration date at the beginning of each school year.
- The authorization for prescribed medication or treatment form and physician statement form (attached to the back of this handbook) must be returned to the school before medication can be administered.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

Emergency Medication

- School personnel should administer only physician-prescribed kits, or equivalent.
- Schools are to be notified, in writing, of a student who may need emergency medication by his/her parents or physician. In all cases, this information should be conveyed to the nurse who will be responsible for ensuring that selected staff members receive appropriate instruction in the administration of such medication.
- In addition, a notation should be made on the students' emergency medical authorization form for use on field trips. The medication should be available to the trip leader.
- The transportation department should also be notified so that the bus driver can be made aware of the student who may need emergency medication.
- The students' parent will be responsible for providing the medication and is to be informed that the school may call emergency medical services when his/her child receives the medication.
- If a serious situation does occur requiring the admission of emergency medication, the principal is to contact emergency services. Serious situations require that a mobile unit be dispatched to the school to deal with complications that may arise. The parent should be contacted after the call to emergency services.
- Medication procedures should be reviewed with appropriate staff at the beginning of each school year.
- Children have the right to self-administer any emergency medication and carry this medication with them at all times. This requires a form completed by the parent and a form completed by the doctor (attached to the back of this handbook). Parents assume legal responsibility for the medication.

Control of Causal-Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pests, such as lice. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Special Education

The school provides a variety of special education programs for students with a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school principal or the Special Education Director Melissa Lancaster at (812) 876-6325 ext. 2154.

Title I School Parent Involvement Policy

Schools receiving Title I money are required annually to provide parents with information about their rights as a parent whose child is receiving services from a Title I staff member. Our Reading Instructional Assistants are all highly-qualified and meet all licensing requirements according to No Child Left Behind.

As part of the Title I requirements, parents have the right to request regular meetings, be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program, and opportunities to jointly develop the Title I program plan. This would include making suggestions for modifications in the process for improvement. Parents have a right to participate in decisions concerning their child's education in an effort to monitor and improve the educational achievement of their child.

The curriculum for Title I students will be the same as the students at that grade level. The instruction may be individualized or small group, however, the expectations will be similar. Students will be expected to meet the state standards that are sent home early in the year in the Indiana's Academic Standards booklet. The standards can be accessed at [Indiana Academic Standards](#) on the Indiana Department of Education web page.

In addition to report cards, teacher-generated tests and textbook-generated evaluations, all students in grades K-2 are given benchmarking assessments three times a year to further monitor their progress. The students are assessed in a variety of areas in reading and math. As a result of the benchmarking, students may be assigned to a remediation group or withdrawn from one if their skill level has improved.

High Ability Program

Richland Bean-Blossom Community School Corporation believes in maximizing the development of each high ability student. For the High Ability handbook and programming information go to the [RBBCSC Homepage](#).

Response to Intervention

Response to Intervention is a national movement designed to accomplish three important goals:

1. ensure all students receive research-based instruction,
2. provide progress monitoring tools that will be utilized in making data-based decisions in terms of interventions and modifications, and
3. provide a more practical method of identifying students as learning disabled (rather than strictly using a discrepancy model).

More specifically, Rtl is an integrated approach that includes general, remedial, and special education. It is based on a three-tiered model that monitors student progress on interventions, and uses this information to determine who is in need of more intensive services.

Rtl further builds on the requirements of No Child Left Behind (NCLB). The interventions themselves, in conjunction with comprehensive testing (i.e., intelligence testing, achievement testing, developmental history, etc.), assist in the determination of a student's verification for special education services.

Harassment/Bullying

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment/bullying may take different forms, including but not limited to the following:

Sexual Harassment

- verbal
- nonverbal
- physical contact

Gender/ethnic/religious/disability/height/weight harassment

- verbal
- nonverbal
- physical

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should promptly take the following steps:

- If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
- If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Corporation superintendent.
- If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Any form of sexual harassment that constitutes child abuse must be reported immediately.

Disaster Plans

Severe Storm Drills

The school has a disaster plan that will be implemented in the event of severe storms, winds or tornadoes. If alerted by authorities, children will be taken to their designated safe place until an all clear is received. We practice these drills twice per semester.

Fire Drills

Fire drills are held once a month in accordance with state regulations. Children should realize the importance of such drills, and act accordingly. Maps of building escape routes are posted in each room.

Safe Harbor Drill

Safe Harbor drills are held once a semester. To protect children from potential situations (e.g. biochemical or anthrax exposure, or bomb evacuation), the students will evacuate the building to a safe place (EIS gymnasium).

Lockdown Drill

Lockdown Drills are held once a semester. To protect children from problems in the building (intruders), teachers will keep students away from doors and windows and will lock the classroom doors.

