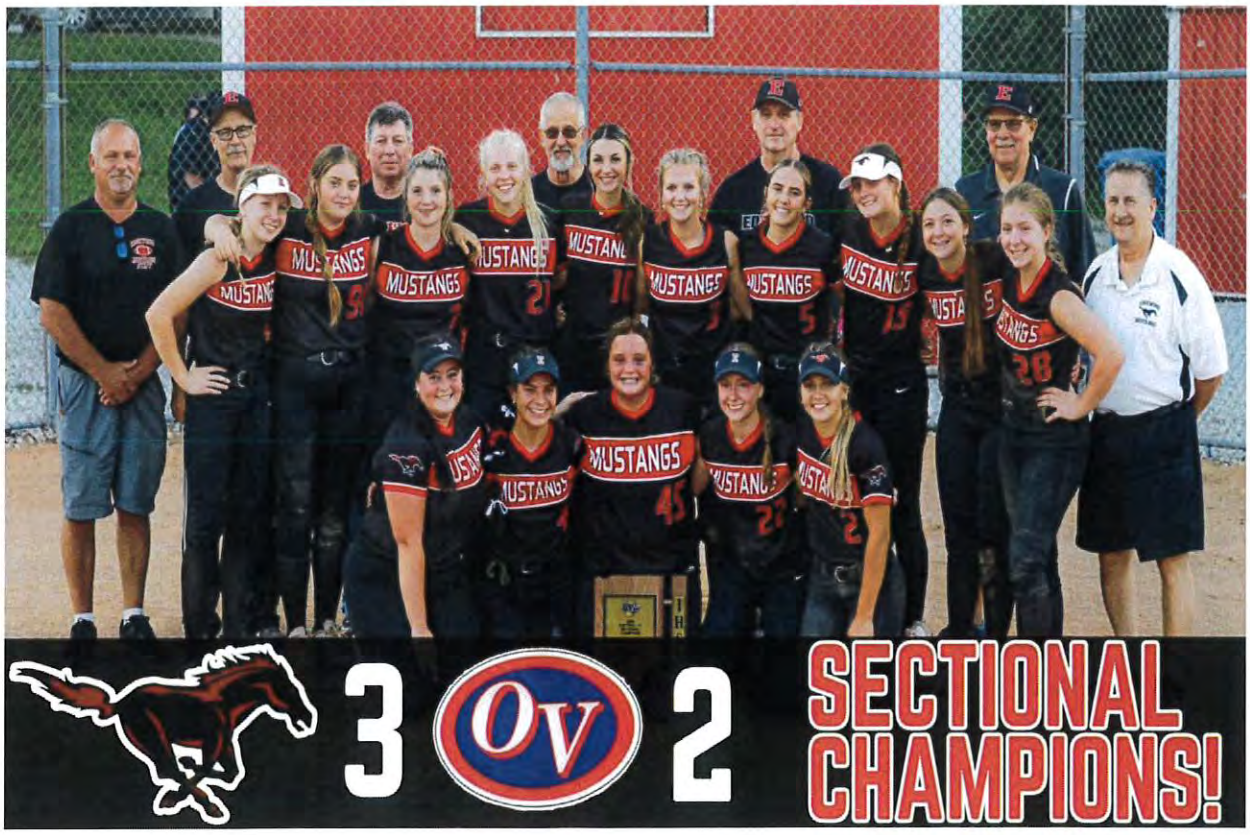
Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
Caring. Daring. Preparing.

June 17, 2024 Regular Board Meeting Administration Building



Superintendent • Dr. Jerry Sanders • jsanders@rbbschools.net
Board Members • Mr. Larry DeMoss • Mr. Jimmie Durnil • Mrs. Angie Jacobs • Mr. Dana Robert Kerr • Mr. Brad Tucker

600 S. Edgewood Dr. • Ellettsville, IN 47429 (812) 876-7100 • rbbschools.net

Richland-Bean Blossom Community School Corporation

Edgewood Administration Building
600 S. Edgewood Drive, Ellettsville, IN 47429

Agenda
June 17, 2024
6:00 p.m.

Regular Meeting

1. Call to Order
2. Roll Call
3. Visitor Comments
4. Consent Agenda — Action

   A. Approval of Minutes
      1. May 20, 2024 Regular Board Meeting

   B. Financial
      1. Treasurer's Report May, 2024
      2. Claims

   C. Personnel: Resignations, Retirements, Non-Renewals, Leaves, and Terminations
      1. Jamie Simpson, Resignation, EIS Instructional Asst., Effective May 22, 2024
      2. Vicky Entrekin, Retirement, EPS Head Custodian, Effective December 31, 2024
      3. Kristen Richards, Resignation, Transportation Bus Monitor, Effective May 22, 2024
      4. Om Patel, Resignation, EPS Latchkey Asst., Effective May 22, 2024
      5. Emma Grimes, Resignation, EPS Latchkey Asst., Effective May 22, 2024
      6. Alicia Dirk, Resignation, EHS Asst. Principal, Effective June 30, 2024
      7. Lydia Lawrence, Resignation, EPS 1st Grade Teacher, Effective June 30, 2024
      8. Kimberly Crawford, Resignation, EIS Grade Level Chair, Effective May 31, 2024
      9. Theresa Steele, Resignation, EIS Grade Level Chair, Effective May 31, 2024
      10. James Hornick, Resignation, EIS Grade Level Chair, Effective May 31, 2024
      11. Chloe Wirt, Hired Temporarily, EHS Coffee Corral Staff, Effective May 24, 2024
      12. Owen Snyder, Hired Temporarily, EHS Coffee Corral Manager, Effective May 24, 2024
      13. Emmalyne Brown, Hired Temporarily, EHS Coffee Corral Staff, Effective May 24, 2024
      14. Mae Armstrong, Hired Temporarily, EHS Coffee Corral Staff, Effective May 24, 2024
      15. Addison Carter, Hired Temporarily, EHS Coffee Corral Staff, Effective May 24, 2024
      16. Patrick Campbell, Hired Temporarily, EHS Coffee Corral Staff, Effective May 24, 2024
      17. Stephen Clement, Hired Temporarily, EHS Coffee Corral Staff, Effective May 24, 2024
      18. Olivia Lloyd, Hired Temporarily, EHS Coffee Corral Staff, Effective May 24, 2024
      19. Taylor Rogers, Hired Temporarily, EHS Coffee Corral Staff, Effective May 24, 2024
      20. Nicholas McBride, Resignation, Technology Intern, Effective April 4, 2024
      21. Katelyn Shanklin, Termination EPS ESSER III IA SEL, Effective May 22, 2024
      22. Katelyn Shanklin, Termination EPS Latch Key, Effective May 22, 2024
      23. Jennifer Hunckler, Resignation EIS SPED IA Connections, Effective May 31, 2024
      24. Caitlin Julian, Resignation, EIS School Improvement Committee, Effective May 31, 2024
      25. John Kerr, Resignation, EIS School Improvement Committee, Effective May 31, 2024
      26. Katie Thompson, Resignation, EIS School Improvement Committee, Effective May 31, 2024
      27. Chelsea Farris, Resignation, EPS 2nd Grade Instructional Asst., Effective June 10, 2024
      28. Katelyn Myers, FMLA Leave, EJHS Science Teacher, Effective August 13, 2024
      29. Debbie Taylor, Resignation, Transportation Sub Bus Driver, Effective June 11, 2024
      30. Calie Belcher, Resignation, EECC Special Education Teacher, Effective June 11, 2024

   D. Personnel: Appointments, Transfers
      1. Beulah Martin, Transfer to EIS Lunch Room Assistant, Effective August 7, 2024
      2. Amy Shepherd, Appointment to EPS 2024 Summer School IA, Effective June 3, 2024
      3. Samantha Neville, Appointment to EPS 2024 Summer School IA, Effective June 3, 2024
      4. Susan Hazel, Appointment to EPS 2024 Summer School IA, Effective June 3, 2024
      5. Audrey Hauser, Appointment to EPS 2024 Summer School IA, Effective June 3, 2024
      6. Emma Grimes, Appointment to EPS 2024 Summer School IA, Effective June 3, 2024
      7. Emma Grimes, Appointment to EPS 2024 Summer School Teacher Sub, Effective June 3, 2024

8. Lorna Dhom, Appointment to EPS 2024 Summer School Health Aide, Effective June 3, 2024
9. Lorna Dhom, Appointment to EPS 2024 Summer School Camp Invention, Effective June 24,2024
10. Sara Mobley, Appointment to EPS 2024 Summer School Teacher, Effective June 3, 2024
11. Deborah Tanner, Appointment to EIS 2024 Summer School Teacher, Effective June 3, 2024
12. Jennifer Mauntel, Appointment to EPS 2024 Summer School Teacher, Effective June 3, 2024
13. Laticia Kerr, Appointment to EPS 2024 Summer School Teacher, Effective June 3, 2024
14. Caitlin Julian, Appointment to EIS 2024 Summer School Teacher, Effective June 3, 2024
15. Sara Jallal-Azizi, Appointment to EIS 2024 Summer School Teacher, Effective June 3, 2024
16. Autum Daugherty, Appointment to EPS 2024 Summer School Teacher, Effective June 3, 2024
17. Lisa Bruns, Appointment to EIS 2024 Summer School Teacher, Effective June 3, 2024
18. Amanda Lawson, Appointment to EIS 2024 Summer School IA, Effective June 3, 2024
19. Susan DeMoss, Appointment to EHS AP Proctor, Effective May 6, 2024
20. Cindy Bentley, Appointment to EIS 2024 Summer School Health Aide, Effective June 12, 2024
21. Andrea Andrews, Appointment to EIS 2024 Summer School IA, Effective June 3, 2024
22. Jennifer Tague, Appointment to Maintenance Part- time Sub, Effective June 4, 2024
23. Christopher Driver, Appointment to EHS 2024 Summer School Teacher, Effective May 29, 2024
24. Casey Geer, Appointment to EHS 2024 Summer School Teacher, Effective May 29, 2024
25. Stephanie Noth, Appointment to EIS 2024 Summer School Teacher, Effective June 17, 2024
26. Jessica Posey, Appointment to EIS 2024 Summer School IA, Effective June 3, 2024
27. James Hornick, Appointment to EIS School Improvement Committee, Effective August 5, 2024
28. Caitlin Julian, Appointment to EIS Grade Level Chair, Effective August 5, 2024
29. Susan Keller, Appointment to EIS School Improvement Committee, Effective August 5, 2024
30. Lucy Mobley, Appointment to EIS School Improvement Committee, Effective August 5, 2024
31. Cierra Simmons, Appointment to EIS Grade Level Chair, Effective August 5, 2024
32. Sarah Smock, Appointment to EIS Grade Level Chair, Effective August 5, 2024
33. Linda Ray, Appointment to Nutrition Services Sub, Effective July 15, 2024
34. Jared Edgeworth, Appointment to EHS Boys Soccer Coach, Effective 2024-2025 SY
35. Meighan Scott-Jackson, Transfer to K-12 Readiness Coach, Effective August 1, 2024
36. John Kerr, Transfer to STEAM Teacher and K-12 Coach, Effective August 1, 2024
37. eRin Hanson, Transfer to SPED IA Connections, Effective August 7, 2024
38. Layne Howard, Transfer to Certified Social Worker, Effective July 1, 2024
39. Mariah Bruce, Transfer to K-12 Readiness Coach, Effective August 1, 2024
40. Teresa Smith, Transfer to EHS SPED IA 1:1, Effective June 4, 2024
41. Mandi Turner, Transfer to EIS Cook\Cashier, Effective June 2, 2024
42. Erin Proebstle, Appointment to EPS 1st Grade Teacher, Effective August 5, 2024
43. Taylor Pelletier, Appointment to EHS Marketing Intern-UpSkill, Effective August 7, 2024
44. Ashlee Hearth, Appointment to Nutrition Services Sub, Effective July 15, 2024
45. Jennifer Worthington, Transfer to EPS HQ 2nd Grade IA, Effective June 10, 2024
46. Jenna Clark, Appointment to EHS Asst. Principal, Effective July 22, 2024
47. Susan Shockney, Change in Classification, Effective July 1, 2024
48. Jonathon Keifer, Change in Classification, Effective July 1, 2024
49. Robin May, Change in Classification, Effective July 1, 2024
50. Jennifer Johnson, Change in Classification, Effective July 1, 2024
51. Jared Sanders, Change in Classification, Effective July 1, 2024
52. Ashley Davis, Change in Classification, Effective July 1, 2024
53. Nader Araman, Change in Classification, Effective July 1, 2024
54. Thomas Newton, Appointment to EHS Math Teacher, Effective August 5, 2024
55. Gabriella Jenkins, Appointment to EIS 3rd Grade Teacher, Effective August 5, 2024

