Richland-Bean Blossom Community School Corporation

EDGEWOOD PRIMARY SCHOOL

Caring. Daring. Preparing.

"Home of the Ponies"

2025-2026 Student/Parent Handbook

Edgewood Primary School
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Matt Wooden, Principal
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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. 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.

RBB Mission Statement:

Caring. Daring. Preparing.
We are a family who **cares** about our students, their families, and the community. We **dare** to promote bold innovations to help all learners succeed and to **prepare** them to change their world for the better.

RBB Vision Statement

At RBBCSC, we will:

Provide authentic and relevant learning by building relationships with community and industry partners.

Develop and maintain family and community connections through engaging and empowering experiences.

Encourage the use of innovative tools within flexible and inviting spaces.

Promote workforce readiness by helping students develop the necessary skills and career awareness.

Nurture the whole child by providing for the social and emotional needs of our students.

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 (vomiting, diarrhea, fever of 100.4 degrees Fahrenheit or above in the previous full school day, a rash with itching/fever, head lice, itchy eye with crusty drainage), 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 child's teacher..

Edgewood Primary School follows the guidelines of the State of Indiana and Richland-Bean Blossom Community School Corporation policy. (See Corporation Handbook)

Excused Absences are the following:
1. Medical
2. Death/Funeral
3. Religious
4. Family Choice-Planned (planned vacations, funerals, etc)
5. Family Choice-Unplanned (unexpected emergency, no power)
6. Administrator Approval

Parents should call the attendance clerk before 9:00 a.m., for a morning tardy and/or absence. If students arrive late to school, they must report to the office. A student that is absent from school may not attend any after school activities. Students with more

than 10 absences will require a doctor's statement for each absence after that. Some circumstances such as hospitalization, long-term illnesses will be taken into consideration with this procedure.

If a student accumulates 5 or more unexcused absences in a 10 week period, the school is required to notify the parents/guardians and work with them to create a plan to address the issue. This may be via phone or in person. The office will notify you by letter when 10 absences have occurred. If a student is absent more than 10 days in the school year, he/she will be required to have a doctor's note for every absence thereafter. If necessary and appropriate, the school nurse or health aide can certify the absence by determining the student is ineligible to return to school. In such cases, it will be the parents responsibility to bring the child to the school for the nurse or health aide to examine them. Absences over 15 days may be cause for retention.

Although a doctor's note is not required until a student has exceeded 10 days, it is always recommended to bring a doctor's note when returning to school.

Student Vacations During the School Year

Pre-arranged absences require completion of the pre-arranged absence form at least three days in advance of the first day of student absence. The form is available on the corporation website. Requests will be reviewed by school administrators and approved or denied on a case-by-case basis. Pre-arranged absences for students with attendance or academic concerns will not be approved.

- The student may be given appropriate assignments/materials for completion.
- Separate daily assignments may be given.
- Excusal of absences is dependent on the student's number of prior absences.

Any work assigned by the teacher during the absence must be completed.

Grading

Each school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning and demonstrated proficiency toward the prescribed learning targets. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

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.

Late Arrival and Early Dismissal

After the last bell has rung, you must come sign in with your child before your child may go to his/her room.

Dismissal is at 3:15. Students must be picked up before 2:30 if they need to leave early. 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 be signed out at the office before leaving the building.

Students will be marked absent for half-day if they arrive after 9:40 a.m.
Students will be marked absent for half-day if they leave before 2:15 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.

Change in Transportation Plans

Please call the school office ***before 2:00 PM*** if there is a change in normal transportation home.

School Visitations and Student Pick-up

To visit and/or volunteer at school, you must have a previously approved background check on file through our school corporation's SafeVisitor system. Once approved, please report to the office upon entering the building and sign in. 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. 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.

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. We need a doctor's excuse if your child misses outdoor recess for more than 3 days. Each grade level has grade appropriate guidelines. Toys, games, and personal belongings unrelated to school activities 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” 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. Because drinks with dyes stain carpets permanently, they are not permitted. Any snacks and drinks brought to school must be store-bought and list ingredients and nutritional facts. *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, bouquets, or other gifts are not permitted.

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. Proof of address must be provided to the office.

Code of Conduct and Discipline Policy

To ensure 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 procedures. When a student repeatedly disrupts a class or refuses to accept the teacher's authority after previous discipline measures have taken place, that student may be referred to an administrator for appropriate action. After the conference with an

administrator, a note may be sent through the student information system describing the outcome of the conference.