Snow

Every attempt will be made to keep school open in accordance with the adopted school corporation calendar. However, because of road conditions, power failure, etc., it may be necessary to close school. Should school be delayed or cancelled you will receive a recorded message via phone from our superintendent through the Blackboard Connect system. It is important for parents to keep their "Alert Notification Numbers" in Harmony updated.

Closings and delays are also reported via Twitter @RBBCSC11, on the school web- site, announced on the following radio stations: WBWB-FM B97, WTTS-FM 92.3, WGCL-AM 1370, or listed on the scroll lines of TV channels 6 and 8. The announcement of school closings will be made as early as possible. If you have not heard an announcement by 7:00 A.M., you may assume that school will be in session as usual.

If school should let out early, due to inclement weather or other emergencies, the announcement will be made in the same fashion as school closings or delays. ***It is important that you refrain from calling the teacher, secretary, principal, or school if the weather is questionable to keep from tying up the school's phone line.***

Other Disasters

If a disaster occurs while students are in school, all school personnel will take care of the needs of the students present in the school. All school personnel will follow dismissal procedures, dictated by the type of emergency, and as dictated by the RBBCSC Emergency and Crisis Response Plan.

Communication

Progress Reports

We will be using a combination of parent-teacher conferences, report cards, email communication and telephone calls to report your child's progress. You will receive a written evaluation at the end of each nine-week grading period. If you would like to talk with your child's teacher, please contact the teacher and arrangements will be made. Any concerns about your child should first be discussed with the classroom teacher. Only after discussions with the classroom teacher should the administrator be contacted.

Newsletters

You can expect a monthly newsletter from the school stating what the students have done and will be doing. Please watch for these newsletters. We want you to know what is happening at school.

Parent and School Partnership

We welcome parents who can volunteer to help. Volunteers can be used in the classrooms, library, and even from home (doing cutting, sewing, carpentry, etc.). Your help is especially valuable in activities sponsored by our school PTO. If you can volunteer, please contact your child's teacher.

Latch Key-The Richland-Bean Blossom Community School Corporation's Extended Day Program

Latch Key's goals are to provide a safe, affordable, high quality before and after school care program for children while these children's parents work or attend school, and to make this service available for children in a safe, familiar setting. The Before School component operates from 6:30 AM - 8:30 AM following the RBBCSC calendar and the After School Component operates from 3:15 PM - 6:00 PM also following the RBBCSC calendar. Please see the Extended Day Handbook for detailed information.

Pledge of Allegiance/Moment of Silence

In 2005, the State Legislature passed a law requiring an opportunity for students to recite the Pledge of Allegiance and have a moment of silence in school. This opportunity is at the beginning of the school day. Any student or adult may decline to participate in recitation of the Pledge of Allegiance to the flag. Students and staff shall observe the moment of silence with no distracting display so that each student may, in the exercise of the students' individual choice, meditate, pray, or engage in any other silent activity that does not interfere with another student's exercise of choice.

Parent Notification Requirements Under No Child Left Behind (NCLB) Act

The NCLBA establishes a parental "right to know" about the qualifications of those professionals who are educating their students. The regulations require the following requirements:

- At the beginning of each school year, a local unit receiving Title I funds must notify the parents of each student attending a Title I school that the parents may request, and the school will provide parents information regarding the professional qualifications of the student's classroom teachers.
- The information provided must include the following:
 - whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction;
 - whether the teacher is teaching under emergency or provisional status;
 - the baccalaureate degree major of the teacher and any graduate certification or degree held by the teacher and the field of discipline of the certification and degree;
 - whether the student is provided services by paraprofessionals and if so, their qualifications.

Additionally, schools must also provide each parent "timely" notice whenever a child has been assigned or taught for four or more consecutive weeks by a teacher of any core academic subject who is not highly qualified.

Wellness Policy

As mandated by the Child Nutrition Reauthorization Act of 2004, Public Law 108-265 enacted June 30, 2004 Section 204- Local Wellness Policies are mandated no later than the first day of the school year beginning after June 30, 2006, each local educational agency...shall establish a local school wellness policy.

Richland-Bean Blossom Community School Corporation adopted its Wellness Policy on

Monday, May 15, 2006. Our Wellness Committee's approach to our district's policy is that we as educators should teach good nutrition and physical education to our students in all aspects of the school day.

Our [Wellness Policy](#) is available on the RBBCSC website. You can also find helpful tools (like healthy recipes and suggested school snacks) to help you and your family learn to live healthy. Your continued support is essential for our success in teaching our students good nutrition and physical education.

Corporation Handbook

Refer to the Richland Bean-Blossom Community School Corporation's handbook, *Ownership in Education*, and Board Policies for further Information.

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