E. Donations
1. $200.00 from Tri-Kappa for Arts and STEAM programs

5. Assistant Superintendent Report

6. Discussion of 2024 GO Bond Issuance — Informational

7. Consideration to Approve the 2024-2025 Classified Handbook and Rates — Action

8. Consideration to Approve 2024-2025 KES Pricing Agreement — Action

9. Consideration to Approve Status Quo Classified Agreements — Action

10. Consideration of ACA Exemption Resolution — Action

11. Consideration to Approve 2024-2025 Memorandum of Understanding with Ivy Tech — Action

12. Consideration to Approve 2024-2025 Student Handbooks — Action

13. Consideration of Agreement for RBB\Indiana University SMAHRT Grant Year 2 — Action
14. Consideration of Contract of Anna Merrill, Ph.D.HSPP — Action
15. Consideration of Agreement for MOU First Steps-Southeast — Action
16. Consideration to Approve Agreement with Edgewood CrossFit — Action
17. Consideration to Approve Chair Lift Repair Agreement with TKE — Action
18. Consideration to Approve Revisions to NEOLA Policies Vol. 36 No. 1 (First Reading) — Informational
19. Consideration to Approve Revisions to Neola Policy 5136 Personal Communication Devices (First Reading) — Informational
20. Superintendent's Report
21. RBBEA Comments
22. Board Members' Comments
23. Board Signatures
24. Adjournment

"This meeting is a meeting of the School Board in public for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting. There will be time for visitor's comments as indicated by the agenda." Board Policy 0166 Notice: For special accommodations needed by handicapped individuals planning to attend, please call Robin May at the Service Center (812) 876-7100 at least forty-eight (48) hours prior to the meeting.

Procedure for Public Comment

- The School Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on Corporation matters.
- To permit fair and orderly public expression, the Board requests you be respectful of others while they are making public comment.
- The presiding officer of each Board meeting at which public participation is permitted shall administer the procedures of the Board for its conduct.
- Public participation shall be permitted as indicated on the order of business and at the discretion of the presiding officer.
- Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name and group affiliation, if and when appropriate.
- Patron comments are limited to three (3) minutes.
- The presiding officer may: interrupt, warn, or terminate a parson's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

5. Consent Agenda

A. Approval of Minutes

Regular Meeting
May 20, 2024
Edgewood Administration Building
600 S. Edgewood Dr.
Ellettsville, Indiana

Pursuant to notice, the School Board met for their regular meeting. The Board member president Mr. Kerr called the meeting to order at 6:00 p.m.

ROLL CALL
Members Present: Mr. DeMoss, Mr. Durnil, Mr. Kerr, Mr. Tucker, Mrs. Jacobs
Present: Dr. Sanders, Mr. Irwin, Ferguson Law, Ms. May, Mr. Routon and many others.

Mustang Moment- Edgewood Early Childhood Center

VISITOR COMMENTS
None

CONSENT AGENDA

A. Approval of Minutes
    1. April 15, 2024 Regular Board Meeting

B. Financial
    1. Treasurer's Report April 2024
    2. Claims

C. Personnel: Resignations, Retirements, Non-Renewals' Leaves, and Terminations
    1. Deep Patel, Hired Temporarily, EHS Coffee Shop Manager, Effective April 14, 2024
    2. Ainsley Ferguson, Hired Temporarily, EHS Coffee Corral Staff, Effective April 19, 2024
    3. Kara Mullis, Resignation, EIS SPED IA 5th Grade Inclusion, Effective May 23, 2024
    4. Stephanie Welch, Resignation, Nutrition Services Substitute, Effective May 8, 2024
    5. Sally Spice, Resignation, EIS 3rd Grade Teacher, Effective June 30, 2024
    6. Kelsey White, Resignation, EIS SPED IA 5th Grade Inclusion, Effective May 22, 2024
    7. Keith Carter, Resignation, EHS Auditorium Director, Effective June 4, 2024
    8. Trista Ray, Resignation, EHS Color Guard Dir., Effective May 22, 2024
    9. Trista Ray, Resignation, EHS Winter Guard Dir., Effective May 22, 2024
    10. Jacob Meazle, Resignation, EPS Latch Key Asst., Effective April 23, 2024
    11. Timothy Entrekin, Retirement, Maintenance, Effective December 31, 2024
    12. Meg Ashba, Retirement, EJHS Attendance Clerk, Effective May 30, 2024
    13. Jessica Hamilton, Resignation, EIS Pathway's Teacher, Effective April 30, 2024
    14. Andrea Stroud, Resignation, EHS Girls Gymnastics Coach, Effective February 16, 2024
    15. Miranda Cowden, FMLA, EJHS ELA Teacher, Effective April 26, 2024
    16. Teresa Bland, FMLA, EHS SPED Teacher, Effective, March 4, 2024
    17. Jennifer Anderson, FMLA, Director of Student Services, Effective April 15, 2024- April 22, 2024
    18. Leighland Arney, Resignation, Tech Support, Effective February 23, 2024
    19. Kensey Lawson, Termination, Transportation Bus Monitor, Effective May 14, 2024
    20. Grace Staggs, Resignation, ENL Aide, Effective May 15, 2024
    21. Gabriel Turner, Resignation, EHS PE Teacher, Effective June 30, 2024
    22. Gabriel Turner, Resignation, EHS Boys Soccer Coach, Effective June 30, 2024
    23. Gabriel Turner, Resignation, EHS Strength Coach Summer (split position) Effective June 30,2024

24. Gabriel Turner, Resignation, EHS Strength Coach Winter (split position) Effective June 30, 2024
25. Gabriel Turner, Resignation, EHS Strength Coach Spring (split position) Effective June 30, 2024

D. Personnel: Appointments, Transfers

1. Tom Norris, Transfer, EJHS 6th Grade Social Studies Teacher, Effective August 1, 2024
2. Pamela Martindale, Transfer, EJHS Attendance Clerk, Effective May 13, 2024
3. Krista Venegas, Transfer, EIS SPED IA 3rd Grade, Effective August 5, 2024
4. Kristie Bennett, Transfer, EIS Temporary Sub, Effective May 1, 2024 – May 22, 2024
5. Kensey Lawson, Appointment to Transportation, Bus Monitor, Effective April 10, 2024
6. Virginia Gray, Appointment to EPS Latch Key Staff, Effective April 10, 2024
7. Brandi Miller, Appointment to EPS Latch Key Staff, Effective April 10, 2024
8. Katrina Eastes, Appointment to Nutrition Services Sub, Effective May 7, 2024
9. Gina True, Appointment to EIS 4th Grade Teacher, Effective August 5, 2024
10. Hana Dodds, Appointment to EHS Girls Gymnastics Coach, Effective 2024-2025 SY
11. Derek Latham, Appointment to EHS Auditorium Director, Effective 2024-2025 SY
12. Derek Latham, Appointment to EHS Color Guard Dir. Effective 2024-2025 SY
13. Alexandra Bever, Appointment to EIS 3rd Grade Teacher, Effective August 5, 2024
14. Tyler Spohn, Appointment to EJHS Guard Dir. Effective April 24, 2024
15. Schelby McGuire, Appointment to Nutrition Services, Effective April 17, 2024
16. Derek Latham, Appointment to EHS Winter Guard Dir. Effective 2024-2025 SY
17. Riley Eurton, Appointment to EIS 3rd Grade Teacher, Effective August 5, 2024
18. Rita Tapp-Webb, Transfer to Nutrition Services Sub., Effective May 24, 2024

E. Donations

1. $550.00 from Affordable Electric Service LLC, for EJHS New Softball Uniforms
2. $450.00 from Monroe County Master Gardener Assn. Inc. for EJHS to Double Space in Garden

F. Out of State and Over Night Field Trips

1. EHS Marching Band to Vincennes University for Band Camp
2. EIS 5th Grade to Bradford woods May 7th-9th, 2025

On a motion by Mrs. Jacobs seconded by Mr. Durnil Approved 5/0

Supplemental Personnel Report

Patrick Caleb True, Appointment to EJHS 6th Grade Math Teacher, Effective August 5, 2024

Mr. Irwin went over the appointment sheet. Mr. Irwin asked the board to move forward for approval. On a motion by Mrs. Jacobs seconded by Mr. Tucker Approved 5/0

Assistant Superintendent's Report

Mr. Irwin went over the cash flow chart

Consideration to Surplus EPS Cafe Equipment

Mr. Irwin went over the equipment that will be surplus. Mr. Irwin asked the board to move forward for approval. On a motion by Mr. DeMoss seconded by Mr. Tucker Approved 5/0

Consideration to Approve Wells Lawn Care Agreement

Mr. Irwin explained the agreement and what it would cover. This is a continuous renewal, but will be able to cancel and any time. Mr. Irwin asked the board to move forward for approval. On a motion by Mr. Durnil seconded by Mrs. Jacobs. Approve 5/0