Our school teaches and models for students the life goals of C.L.A.S.S. schools: “Do the right thing; treat people right.” Each month, we teach lifelines that support our life goals, such as responsibility, cooperation, effort, flexibility, integrity, patience, kindness, honesty, respect, good manners, gratitude, and trustworthiness.

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 is 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.

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 complete information.

Nutrition Services

All RBB Edgewood students may receive breakfast at no cost! Lunch is $2.70 for Secondary students (High School and Junior High School) and $2.55 for Elementary students. Reduced lunch is $.40. Ala Carte Dairy Milk is $.50 Ala Carte Soy Milk is $1.25. Menus are posted on our webpage.

Children need healthy meals to learn. RBB Edgewood Schools offers healthy meals every school day. Meals will be charged according to the student's lunch status. Our lunch program is offered daily at Elementary Schools for the regular price of $2.55. All Schools offer reduced lunches for $.40. Please note that Breakfast is Free for all students. For financial assistance with lunch, please complete the form on Harmony during registration. You may also complete the form anytime during the course of the year. Click this link 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 on-line in advance. Please always allow 24 hours for a payment to post. Our on-line 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 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.

We do not let our students go hungry. Students will be provided with a complimentary meal (choice of PBJ or Grilled Cheese) that includes all 5 components of MyPlate if they do not have an account balance.

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% Chocolate, 1% Strawberry, Skim or 1% White Milk. We do not offer snacks at our Elementary Schools. Students may purchase a milk only for $.50.

Please visit our Nutrition Services and Healthy Schools page on our website at rbbschools.net Please download our free menu app today with nutritional and allergen information at School Lunch by Nutrislice.

Wellness Policy

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.

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 the 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. 20-33-2-7 establishes a statewide entrance eligibility date for public school kindergarten. A student residing in Indiana must be five on or before August 1 in order to enroll in public school kindergarten, unless a parent submits an appeal for early admission. Such an appeal is to be submitted to the principal prior to ten (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 preschool program the child has attended, a narrative history related to attendance at the preschool program, and a record of a recent physical examination certifying that proper immunizations are completed or in process. Appeals for early entrance into kindergarten will be considered based on the following guidelines:

- The student will turn five (5) on or before September 1st.
- There is available space, so as to not overload class sizes.
- The student was assessed using the School Based Title I Kindergarten Readiness Test and received a score of sixty percent (60%) or higher.
- The student will turn five (5) on or before October 1st and scored 90 – 100% on the School Based Title I Kindergarten Readiness Test.

Additional information pertinent to the appeal decision may be required of the applicant at the discretion of the principal or Superintendent. The principal will submit all information along with his/her recommendation for action to the Superintendent. All appeals are subject to the final discretionary decision of the Superintendent. Parents will be notified of the final decision on the appeal

in writing.

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-February: Teacher should inform parents of student progress.
- Early March: Teacher will notify the 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.

IREAD Testing

IREAD is an online, untimed, multiple-choice reading assessment consisting of three separate test segments. The first segment measures foundational reading skills, including phonics and vocabulary. The remaining two segments assess students' ability to silently read and comprehend nonfiction and literary texts. Indiana educator committees collaborated with content experts to create the IREAD Test Blueprint and Item Specifications and ensure all test items align with Indiana Academic Standards. All second grade and third grade students are required to take IREAD in March. Students who receive a passing score in second grade are not required to take the test in future grades. Second grade students who do not initially pass the test will receive further reading interventions during the school year and re-take the test in May or at the conclusion of summer school in June. Second grade students who do not receive a passing score at either of these times will receive reading interventions in third grade and re-take the test in third grade. Students who receive a passing score in third grade are not required to take the test in future grades. Third grade students who do not initially pass the test will receive further reading interventions during the school year and retake the test in May and at the conclusion of summer school in June. Students who do not receive a passing score at either of these times have the possibility of being retained in third grade if they do not fit a Good Cause Exemption category as defined by the Indiana Department of Education. Students who do not pass in third grade will continue to test through grade 6 summer administration until the student passes IREAD or enters grade 7.

(Elementary – Junior High School) Promotion to the next grade (or level) is based on the following criteria:

- Current level of achievement
- Potential for success at the next level
- Emotional, physical, and/or social maturity
- Age
- Prior retention
- Attendance

The Principal determines promotion or retention after consultation with parents and staff.

Immunization Requirements

The 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***. Upon enrolling your student, you need to bring verification that your child has had:

3 Hepatitis B vaccinations
5 Diphtheria, whooping cough, tetanus immunizations (DTaP)
4 Oral polio vaccine (OPV)
2 Measles, Mumps, Rubella MMR vaccine after child's first birthday
2 Chickenpox (varicella) Vaccine
2 Hepatitis A vaccinations

Exemptions

- A written statement from a licensed physician that an immunization would be detrimental to the student's health 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. These exemptions are good only for the current school year and must be updated/renewed yearly.
- The physician or parent's statement is to be kept by the school as part of the student's immunization record.