Consideration to Approve Bid as Recommended by Skillman

Mr. Irwin went over the bids that were received. The winning bid was from Kenny's glass with a sum of 433,000.00. Skillman did have a meeting with them and went over everything before bringing to the board. Mr. Irwin asked the board to move forward for approval. On a motion by Mr. DeMoss seconded by Mr. Durnil Approved 5/0

Consideration to Purchase from K12's Leading Indiana Coop

Dr. Sanders explains that this is coming from Vickie Coffey. She has determined that we will be able to save money by going with K12's Leading Indiana Coop. Dr. Sanders asked the board to move forward for approval. On a motion by Mrs. Jacobs and seconded by Mr. Tucker Approved 5/0

Consideration to Approve Curriculum Quote from Amplify Learning

Mrs. Barrett explained that this is a reading adoption for K-5. We will not be purchasing the skills part of this. We will be purchasing the reading part only. Total cost will be $255,072.00. Mr. Irwin explained that this will be paid out of the 900 funds. This will change in January 2025. The State Legislature did away with the 900 funds. Since there will no longer be a 900 fund this will be taken out of the Education fund as of January 2025. Mr. Irwin asked the board to move forward for approval. On a motion by Mrs. Jacobs seconded by Mr. Tucker Approved 5/0

Consideration to Approve Revisions to the following
Policies: 1521; 2221; 2414; 2416; 2510; 2520; 3120.02; 3121; 3220.01; 4121; 5710; 5720; 6152; 9130; 9700

Dr. Sanders went over the revisions and explained that this was brought to the board last month as informational and now needs to be voted on. Dr. Sanders asked the board to move forward for approval. On a motion by Mr. Durnil seconded Mr. Tucker Approved 5/0

Consideration to Approve Joint Resolution with Town of Ellettsville for the Donation and Acceptance of a Tract of Land

Mr. Kerr explained what property will be involved. The track of land will be north of the softball fields the goal is to connect Sycamore to Hwy 46. We will donate the track of land to the town. The resolution states that if any utilities get put in, it will be sufficient for us if we need to develop in that area. Mr. Kerr asked it to be approved that the board president will be able to sign the quick claim deed. Dr. Sanders asked the board to move forward for approval. On a motion by Mrs. Jacobs seconded by Mr. DeMoss Approved 5/0

Consideration to Approve Revisions to the 2024-2025 School Calendar

Dr. Sanders went over the changes on the calendar. Dr. Sanders asked the board to move forward for approval. On a motion by Mrs. Jacobs seconded by Mr. DeMoss **Approved 5/0**

Superintendent's Report

Attached to minutes

RBBEA Comments

Mrs. Abel loved the preschool video. Thank you for the new curriculum, we are very excited about it. Thank you to Mr. Irwin and Dr. Sanders for always giving updates on the renovation process. I know everyone really appreciates it. Mr. Uhls like the video also. Congrats to Tim Entrekin and Meg Ashba on their retirement. They will be missed. Appreciate the Flex waiver days. The teachers really appreciate those days. Thank you for always keeping us in the loop.

Board Members' Comments

Mr. Durnil so happy everyone had a good day with Mrs. Jenner. I am so proud of this organization and our educators and I appreciate Mr. Irwin and Dr. Sanders. I appreciate everyone's hard work. Mr. DeMoss I am very encouraged on what I heard today by our administrators about our visitor today. I am skeptical and will have to wait to see what happens in the next general assembly session. Congrats to all the spring sports team. Good luck to the softball and baseball teams. I got to celebrate the Lunch Hero day. It was a lot of fun and well-deserved recognition. Good luck to all the seniors and looking forward to graduation. Mrs. Jacobs Thank you for all the donations. Congratulations to another successful school year. Bittersweet for me with my daughter being a senior this year. Because of RBB she is ready for the future. Thankful for RBB raising her and very excited for graduation. Mr. Tucker great honor night! Congrats to the retirees. Have a great summer. Mr. Kerr thanks to everyone who came out tonight. I am excited about our visitors today. I hope the state will let the teachers do their jobs and stop micromanaging them. Congrats to all the retirees. Very excited about keeping everyone updated on the upcoming projects. So thankful for the great partnership we have with the town of Ellettsville. I love the video of the EECC. Kudos to the Jr. High student for putting it all together. Great job! I am looking forward to graduation. It is the best day of the year. Thanks to CATS for all their hard work.

Adjourned at 7:40

_____ _____

Mr. Dana Robert Kerr, President Mrs. Angie Jacobs, Member

_____ _____

Mr. Jimmie Durnil, Vice President Mr. Brad Tucker, Member

_____

Mr. Larry DeMoss, Secretary

B. Financial

Corporation Financials

Richland-Bean Blossom Community School Corporation

Board Meeting Date 6-17-24

Review of Financial Packet

Debbie Tate Date: 6-17-24

Debbie Tate, Corporation Treasurer

_____ Date: 6-17-24

Dr. Jerry Sanders, Superintendent

Corporation Financials

Richland-Bean Blossom Community School Corporation

Board Meeting Date 6-17-24

Payroll		
Gross Wages:	5/10/2024	782,295.79
Gross Wages:	5/24/2024	796,016.34
Total Gross Wages:		1,578,312.13

Vouchers		
Claims Pre-Pays:	5-1-24 to 5-31-24	1,125,767.07
Claims Reg Vouchers:	6/17/2024	368,473.50
Total Vouchers:		1,494,240.57

Total Vouchers and Payroll	3,072,552.70

Appropriation Report Funds 0101 to 0300

***Totals include transfers from 0101-0300

Notes:

5-10-24 Payroll

Payroll Vouchers - Fund Totals Only

RICHLAND-BEAN BLOSSOM CSC | Period End: 05/04/2024 | Check Date: 05/10/2024 | 05/08/2024 9:56 AM

GROSS BREAKDOWN BY FUND

Fund		
0101	EDUCATION FUND	517,277.91
0300	OPERATIONS FUND	146,836.36
0800	SCHOOL LUNCH FUND	23,649.37
1702	STEAM RDC Local Funding	10,123.08
2140	COMMUNITY FOUNDATION	1,431.75
2298	Action for Health Kids	478.00
4164	Title I-A Planning Allocation FY24	15,116.88
4900	School-Based Mental Health Services	10,563.66
5206	Special Ed Part B 611 FY 24	40,470.19
5465	SPED Preschool FY24 Part B 619	934.62
5885	Title IV 2023 (FY 2024)	1,710.50
6461	MEDICAID REIMBURSEMENT-FEDE	468.00
7923	ESSER III (ARP) FY2021	9,673.17
7964	TIMS Grant	3,562.30
	Total	782,295.79

5-10-24 Payroll

Allowance of Vouchers

RICHLAND-BEAN BLOSSOM CSC 05/08/2024 9:56 AM

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Date: 5-10-24

Debbie Tate

DEBBIE TATE
TREASURER

We have examined the vouchers listed on the foregoing accounts payable voucher Register, consisting of ___ pages, and except for vouchers not allowed as shown on the register such vouchers are hereby allowed in the total amount of $782,295.79. Dated this 17th day of June, 2024

DANA ROBERT KERR
PRESIDENT OF THE BOARD

BRAD TUCKER
MEMBER OF THE BOARD

JIMMIE D. DURNIL
VICE-PRESIDENT OF BOARD

LARRY DEMOSS
SECRETARY OF THE BOARD

ANGIE JACOBS
MEMBER OF THE BOARD

DR. JERRY SANDERS
SUPERINTENDENT

5-24-24 Payroll

Payroll Vouchers - Fund Totals Only

RICHLAND-BEAN BLOSSOM CSC | Period End: 05/18/2024 | Check Date: 05/24/2024 | 05/22/2024 11:54 AM

GROSS BREAKDOWN BY FUND

Fund		
0101	EDUCATION FUND	536,347.74
0300	OPERATIONS FUND	159,211.71
0800	SCHOOL LUNCH FUND	23,212.18
1702	STEAM RDC Local Funding	10,123.08
2140	COMMUNITY FOUNDATION	1,239.81
2298	Action for Health Kids	368.00
4164	Title I-A Planning Allocation FY24	14,798.54
4900	School-Based Mental Health Services	10,563.66
5206	Special Ed Part B 611 FY 24	30,306.91
5465	SPED Preschool FY24 Part B 619	934.62
5885	Title IV 2023 (FY 2024)	1,859.00
6461	MEDICAID REIMBURSEMENT-FEDE	1,038.00
7923	ESSER III (ARP) FY2021	9,450.79
7964	TIMS Grant	3,562.30
9477	ECA-BAND/CHOIR/ATH PAYROLL	2,000.00
	Total	796,016.34

5-24-24 Payroll

Allowance of Vouchers

RICHLAND-BEAN BLOSSOM CSC 05/22/2024 11:54 AM

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Date: 5-24-24

Debbie Tate

DEBBIE TATE
TREASURER

We have examined the vouchers listed on the foregoing accounts payable voucher Register, consisting of ___ pages, and except for vouchers not allowed as shown on the register such vouchers are hereby allowed in the total amount of $796,016.34. Dated this 17th day of June, 2024

DANA ROBERT KERR
PRESIDENT OF THE BOARD

BRAD TUCKER
MEMBER OF THE BOARD

JIMMIE D. DURNIL
VICE-PRESIDENT OF BOARD

LARRY DEMOSS
SECRETARY OF THE BOARD

ANGIE JACOBS
MEMBER OF THE BOARD

DR. JERRY SANDERS
SUPERINTENDENT

May 2024 Prepays
5-1-24 to 5-31-24

Accounts Payable Voucher Register - Short Register - Fund Detail

RICHLAND-BEAN BLOSSOM CSC | Batch Reference: MAY24 Prepays Batch 1 | 06/13/2024 7:08 PM

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
Posted								
Payment Method: Electronic Fund Transfer								
	52493	0101	EDUCATION FUND	South Central Indiana School Trust	1,112.11	1,112.11	EFT	MAY24 Insurance Term/Life
	52494	0101	EDUCATION FUND	South Central Indiana School Trust	160,293.28	160,293.28	EFT	MAY24 Insurance Health/125
	52495	0101	EDUCATION FUND	South Central Indiana School Trust	8,134.11	8,134.11	EFT	MAY24 Insurance Dental/125
	52496	0101	EDUCATION FUND	South Central Indiana School Trust	2,960.72	2,960.72	EFT	MAY24 Insurance LTD
	52493	0300	OPERATIONS FUND	South Central Indiana School Trust	292.04	292.04	EFT	MAY24 Insurance Term/Life
	52494	0300	OPERATIONS FUND	South Central Indiana School Trust	38,998.26	38,998.26	EFT	MAY24 Insurance Health/125
	52495	0300	OPERATIONS FUND	South Central Indiana School Trust	1,822.38	1,822.38	EFT	MAY24 Insurance Dental/125
	52496	0300	OPERATIONS FUND	South Central Indiana School Trust	575.23	575.23	EFT	MAY24 Insurance LTD
	52493	0800	SCHOOL LUNCH FUND	South Central Indiana School Trust	16.50	16.50	EFT	MAY24 Insurance Term/Life
	52494	0800	SCHOOL LUNCH FUND	South Central Indiana School Trust	1,104.30	1,104.30	EFT	MAY24 Insurance Health/125
	52495	0800	SCHOOL LUNCH FUND	South Central Indiana School Trust	134.30	134.30	EFT	MAY24 Insurance Dental/125
	52496	0800	SCHOOL LUNCH FUND	South Central Indiana School Trust	30.76	30.76	EFT	MAY24 Insurance LTD
	52493	1702	STEAM RDC Local Funding	South Central Indiana School Trust	20.90	20.90	EFT	MAY24 Insurance Term/Life
	52494	1702	STEAM RDC Local Funding	South Central Indiana School Trust	1,165.52	1,165.52	EFT	MAY24 Insurance Health/125
	52495	1702	STEAM RDC Local Funding	South Central Indiana School Trust	121.84	121.84	EFT	MAY24 Insurance Dental/125
	52496	1702	STEAM RDC Local Funding	South Central Indiana School Trust	65.81	65.81	EFT	MAY24 Insurance LTD
	52493	4164	Title I-A Planning Allocation F	South Central Indiana School Trust	27.50	27.50	EFT	MAY24 Insurance Term/Life
	52494	4164	Title I-A Planning Allocation F	South Central Indiana School Trust	2,035.50	2,035.50	EFT	MAY24 Insurance Health/125
	52495	4164	Title I-A Planning Allocation F	South Central Indiana School Trust	27.70	27.70	EFT	MAY24 Insurance Dental/125
	52496	4164	Title I-A Planning Allocation F	South Central Indiana School Trust	52.52	52.52	EFT	MAY24 Insurance LTD
	52493	4900	School-Based Mental Health	South Central Indiana School Trust	28.60	28.60	EFT	MAY24 Insurance Term/Life
	52494	4900	School-Based Mental Health	South Central Indiana School Trust	1,801.02	1,801.02	EFT	MAY24 Insurance Health/125
	52495	4900	School-Based Mental Health	South Central Indiana School Trust	68.46	68.46	EFT	MAY24 Insurance Dental/125
	52496	4900	School-Based Mental Health	South Central Indiana School Trust	71.40	71.40	EFT	MAY24 Insurance LTD
	52497	4900	School-Based Mental Health	South Central Indiana School Trust	27.70	27.70	EFT	MAY24 Insurance Dental
	52493	5206	Special Ed Part B 611 FY 24	South Central Indiana School Trust	70.40	70.40	EFT	MAY24 Insurance Term/Life
	52494	5206	Special Ed Part B 611 FY 24	South Central Indiana School Trust	7,977.46	7,977.46	EFT	MAY24 Insurance Health/125

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	52495	5206	Special Ed Part B 611 FY 24	South Central Indiana School Trust	380.66	380.66	EFT	MAY24 Insurance Dental/125
	52496	5206	Special Ed Part B 611 FY 24	South Central Indiana School Trust	197.01	197.01	EFT	MAY24 Insurance LTD
	52493	5465	SPED Preschool FY24 Part	South Central Indiana School Trust	2.75	2.75	EFT	MAY24 Insurance Term/Life
	52495	5465	SPED Preschool FY24 Part	South Central Indiana School Trust	13.85	13.85	EFT	MAY24 Insurance Dental/125
	52496	5465	SPED Preschool FY24 Part	South Central Indiana School Trust	6.08	6.08	EFT	MAY24 Insurance LTD
	52493	5885	Title IV 2023 (FY 2024)	South Central Indiana School Trust	5.50	5.50	EFT	MAY24 Insurance Term/Life
	52496	5885	Title IV 2023 (FY 2024)	South Central Indiana School Trust	6.83	6.83	EFT	MAY24 Insurance LTD
	52493	7923	ESSER III (ARP) FY2021	South Central Indiana School Trust	16.50	16.50	EFT	MAY24 Insurance Term/Life
	52494	7923	ESSER III (ARP) FY2021	South Central Indiana School Trust	1,693.30	1,693.30	EFT	MAY24 Insurance Health/125
	52495	7923	ESSER III (ARP) FY2021	South Central Indiana School Trust	83.70	83.70	EFT	MAY24 Insurance Dental/125
	52496	7923	ESSER III (ARP) FY2021	South Central Indiana School Trust	36.81	36.81	EFT	MAY24 Insurance LTD
	52493	7964	TIMS Grant	South Central Indiana School Trust	7.70	7.70	EFT	MAY24 Insurance Term/Life
	52494	7964	TIMS Grant	South Central Indiana School Trust	1,650.76	1,650.76	EFT	MAY24 Insurance Health/125
	52495	7964	TIMS Grant	South Central Indiana School Trust	78.00	78.00	EFT	MAY24 Insurance Dental/125
	52496	7964	TIMS Grant	South Central Indiana School Trust	23.16	23.16	EFT	MAY24 Insurance LTD
	52494	9270	Health Insurance	South Central Indiana School Trust	63,248.60	63,248.60	EFT	MAY24 Insurance Health/125
	52495	9272	Dental Insurance	South Central Indiana School Trust	2,477.00	2,477.00	EFT	MAY24 Insurance Dental/125
	52497	9272	Dental Insurance	South Central Indiana School Trust	4.30	4.30	EFT	MAY24 Insurance Dental
	52498	9460	One American Supplemental	South Central Indiana School Trust	4,446.42	4,446.42	EFT	ONE AMERICA SUPPLEMENTAL LI
				Check Totals	303,415.25	303,415.25		
				Payment Method: Electronic Fund Transfer Totals	303,415.25	303,415.25		
Payment Method: Prewritten Voucher								
	52704	9230	STATE TAX DEDUCTIONS	INDIANA DEPT OF REVENUE	41,471.39	41,471.39	240501	APR24 State and County Taxes
	52704	9240	LOCAL TAX DEDUCTIONS	INDIANA DEPT OF REVENUE	28,370.52	28,370.52	240501	APR24 State and County Taxes
				Check Totals	69,841.91	69,841.91		
	52705	0300	OPERATIONS FUND	Smartcare OS, LLC	109.00	109.00	240502	MAY24 Smartcare Merch Fee
	52692	0101	EDUCATION FUND	ELECTRONIC FEDERAL PAYMENT	37,055.90	37,055.90	240503	APR24 5-10-24 Payroll FICA
	52692	0300	OPERATIONS FUND	ELECTRONIC FEDERAL PAYMENT	8,228.36	8,228.36	240503	APR24 5-10-24 Payroll FICA

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	52692	0800	SCHOOL LUNCH FUND	ELECTRONIC FEDERAL PAYMENT	1,764.18	1,764.18	240503	APR24 5-10-24 Payroll FICA
	52692	1702	STEAM RDC Local Funding	ELECTRONIC FEDERAL PAYMENT	752.63	752.63	240503	APR24 5-10-24 Payroll FICA
	52692	2140	COMMUNITY FOUNDATION	ELECTRONIC FEDERAL PAYMENT	109.53	109.53	240503	APR24 5-10-24 Payroll FICA
	52692	2298	Action for Health Kids	ELECTRONIC FEDERAL PAYMENT	36.57	36.57	240503	APR24 5-10-24 Payroll FICA
	52692	4164	Title I-A Planning Allocation F	ELECTRONIC FEDERAL PAYMENT	1,121.78	1,121.78	240503	APR24 5-10-24 Payroll FICA
	52692	4900	School-Based Mental Health	ELECTRONIC FEDERAL PAYMENT	784.48	784.48	240503	APR24 5-10-24 Payroll FICA
	52692	5206	Special Ed Part B 611 FY 24	ELECTRONIC FEDERAL PAYMENT	2,938.95	2,938.95	240503	APR24 5-10-24 Payroll FICA
	52692	5465	SPED Preschool FY24 Part	ELECTRONIC FEDERAL PAYMENT	71.26	71.26	240503	APR24 5-10-24 Payroll FICA
	52692	5885	Title IV 2023 (FY 2024)	ELECTRONIC FEDERAL PAYMENT	130.85	130.85	240503	APR24 5-10-24 Payroll FICA
	52692	6461	MEDICAID REIMBURSEME	ELECTRONIC FEDERAL PAYMENT	35.68	35.68	240503	APR24 5-10-24 Payroll FICA
	52692	7923	ESSER III (ARP) FY2021	ELECTRONIC FEDERAL PAYMENT	694.91	694.91	240503	APR24 5-10-24 Payroll FICA
	52692	7964	TIMS Grant	ELECTRONIC FEDERAL PAYMENT	248.94	248.94	240503	APR24 5-10-24 Payroll FICA
	52692	9210	FEDERAL TAX DEDUCTION	ELECTRONIC FEDERAL PAYMENT	51,356.20	51,356.20	240503	APR24 5-10-24 Payroll FICA
	52692	9220	FICA	ELECTRONIC FEDERAL PAYMENT	53,974.02	53,974.02	240503	APR24 5-10-24 Payroll FICA
				Check Totals	159,304.24	159,304.24		
	52694	0101	EDUCATION FUND	IND STATE TEACHER RETIREMENT	35,988.67	35,988.67	240504	APR24 5-10-24 Payroll TRF
	52694	0300	OPERATIONS FUND	IND STATE TEACHER RETIREMENT	611.31	611.31	240504	APR24 5-10-24 Payroll TRF
	52694	1702	STEAM RDC Local Funding	IND STATE TEACHER RETIREMENT	911.08	911.08	240504	APR24 5-10-24 Payroll TRF
	52694	4164	Title I-A Planning Allocation F	IND STATE TEACHER RETIREMENT	455.89	455.89	240504	APR24 5-10-24 Payroll TRF
	52694	4900	School-Based Mental Health	IND STATE TEACHER RETIREMENT	792.90	792.90	240504	APR24 5-10-24 Payroll TRF
	52694	5206	Special Ed Part B 611 FY 24	IND STATE TEACHER RETIREMENT	3,642.31	3,642.31	240504	APR24 5-10-24 Payroll TRF
	52694	5465	SPED Preschool FY24 Part	IND STATE TEACHER RETIREMENT	84.12	84.12	240504	APR24 5-10-24 Payroll TRF
	52694	6461	MEDICAID REIMBURSEME	IND STATE TEACHER RETIREMENT	3.24	3.24	240504	APR24 5-10-24 Payroll TRF
	52694	7923	ESSER III (ARP) FY2021	IND STATE TEACHER RETIREMENT	465.26	465.26	240504	APR24 5-10-24 Payroll TRF
	52694	7964	TIMS Grant	IND STATE TEACHER RETIREMENT	110.85	110.85	240504	APR24 5-10-24 Payroll TRF
				Check Totals	43,065.63	43,065.63		
	52693	0101	EDUCATION FUND	PUBLIC EMPLOYEES RETIREMENT F	4,390.14	4,390.14	240505	APR24 5-10-24 Payroll PERF
	52693	0300	OPERATIONS FUND	PUBLIC EMPLOYEES RETIREMENT F	9,629.83	9,629.83	240505	APR24 5-10-24 Payroll PERF
	52693	0800	SCHOOL LUNCH FUND	PUBLIC EMPLOYEES RETIREMENT F	638.44	638.44	240505	APR24 5-10-24 Payroll PERF