Immunizations must be up to date and parents are expected to get required immunizations. Parents may also provide a signed and dated exemption 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.

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 100.4 degrees Fahrenheit, or above, within the last **FULL** school day or are being tested for a contagious illness such as strep, mono, Covid-19, etc and awaiting results from their physician. Students with the 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 a **FULL** school day.

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),
- red or itchy eye with crusty drainage or fever (i.e. suspicion of pinkeye).
- Any condition in which treatment by the health aide or school nurse has not improved.

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 lice or nits within ¼ inch from the scalp. Suspicion of strep throat, rash, eye infection, or other potentially contagious diseases, including the ones described above, must be evaluated and treated by a medical provider. Parents must submit written approval from a physician for the child to return to school. The statement must be presented to the office.

Students being treated with antibiotic medications should receive the medication for a **FULL** school day before returning to school.

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

A student who becomes ill during the day must request to visit the health office. S/he 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 a 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. If the student is not seen by the health aide or school nurse, their absence will not be excused.

If a student has a bout of unwitnessed vomiting, the student will be assessed by the school health aide or nurse.

If the student does not have a fever or other accompanying symptoms and does not vomit a second time, they may be sent back to class after a period of rest."

Seeing the school nurse or health aide is not meant to take the place of your family doctor. The 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 student's name, prescriber's name, dosage and duration of medication orders. All medications must be in date and cannot be expired.

Over-the-counter (OTC) medications 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, and Ibuprofen which can be given as needed with your written or verbal permission. Cough medicine, eye drops, or other Multi-purpose medications **cannot** be given during the school day. Common first aid treatment will result in either a phone call or other form of communication from the health aide or school nurse.

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 physician authorization. This must then be followed up with authorization paperwork filled out by the parent/guardian before the administration of medication can occur.

Medication must be brought to the clinic by a parent/guardian or designated adult. Such persons can be designated by listing them on the emergency contact list or agreed upon by the school administration or health office staff and parents/guardians. **Students cannot bring medication to school.**

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.
All medications and medical devices must be picked up in the front office at the end of the school year by a parent/guardian or an approved adult. Medications and medical devices cannot be returned home with the student. Any leftover medications or medical devices will be given to the corporation nurse and destroyed. Replacement of these medications or medical devices is the sole responsibility of the parent/guardian.

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 (IHP) or Emergency Action Plan (EAP) created and signed by their physician 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.

Contact information for the corporation nurse can be found on the corporation's website.

Each Health office visit that requires intervention is documented. Habitual, unnecessary use of the health office may result in disciplinary action.

Student Accident/Illness

In the event of a student accident or illness, staff members shall complete the following steps as needed:

- administer first aid (if properly trained);
- 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 the 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 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 911 for an ambulance or emergency medical service.

● Administer necessary first aid, if trained or if prudence requires.

● Contact the principal.

- Call parent(s). If a parent cannot be located, call the 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:

- the school will notify the parent to pick up the student and 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, the school will discuss other possible alternatives they might have (neighbor, relative, taxi, etc.).
- school personnel will arrange for two staff members to transport the student home or to the location designated by the parent in the event the parent cannot provide an alternative suggestion for transportation.

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 and their 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 student's 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 student's 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.

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 or bed bugs. Any removal will be only for the contagious period as specified in the school's administrative guidelines.
Please see the RBBCSC Corporation handbook for complete details on our bed bug protocol.

Control of Non-Causal 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.

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.

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 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 more information regarding our high ability program, please visit the corporation website.

Response to Intervention

Response to Intervention accomplishes three important goals:

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

More specifically, RtI 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.

RtI 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 contact

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.

Please refer to the RBBCSC Handbook for more complete details and procedures.

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 Drills

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

ALICE Drills

ALICE drills are held once a semester at a minimum. These drills teach students to take safe actions in the event of an intruder in the building or similar scenario.

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 canceled 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.

Closing and delays are announced via the school website, corporation social media accounts, and phone calls by the superintendent. 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 use 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 regular newsletter from your student's teacher and a weekly 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. All volunteers must have a pre-approved background check through our SafeVistor system.

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

Our goal is 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

Students will have a daily opportunity to voluntarily 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 *Every Student Succeeds (ESSA)) Act*

The ESSA Act includes 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.

Corporation Handbook

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

Revised and Approved by RBBCSC Board of Trustees June 2025