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	52693	4164	Title I-A Planning Allocation F	PUBLIC EMPLOYEES RETIREMENT F	270.52	270.52	240505	APR24 5-10-24 Payroll PERF
	52693	4900	School-Based Mental Health	PUBLIC EMPLOYEES RETIREMENT F	196.43	196.43	240505	APR24 5-10-24 Payroll PERF
	52693	5885	Title IV 2023 (FY 2024)	PUBLIC EMPLOYEES RETIREMENT F	191.58	191.58	240505	APR24 5-10-24 Payroll PERF
	52693	7964	TIMS Grant	PUBLIC EMPLOYEES RETIREMENT F	261.05	261.05	240505	APR24 5-10-24 Payroll PERF
	52693	9260	PERF NON-CERT. STAFF R	PUBLIC EMPLOYEES RETIREMENT F	4,247.00	4,247.00	240505	APR24 5-10-24 Payroll PERF
				Check Totals	19,824.99	19,824.99		
	52706	0300	OPERATIONS FUND	Educational Service Centers Risk Fundi	256.25	256.25	240506	Environmental Liability Insurance
	52707	2298	Action for Health Kids	Westercamp Consulting LLC	20,000.00	20,000.00	240507	Registered Dietician Consulting
	52708	0300	OPERATIONS FUND	Square Inc.	20.00	20.00	240508	MAY24 Square Merch Fee
	52709	0300	OPERATIONS FUND	CenterPoint Energy	364.44	364.44	240509	Gas
	52710	0300	OPERATIONS FUND	CenterPoint Energy	3,685.68	3,685.68	240510	Gas
	52711	0300	OPERATIONS FUND	REPUBLIC SERVICES	520.68	520.68	240511	Trash Services
	52712	0300	OPERATIONS FUND	REPUBLIC SERVICES	560.68	560.68	240512	Trash Services
	52713	0703	Go Bond 2021	Creative Engineering Solutions Inc.	3,402.26	3,402.26	240513	Engineering Services
	52714	0703	Go Bond 2021	HEFLIN INDUSTRIES INC.	29,548.60	29,548.60	240514	HVAC Services
	52715	0300	OPERATIONS FUND	SMITHVILLE COMMUNICATIONS Inc.	8,524.63	8,524.63	240515	Communications
				Payment Method: Prewritten Voucher Totals	359,028.99	359,028.99		
Payment Method: Standard Check								
	52701	0300	OPERATIONS FUND	ELLETTSVILLE UTILITIES	10,014.24	10,014.24	40526	Water, Sewer, Storm Water and Hyd
	52702	0900	Curricular Materials	KROGER -WEST	258.32	258.32	40527	Groceries EHS German Class - Norri
				Payment Method: Standard Check Totals	10,272.56	10,272.56		
				Posted Totals	672,716.80	672,716.80		
				GRAND TOTALS	**672,716.80**	**672,716.80**		

Accounts Payable Voucher Register - Short Register - Fund Detail

RICHLAND-BEAN BLOSSOM CSC | Batch Reference: Payroll 5-10-24 Deduction Checks | 06/13/2024 7:09 PM

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
Posted								
Payment Method: Standard Check								
	52700	9300	GARNISHMENTS	Monroe County Circuit Court	121.41	121.41	40523	May 10 2024 Payroll
	52699	9410	UNITED WAY DEDUCTION	UNITED WAY OF MONROE COUNTY	65.77	65.77	40524	May 10 2024 Payroll
	52696	9490	R-BB FOUNDATION	RBBCSC FOUNDATION	9.00	9.00	40525	May 10 2024 Payroll
				Payment Method: Standard Check Totals	196.18	196.18		
				Posted Totals	196.18	196.18		
				GRAND TOTALS	**196.18**	**196.18**		

Accounts Payable Voucher Register - Short Register - Fund Detail

RICHLAND-BEAN BLOSSOM CSC | Batch Reference: MAY24 Prepays Batch 2 | 06/13/2024 7:09 PM

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
Posted								
Payment Method: Electronic Fund Transfer								
	52847	0101	EDUCATION FUND	Corebridge Financial Inc.	6,556.02	6,556.02	EFT	MAY24 5-10-24 Payroll Employer M
	52848	0101	EDUCATION FUND	Corebridge Financial Inc.	2,097.10	2,097.10	EFT	MAY24 5-10-24 Payroll Employer M
	52847	0300	OPERATIONS FUND	Corebridge Financial Inc.	598.65	598.65	EFT	MAY24 5-10-24 Payroll Employer M
	52848	0300	OPERATIONS FUND	Corebridge Financial Inc.	169.82	169.82	EFT	MAY24 5-10-24 Payroll Employer M
	52847	1702	STEAM RDC Local Funding	Corebridge Financial Inc.	203.46	203.46	EFT	MAY24 5-10-24 Payroll Employer M
	52848	1702	STEAM RDC Local Funding	Corebridge Financial Inc.	42.00	42.00	EFT	MAY24 5-10-24 Payroll Employer M
	52847	4164	Title I-A Planning Allocation F	Corebridge Financial Inc.	78.46	78.46	EFT	MAY24 5-10-24 Payroll Employer M
	52848	4164	Title I-A Planning Allocation F	Corebridge Financial Inc.	48.17	48.17	EFT	MAY24 5-10-24 Payroll Employer M
	52847	4900	School-Based Mental Health	Corebridge Financial Inc.	96.35	96.35	EFT	MAY24 5-10-24 Payroll Employer M
	52848	4900	School-Based Mental Health	Corebridge Financial Inc.	74.80	74.80	EFT	MAY24 5-10-24 Payroll Employer M
	52847	5206	Special Ed Part B 611 FY 24	Corebridge Financial Inc.	586.13	586.13	EFT	MAY24 5-10-24 Payroll Employer M
	52848	5206	Special Ed Part B 611 FY 24	Corebridge Financial Inc.	103.94	103.94	EFT	MAY24 5-10-24 Payroll Employer M
	52848	7923	ESSER III (ARP) FY2021	Corebridge Financial Inc.	128.46	128.46	EFT	MAY24 5-10-24 Payroll Employer M
	52848	7964	TIMS Grant	Corebridge Financial Inc.	19.42	19.42	EFT	MAY24 5-10-24 Payroll Employer M
				Check Totals	10,802.78	10,802.78		
				Payment Method: Electronic Fund Transfer Totals	10,802.78	10,802.78		
Payment Method: Prewritten Voucher								
	52828	0200	DEBT SERVICE	OLD NATIONAL WEALTH MANAGEM	900.00	900.00	240516	2021 Refunding Bond Fee
	52829	0703	Go Bond 2021	SOUTH CENTRAL IND /R.E.M.C.	13,763.02	13,763.02	240517	Remove and Relocate of Transform
	52831	0300	OPERATIONS FUND	DUKE ENERGY	1,408.50	1,408.50	240518	Electric
	52832	0300	OPERATIONS FUND	DUKE ENERGY	40.31	40.31	240519	Electric
	52842	0300	OPERATIONS FUND	REPUBLIC SERVICES	84.16	84.16	240520	Trash Services
	52843	0300	OPERATIONS FUND	REPUBLIC SERVICES	805.00	805.00	240521	Trash Services
	52844	0300	OPERATIONS FUND	REPUBLIC SERVICES	930.95	930.95	240522	Trash Services
	52845	0300	OPERATIONS FUND	REPUBLIC SERVICES	115.95	115.95	240523	Trash Services
	52512	6461	MEDICAID REIMBURSEME	SAMS CLUB #8135	62.92	62.92	240524	Supplies for SEL Team

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	52846	0300	OPERATIONS FUND	LOWE'S	397.36	397.36	240525	Supplies
	52833	0300	OPERATIONS FUND	CONSTELLATION NEW ENERGY	8,332.87	8,332.87	240526	Gas
	52849	0101	EDUCATION FUND	Corebridge Financial Inc.	78.46	78.46	240527	MAY24 5-10-24 Non-Cert Employer
	52695	9280	Valic Annuity	Corebridge Financial Inc.	16,913.01	16,913.01	240528	MAY24 5-10-24 Payroll Employee S
	52697	9280	Valic Annuity	Corebridge Financial Inc.	6,282.07	6,282.07	240529	MAY24 5-10-24 Payroll Roth
	52850	0101	EDUCATION FUND	Corebridge Financial Inc.	655.00	655.00	240530	MAY24 Cert Paid Leave SG 5
	52850	4164	Title I-A Planning Allocation F	Corebridge Financial Inc.	120.00	120.00	240530	MAY24 Cert Paid Leave SG 5
				Check Totals	775.00	775.00		
	52698	9291	American Fidelity Annuity	AMERICAN FIDELITY ASSURANCE C	225.00	225.00	240531	MAY24 5-10-24 Payroll Annuity
				Payment Method: Prewritten Voucher Totals	51,114.58	51,114.58		
Payment Method: Standard Check								
	52826	0300	OPERATIONS FUND	CITY OF BLOOMINGTON	240.00	240.00	40659	Pool Water Testing
	52827	0300	OPERATIONS FUND	Safe Hiring Solutions LLC	35.85	35.85	40660	Background Checks
				Payment Method: Standard Check Totals	275.85	275.85		
				Posted Totals	62,193.21	62,193.21		
				GRAND TOTALS	**62,193.21**	**62,193.21**		

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
Posted								
Payment Method: Prewritten Voucher								
	52852	0300	OPERATIONS FUND	AT & T MOBILITY	718.33	718.33	240532	Wireless Hotspots
	52853	9323	Texas Life Supplemental Life	TEXAS LIFE	5,626.58	5,626.58	240533	Life Insurance
	52854	0101	EDUCATION FUND	ELECTRONIC FEDERAL PAYMENT	38,516.08	38,516.08	240534	MAY24 5-24-24 Payroll FICA
	52854	0300	OPERATIONS FUND	ELECTRONIC FEDERAL PAYMENT	8,485.93	8,485.93	240534	MAY24 5-24-24 Payroll FICA
	52854	0800	SCHOOL LUNCH FUND	ELECTRONIC FEDERAL PAYMENT	1,744.62	1,744.62	240534	MAY24 5-24-24 Payroll FICA
	52854	1702	STEAM RDC Local Funding	ELECTRONIC FEDERAL PAYMENT	752.63	752.63	240534	MAY24 5-24-24 Payroll FICA
	52854	2140	COMMUNITY FOUNDATION	ELECTRONIC FEDERAL PAYMENT	94.85	94.85	240534	MAY24 5-24-24 Payroll FICA
	52854	2298	Action for Health Kids	ELECTRONIC FEDERAL PAYMENT	28.16	28.16	240534	MAY24 5-24-24 Payroll FICA
	52854	4164	Title I-A Planning Allocation F	ELECTRONIC FEDERAL PAYMENT	1,097.43	1,097.43	240534	MAY24 5-24-24 Payroll FICA
	52854	4900	School-Based Mental Health	ELECTRONIC FEDERAL PAYMENT	784.48	784.48	240534	MAY24 5-24-24 Payroll FICA
	52854	5206	Special Ed Part B 611 FY 24	ELECTRONIC FEDERAL PAYMENT	2,163.25	2,163.25	240534	MAY24 5-24-24 Payroll FICA
	52854	5465	SPED Preschool FY24 Part	ELECTRONIC FEDERAL PAYMENT	71.26	71.26	240534	MAY24 5-24-24 Payroll FICA
	52854	5885	Title IV 2023 (FY 2024)	ELECTRONIC FEDERAL PAYMENT	142.22	142.22	240534	MAY24 5-24-24 Payroll FICA
	52854	6461	MEDICAID REIMBURSEME	ELECTRONIC FEDERAL PAYMENT	76.28	76.28	240534	MAY24 5-24-24 Payroll FICA
	52854	7923	ESSER III (ARP) FY2021	ELECTRONIC FEDERAL PAYMENT	677.81	677.81	240534	MAY24 5-24-24 Payroll FICA
	52854	7964	TIMS Grant	ELECTRONIC FEDERAL PAYMENT	250.35	250.35	240534	MAY24 5-24-24 Payroll FICA
	52854	9210	FEDERAL TAX DEDUCTION	ELECTRONIC FEDERAL PAYMENT	51,447.16	51,447.16	240534	MAY24 5-24-24 Payroll FICA
	52854	9220	FICA	ELECTRONIC FEDERAL PAYMENT	55,038.35	55,038.35	240534	MAY24 5-24-24 Payroll FICA
	52854	9477	ECA-BAND/CHOIR/ATH PA	ELECTRONIC FEDERAL PAYMENT	153.00	153.00	240534	MAY24 5-24-24 Payroll FICA
				Check Totals	161,523.86	161,523.86		
	52834	0101	EDUCATION FUND	IND STATE TEACHER RETIREMENT	36,053.59	36,053.59	240535	MAY24 5-24-24 Payroll TRF
	52834	0300	OPERATIONS FUND	IND STATE TEACHER RETIREMENT	611.31	611.31	240535	MAY24 5-24-24 Payroll TRF
	52834	1702	STEAM RDC Local Funding	IND STATE TEACHER RETIREMENT	911.08	911.08	240535	MAY24 5-24-24 Payroll TRF
	52834	4164	Title I-A Planning Allocation F	IND STATE TEACHER RETIREMENT	455.89	455.89	240535	MAY24 5-24-24 Payroll TRF
	52834	4900	School-Based Mental Health	IND STATE TEACHER RETIREMENT	792.90	792.90	240535	MAY24 5-24-24 Payroll TRF
	52834	5206	Special Ed Part B 611 FY 24	IND STATE TEACHER RETIREMENT	2,727.61	2,727.61	240535	MAY24 5-24-24 Payroll TRF

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	52834	5465	SPED Preschool FY24 Part	IND STATE TEACHER RETIREMENT	84.12	84.12	240535	MAY24 5-24-24 Payroll TRF
	52834	6461	MEDICAID REIMBURSEME	IND STATE TEACHER RETIREMENT	4.86	4.86	240535	MAY24 5-24-24 Payroll TRF
	52834	7923	ESSER III (ARP) FY2021	IND STATE TEACHER RETIREMENT	465.26	465.26	240535	MAY24 5-24-24 Payroll TRF
	52834	7964	TIMS Grant	IND STATE TEACHER RETIREMENT	110.85	110.85	240535	MAY24 5-24-24 Payroll TRF
				Check Totals	42,217.47	42,217.47		
	52835	0101	EDUCATION FUND	PUBLIC EMPLOYEES RETIREMENT F	4,672.36	4,672.36	240536	MAY24 5-24-24 Payroll PERF
	52835	0300	OPERATIONS FUND	PUBLIC EMPLOYEES RETIREMENT F	9,671.04	9,671.04	240536	MAY24 5-24-24 Payroll PERF
	52835	0800	SCHOOL LUNCH FUND	PUBLIC EMPLOYEES RETIREMENT F	632.46	632.46	240536	MAY24 5-24-24 Payroll PERF
	52835	4164	Title I-A Planning Allocation F	PUBLIC EMPLOYEES RETIREMENT F	323.32	323.32	240536	MAY24 5-24-24 Payroll PERF
	52835	4900	School-Based Mental Health	PUBLIC EMPLOYEES RETIREMENT F	196.43	196.43	240536	MAY24 5-24-24 Payroll PERF
	52835	5885	Title IV 2023 (FY 2024)	PUBLIC EMPLOYEES RETIREMENT F	208.21	208.21	240536	MAY24 5-24-24 Payroll PERF
	52835	6461	MEDICAID REIMBURSEME	PUBLIC EMPLOYEES RETIREMENT F	42.00	42.00	240536	MAY24 5-24-24 Payroll PERF
	52835	7964	TIMS Grant	PUBLIC EMPLOYEES RETIREMENT F	261.05	261.05	240536	MAY24 5-24-24 Payroll PERF
	52835	9260	PERF NON-CERT. STAFF R	PUBLIC EMPLOYEES RETIREMENT F	4,363.67	4,363.67	240536	MAY24 5-24-24 Payroll PERF
				Check Totals	20,370.54	20,370.54		
	52855	0101	EDUCATION FUND	Corebridge Financial Inc.	421.62	421.62	240537	MAY24 5-24-24 Payroll Non Cert Ma
	52855	0300	OPERATIONS FUND	Corebridge Financial Inc.	1,092.95	1,092.95	240537	MAY24 5-24-24 Payroll Non Cert Ma
	52855	0800	SCHOOL LUNCH FUND	Corebridge Financial Inc.	134.00	134.00	240537	MAY24 5-24-24 Payroll Non Cert Ma
	52855	4164	Title I-A Planning Allocation F	Corebridge Financial Inc.	50.00	50.00	240537	MAY24 5-24-24 Payroll Non Cert Ma
	52855	7964	TIMS Grant	Corebridge Financial Inc.	50.00	50.00	240537	MAY24 5-24-24 Payroll Non Cert Ma
				Check Totals	1,748.57	1,748.57		
	52838	9280	Valic Annuity	Corebridge Financial Inc.	6,282.07	6,282.07	240538	MAY24 5-24-24 Payroll Roth
	52836	9280	Valic Annuity	Corebridge Financial Inc.	16,818.01	16,818.01	240539	MAY24 5-24-24 Payroll Employee M
	52857	9320	American Fidelity Insurance	AMERICAN FIDELITY ASSURANCE	17,007.78	17,007.78	240540	Product Billing
	52858	9290	American Fidelity Assurance	AMERICAN FIDELITY ASSURANCE C	3,497.34	3,497.34	240541	Flex Billing
	52859	0300	OPERATIONS FUND	SAMS CLUB #8135	163.57	163.57	240542	Transportation Year End Meal
	52856	0101	EDUCATION FUND	Corebridge Financial Inc.	8,653.12	8,653.12	240543	MAY24 5-24-24 Payroll Employer M
	52856	0300	OPERATIONS FUND	Corebridge Financial Inc.	768.47	768.47	240543	MAY24 5-24-24 Payroll Employer M
	52856	1702	STEAM RDC Local Funding	Corebridge Financial Inc.	245.46	245.46	240543	MAY24 5-24-24 Payroll Employer M

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	52856	4164	Title I-A Planning Allocation F	Corebridge Financial Inc.	126.63	126.63	240543	MAY24 5-24-24 Payroll Employer M
	52856	4900	School-Based Mental Health	Corebridge Financial Inc.	171.15	171.15	240543	MAY24 5-24-24 Payroll Employer M
	52856	5206	Special Ed Part B 611 FY 24	Corebridge Financial Inc.	644.78	644.78	240543	MAY24 5-24-24 Payroll Employer M
	52856	7923	ESSER III (ARP) FY2021	Corebridge Financial Inc.	128.46	128.46	240543	MAY24 5-24-24 Payroll Employer M
	52856	7964	TIMS Grant	Corebridge Financial Inc.	19.42	19.42	240543	MAY24 5-24-24 Payroll Employer M
				Check Totals	10,757.49	10,757.49		
				Payment Method: Prewritten Voucher Totals	286,731.61	286,731.61		
				Posted Totals	286,731.61	286,731.61		
				GRAND TOTALS	**286,731.61**	**286,731.61**		

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
Posted								
Payment Method: Standard Check								
	52841	9300	GARNISHMENTS	Monroe County Circuit Court	113.39	113.39	40656	May 24 2024 Payroll
	52840	9410	UNITED WAY DEDUCTION	UNITED WAY OF MONROE COUNTY	65.77	65.77	40657	May 24 2024 Payroll
	52837	9490	R-BB FOUNDATION	RBBCSC FOUNDATION	9.00	9.00	40658	May 24 2024 Payroll
				Payment Method: Standard Check Totals	188.16	188.16		
				Posted Totals	188.16	188.16		
				GRAND TOTALS	**188.16**	**188.16**		

Accounts Payable Voucher Register - Short Register - Fund Detail

RICHLAND-BEAN BLOSSOM CSC | Batch Reference: MAY24 Prepays Batch 4 | 06/13/2024 7:11 PM

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
Posted								
Payment Method: Prewritten Voucher								
	52839	9291	American Fidelity Annuity	AMERICAN FIDELITY ASSURANCE C	225.00	225.00	240544	MAY24 5-24-24 Payroll Annuity
	52963	9330	ALLSTATE CRITICAL ILLNE	AMERICAN HERITAGE LIFE INS	1,126.56	1,126.56	240545	Accident and Critical Insurance
	52963	9340	ALLSTATE ACCIDENT	AMERICAN HERITAGE LIFE INS	1,059.60	1,059.60	240545	Accident and Critical Insurance
				Check Totals	2,186.16	2,186.16		
	52964	9271	Vision Insurance	Vision Service Plan Insurance Compan	2,296.43	2,296.43	240546	Vision Insurance
	52965	0300	OPERATIONS FUND	CONSTELLATION NEW ENERGY	373.36	373.36	240547	Gas
	52966	0300	OPERATIONS FUND	SOUTH CENTRAL IND /R.E.M.C.	52,437.63	52,437.63	240548	Electric
				Payment Method: Prewritten Voucher Totals	57,518.58	57,518.58		
Payment Method: Standard Check								
	52961	0300	OPERATIONS FUND	BBP WATER CORPORATION	212.97	212.97	40661	Pool Water Testing
	52967	0300	OPERATIONS FUND	ELLETTSVILLE UTILITIES	10,675.76	10,675.76	40662	Water, Sewer, Storm Water, Hydrant
	52962	0300	OPERATIONS FUND	Safe Hiring Solutions LLC	4,784.20	4,784.20	40663	Software Licensing Annual Fee
				Payment Method: Standard Check Totals	15,672.93	15,672.93		
				Posted Totals	73,191.51	73,191.51		
				GRAND TOTALS	**73,191.51**	**73,191.51**		

Accounts Payable Voucher Register - Short Register - Fund Detail

RICHLAND-BEAN BLOSSOM CSC | Batch Reference: MAY24 Prepays Batch 5 | 06/13/2024 7:11 PM

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
Posted								
Payment Method: Electronic Fund Transfer								
	53008	0101	EDUCATION FUND	Capital One	64.00	64.00	EFT	CPR Courses for Health Aides
	52989	0300	OPERATIONS FUND	Capital One	544.00	544.00	EFT	School Admin Retreat Deposit Paid
	52990	0300	OPERATIONS FUND	Capital One	160.95	160.95	EFT	Business Cards Paid 4-29-24
	52991	0300	OPERATIONS FUND	Capital One	20.93	20.93	EFT	End of Year Transportation Staff Co
	52992	0300	OPERATIONS FUND	Capital One	105.00	105.00	EFT	CJ CRAIG A-1 CDL Test
	53009	0300	OPERATIONS FUND	Capital One	680.00	680.00	EFT	2024 IASBO Annual Conference Hot
	53010	0300	OPERATIONS FUND	Capital One	114.98	114.98	EFT	Funeral Flowers/Gift
	53011	0300	OPERATIONS FUND	Capital One	31.90	31.90	EFT	Cabinet Meeting Snacks
	53014	0300	OPERATIONS FUND	Capital One	130.55	130.55	EFT	Local Superintendents Lunch Meetin
	53015	0300	OPERATIONS FUND	Capital One	44.77	44.77	EFT	Lunch Meeting with Board President
	53016	0300	OPERATIONS FUND	Capital One	66.95	66.95	EFT	Kids to Superintendent Luncheon
	53017	0300	OPERATIONS FUND	Capital One	68.72	68.72	EFT	Meeting Lunch with Ellettsville Police
	53018	0300	OPERATIONS FUND	Capital One	222.58	222.58	EFT	Principal Meeting Lunch with Dr. Sa
	53031	0300	OPERATIONS FUND	Capital One	458.85	458.85	EFT	Exit & Emergency Lighting Test Rec
	53041	0300	OPERATIONS FUND	Capital One	443.34	443.34	EFT	Supplies paid 4/26/24
	53043	0300	OPERATIONS FUND	Capital One	5.94	5.94	EFT	Tech Supplies Org. Paid 4-27-24
	53046	0300	OPERATIONS FUND	Capital One	11.94	11.94	EFT	Tech Supplies Org. Paid 4-27-24
	52545	0800	SCHOOL LUNCH FUND	Capital One	760.48	760.48	EFT	PD Hotel Vickie Coffey Paid 4/25/24
	52985	0800	SCHOOL LUNCH FUND	Capital One	118.75	118.75	EFT	Professional Development Meal
	52986	0800	SCHOOL LUNCH FUND	Capital One	215.35	215.35	EFT	Uniform Shirts for Nutrition Services
	53012	0800	SCHOOL LUNCH FUND	Capital One	44.25	44.25	EFT	School Lunch Hero Day Snacks
	53013	0800	SCHOOL LUNCH FUND	Capital One	59.99	59.99	EFT	Parking for Orlando Conference
	53007	0900	Curricular Materials	Capital One	235.34	235.34	EFT	Groceries for Wellness Class Paid 4-
	52979	1702	STEAM RDC Local Funding	Capital One	3,070.06	3,070.06	EFT	VEX IQ Pneumatics Kit and High Sta
	52988	1702	STEAM RDC Local Funding	Capital One	105.20	105.20	EFT	Eventlink tickets Monroe Maker Exp
	52993	1702	STEAM RDC Local Funding	Capital One	220.44	220.44	EFT	Dallas Conference Travel Expenses
	53019	1702	STEAM RDC Local Funding	Capital One	2,335.87	2,335.87	EFT	STEAM & Digital Fabrication

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	53020	1702	STEAM RDC Local Funding	Capital One	3,299.29	3,299.29	EFT	Colman Order #468391
	53021	1702	STEAM RDC Local Funding	Capital One	36.56	36.56	EFT	ELOTS Subway Students Meal
	52977	1737	ROI Digital Fab Labs - Cohor	Capital One	1,218.00	1,218.00	EFT	Circular Track Saw & Guide Order #
	52978	1737	ROI Digital Fab Labs - Cohor	Capital One	1,300.00	1,300.00	EFT	Hat Heat Press Order #466544
	53019	1737	ROI Digital Fab Labs - Cohor	Capital One	86.67	86.67	EFT	STEAM & Digital Fabrication
	53022	1737	ROI Digital Fab Labs - Cohor	Capital One	249.99	249.99	EFT	Screen Printer XTool Order #170391
	53023	1737	ROI Digital Fab Labs - Cohor	Capital One	10,742.12	10,742.12	EFT	Roland Versa Studio UV Printer - US
	53024	1737	ROI Digital Fab Labs - Cohor	Capital One	30.00	30.00	EFT	Quickbooks Subscription
	52980	2003	UNITED WAY DONATIONS/	Capital One	91.74	91.74	EFT	Student Assistance Student Hygiene
	52981	2003	UNITED WAY DONATIONS/	Capital One	41.99	41.99	EFT	Student Assistance Student Shoes
	52982	2003	UNITED WAY DONATIONS/	Capital One	6.99	6.99	EFT	Student Assistance Student Hygiene
	52983	2003	UNITED WAY DONATIONS/	Capital One	69.98	69.98	EFT	Student Assistance Student Clothes
	52984	2003	UNITED WAY DONATIONS/	Capital One	-69.98	-69.98	EFT	Student Assistance Student Clothes
	52987	2003	UNITED WAY DONATIONS/	Capital One	10.99	10.99	EFT	Student Assistance Student Medicin
	53040	2003	UNITED WAY DONATIONS/	Capital One	9.98	9.98	EFT	Student Assistance Student Supplie
	53019	3769	HIGH ABILITY GRANT	Capital One	144.00	144.00	EFT	STEAM & Digital Fabrication
	52997	6461	MEDICAID REIMBURSEME	Capital One	234.00	234.00	EFT	Online subscription
	53006	6461	MEDICAID REIMBURSEME	Capital One	53.18	53.18	EFT	food
	52994	7964	TIMS Grant	Capital One	95.00	95.00	EFT	The Core Project Conference Travel
	52995	7964	TIMS Grant	Capital One	41.87	41.87	EFT	The Core Project Conference Travel
	52996	7964	TIMS Grant	Capital One	20.89	20.89	EFT	The Core Project Conference Travel
	52998	7964	TIMS Grant	Capital One	24.87	24.87	EFT	The Core Project Conference Travel
	52999	7964	TIMS Grant	Capital One	65.21	65.21	EFT	The Core Project Conference Travel
	53000	7964	TIMS Grant	Capital One	34.50	34.50	EFT	The Core Project Conference Travel
	53001	7964	TIMS Grant	Capital One	140.00	140.00	EFT	The Core Project Conference Travel
	53002	7964	TIMS Grant	Capital One	12.22	12.22	EFT	The Core Project Conference Travel
	53003	7964	TIMS Grant	Capital One	18.29	18.29	EFT	The Core Project Conference Travel
	53004	7964	TIMS Grant	Capital One	20.62	20.62	EFT	The Core Project Conference Travel
	53005	7964	TIMS Grant	Capital One	84.79	84.79	EFT	The Core Project Conference Travel

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	53033	7964	TIMS Grant	Capital One	75.00	75.00	EFT	The Core Project Conference Dinner
	53036	7964	TIMS Grant	Capital One	9.00	9.00	EFT	The Core Conference Parking Fees
	53037	7964	TIMS Grant	Capital One	260.14	260.14	EFT	The Core Conference Travel Expens
	53038	7964	TIMS Grant	Capital One	16.35	16.35	EFT	The Core Conference Travel Expens
	52993	9477	ECA-BAND/CHOIR/ATH PA	Capital One	21.65	21.65	EFT	Dallas Conference Travel Expenses
	52999	9477	ECA-BAND/CHOIR/ATH PA	Capital One	22.67	22.67	EFT	The Core Project Conference Travel
	53033	9477	ECA-BAND/CHOIR/ATH PA	Capital One	83.50	83.50	EFT	The Core Project Conference Dinner
				Check Totals	28,943.20	28,943.20		
				Payment Method: Electronic Fund Transfer Totals	28,943.20	28,943.20		
Payment Method: Prewritten Voucher								
	53025	0800	SCHOOL LUNCH FUND	HEARTLAND PAYMENT SYSTEMS, L	1,606.40	1,606.40	240549	MAY24 Heartland Merch Fee
				Payment Method: Prewritten Voucher Totals	1,606.40	1,606.40		
				Posted Totals	30,549.60	30,549.60		
				GRAND TOTALS	**30,549.60**	**30,549.60**		

Prepays
5-1-24 to 5-31-24

Allowance of Vouchers

RICHLAND-BEAN BLOSSOM CSC 06/13/2024 7:08 PM

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Date: 6-17-24

Debbie Tate

DEBBIE TATE
TREASURER

We have examined the vouchers listed on the foregoing accounts payable voucher Register, consisting of ___ pages, and except for vouchers not allowed as shown on the register such vouchers are hereby allowed in the total amount of $1,125,767.07. Dated this 17th day of June, 2024

DANA ROBERT KERR
PRESIDENT OF THE BOARD

BRAD TUCKER
MEMBER OF THE BOARD

JIMMIE D. DURNIL
VICE-PRESIDENT OF BOARD

LARRY DEMOSS
SECRETARY OF THE BOARD

ANGIE JACOBS
MEMBER OF THE BOARD

DR. JERRY SANDERS
SUPERINTENDENT

Reg Vouchers
6-17-24

Accounts Payable Voucher Register - Short Register - Fund Detail

RICHLAND-BEAN BLOSSOM CSC | Batch Reference: JUN24 Reg Vouchers | 06/13/2024 7:46 PM

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
New Vouchers								
Payment Method: Standard Check								
	53127	8400	PREPAID FOOD	Melissa Abram	18.80	18.80		RFJUN24 Meal Pmt Refund
	53060	0800	SCHOOL LUNCH FUND	Acorn Distributors Inc.	1,412.61	1,412.61		PAPERWARE
	52901	0101	EDUCATION FUND	AMAZON CAPITAL SERVICES	495.49	495.49		EPS Library Books
	52902	0101	EDUCATION FUND	AMAZON CAPITAL SERVICES	87.58	87.58		NURSE SUPPLY ORDER
	52923	0101	EDUCATION FUND	AMAZON CAPITAL SERVICES	27.37	27.37		EPS Instructional Supplies
	52924	0101	EDUCATION FUND	AMAZON CAPITAL SERVICES	3.35	3.35		RBB Foundation Grant 2023-24
	52925	0101	EDUCATION FUND	AMAZON CAPITAL SERVICES	110.16	110.16		EPS Office Supplies
	52926	0101	EDUCATION FUND	AMAZON CAPITAL SERVICES	88.99	88.99		spinning seat for special education
	52954	0101	EDUCATION FUND	AMAZON CAPITAL SERVICES	218.22	218.22		INSTRUCTIONAL SUPPLIES
	53104	0101	EDUCATION FUND	AMAZON CAPITAL SERVICES	202.94	202.94		Office Supplies
	52863	0300	OPERATIONS FUND	AMAZON CAPITAL SERVICES	37.38	37.38		
	52864	0300	OPERATIONS FUND	AMAZON CAPITAL SERVICES	301.90	301.90		HP J4858C Mini-GBIC Transceiver
	52921	0300	OPERATIONS FUND	AMAZON CAPITAL SERVICES	159.95	159.95		IT Supplies
	52929	0300	OPERATIONS FUND	AMAZON CAPITAL SERVICES	59.70	59.70		LARGE STEP DRILL BIT SETS
	52930	0300	OPERATIONS FUND	AMAZON CAPITAL SERVICES	45.74	45.74		SCHOOL SAFETY SUPPLIES NAM
	52907	0800	SCHOOL LUNCH FUND	AMAZON CAPITAL SERVICES	290.15	290.15		smallwares
	52909	0800	SCHOOL LUNCH FUND	AMAZON CAPITAL SERVICES	125.03	125.03		SMALLWARES
	52915	0800	SCHOOL LUNCH FUND	AMAZON CAPITAL SERVICES	84.79	84.79		SMALLWARE
	53034	0800	SCHOOL LUNCH FUND	AMAZON CAPITAL SERVICES	31.49	31.49		bags for SF
	53083	0800	SCHOOL LUNCH FUND	AMAZON CAPITAL SERVICES	75.99	75.99		office supply
	52889	0900	Curricular Materials	AMAZON CAPITAL SERVICES	768.60	768.60		EPS Curricular Materials
	52924	2098	DONATIONS REIM BY FOU	AMAZON CAPITAL SERVICES	41.23	41.23		RBB Foundation Grant 2023-24
	52876	3769	HIGH ABILITY GRANT	AMAZON CAPITAL SERVICES	424.84	424.84		Amazon order
	52899	3769	HIGH ABILITY GRANT	AMAZON CAPITAL SERVICES	67.61	67.61		HA Coordinator Supplies
	52900	3769	HIGH ABILITY GRANT	AMAZON CAPITAL SERVICES	623.67	623.67		Amazon order
				Check Totals	4,372.17	4,372.17		

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	53109	6461	MEDICAID REIMBURSEME	JENNIFER ANDERSON	243.34	243.34		JUNE 24 MILEAGE eXECUTIVE AN
	53081	6461	MEDICAID REIMBURSEME	Anna Merrill	390.00	390.00		contracted services
	52922	0300	OPERATIONS FUND	Central Indiana Hardware Co. Inc.	1,708.21	1,708.21		Card Reader reapirs
	53114	0300	OPERATIONS FUND	Asset Technologies LLC	1,116.48	1,116.48		REPAIR VAV CONTROLLERS
	52959	6461	MEDICAID REIMBURSEME	AssetWorks Risk Management Inc.	396.20	396.20		MEDICAID BILLING SERVICES 5/0
	53039	0800	SCHOOL LUNCH FUND	B & B FOOD DISTRIBUTORS	1,423.15	1,423.15		GROCERIES
	53042	0800	SCHOOL LUNCH FUND	B & B FOOD DISTRIBUTORS	1,952.38	1,952.38		GROCERIES
	53044	0800	SCHOOL LUNCH FUND	B & B FOOD DISTRIBUTORS	1,070.63	1,070.63		GROCERIES
	53045	0800	SCHOOL LUNCH FUND	B & B FOOD DISTRIBUTORS	2,656.77	2,656.77		GROCERIES
				Check Totals	7,102.93	7,102.93		
	52895	1702	STEAM RDC Local Funding	Bantam Tools - OMC2 LLC	155.72	155.72		Desktop Milling Machine Invoice #D
	52895	7908	ARP ESSER Explore, Engag	Bantam Tools - OMC2 LLC	8,095.76	8,095.76		Desktop Milling Machine Invoice #D
				Check Totals	8,251.48	8,251.48		
	52917	1702	STEAM RDC Local Funding	Jennifer Barrett	132.66	132.66		Mileage form
	52868	0300	OPERATIONS FUND	Bender Lumber Co.	82.06	82.06		MESH TAPE/JOINT MUD/R13KF
	52875	0300	OPERATIONS FUND	Bender Lumber Co.	22.29	22.29		DRYWALL
				Check Totals	104.35	104.35		
	53119	8400	PREPAID FOOD	Carie Bender	11.20	11.20		RFJUN24 Meal Pmt Refund
	53074	0101	EDUCATION FUND	Samantha Bliss	77.72	77.72		Apr 24 to May 24 Mileage 4-2-24 to
	53075	0101	EDUCATION FUND	Samantha Bliss	21.44	21.44		May 24 mileage 5-3-24 to 5-8-24
	53076	0101	EDUCATION FUND	Samantha Bliss	21.44	21.44		May24 mileage 5-9-24 to 5-14-24
	53077	0101	EDUCATION FUND	Samantha Bliss	16.08	16.08		May 24 mileage 5-16-24 to 5-17-24
				Check Totals	136.68	136.68		
	53128	8400	PREPAID FOOD	Michael Boggs	11.45	11.45		RFJUN24 Meal Pmt Refund
	53102	0300	OPERATIONS FUND	A.E. Boyce Company Inc.	217.75	217.75		Doculivery Services
	52960	6461	MEDICAID REIMBURSEME	Crystal Bryant	29.55	29.55		APRIL-MAY 24 MILEAGE
	53073	0800	SCHOOL LUNCH FUND	Kasi Burns	32.21	32.21		Groceries
	53068	6849	Title II-A FFY 2023	C.L.A.S.S. Education, Inc.	2,291.00	2,291.00		EPS Title II

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	53120	8400	PREPAID FOOD	LYDIA CHANDLER	27.45	27.45		RFJUN24 Meal Pmt Refund
	53095	0900	Curricular Materials	ClassEconomy LLC	1,215.00	1,215.00		EIS Curriculum
	52956	5205	SPED FY23 Part B 611	Kari Cochenour	15.15	15.15		may 24 mileage
	52957	5205	SPED FY23 Part B 611	Kari Cochenour	38.87	38.87		april 24 mileage
	52956	6461	MEDICAID REIMBURSEME	Kari Cochenour	118.11	118.11		may 24 mileage
	52957	6461	MEDICAID REIMBURSEME	Kari Cochenour	164.01	164.01		april 24 mileage
				Check Totals	336.14	336.14		
	53129	8400	PREPAID FOOD	Chris Coffey	31.65	31.65		RFJUN24 Meal Pmt Refund
	53084	0800	SCHOOL LUNCH FUND	VICKIE L COFFEY	20.00	20.00		BASKETS
	53121	8400	PREPAID FOOD	BETTY COLLIER	10.30	10.30		RFJUN24 Meal Pmt Refund
	53047	0800	SCHOOL LUNCH FUND	COMMERCIAL FOOD SYSTEMS, INC.	3,312.98	3,312.98		GROCERIES
	53048	0800	SCHOOL LUNCH FUND	COMMERCIAL FOOD SYSTEMS, INC.	2,937.23	2,937.23		GROCERIES
				Check Totals	6,250.21	6,250.21		
	53096	7964	TIMS Grant	Committee for Children	4,956.00	4,956.00		supplies
	53130	8400	PREPAID FOOD	Claude Damell	36.70	36.70		RFJUN24 Meal Pmt Refund
	53131	8400	PREPAID FOOD	Harold Dausch	18.65	18.65		RFJUN24 Meal Pmt Refund
	53035	0800	SCHOOL LUNCH FUND	Domino's Pizza	2,537.50	2,537.50		GROCERY- PIZZA
	52870	0300	OPERATIONS FUND	DUNCAN SUPPLY	219.26	219.26		FAN WHEEL/EPS RM 125
	52861	0800	SCHOOL LUNCH FUND	Educational Biometric Technology	5,699.95	5,699.95		Ticket #4162 - 4 fingerprint scanners
	53063	2760	SCHOLARSHIP/JOYCE GAT	EHS DOLLARS FOR SCHOLARS	500.00	500.00		Scholarship
	53032	1702	STEAM RDC Local Funding	ELLETTSVILLE CHAMBER OF COMM	200.00	200.00		Non-profit memberships for student-r
	52872	0300	OPERATIONS FUND	ELLETTSVILLE TRUE VALUE	1.16	1.16		NUTS/BOLTS
	52873	0300	OPERATIONS FUND	ELLETTSVILLE TRUE VALUE	8.49	8.49		CONNECTOR/PLUMBING
	52874	0300	OPERATIONS FUND	ELLETTSVILLE TRUE VALUE	5.99	5.99		CONNECTOR/PLUMBING
				Check Totals	15.64	15.64		
	53029	6461	MEDICAID REIMBURSEME	ESOLVE SOLUTIONS	9,250.00	9,250.00		service
	53139	8400	PREPAID FOOD	Jennifer Fisher	14.20	14.20		RFJUN24 Meal Pmt Refund
	53071	0300	OPERATIONS FUND	FIVE STAR TECHNOLOGY SOLUTIO	4,450.00	4,450.00		engineering services june 2024
	53072	0300	OPERATIONS FUND	FIVE STAR TECHNOLOGY SOLUTIO	4,450.00	4,450.00		Engineering services May 2024

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
				Check Totals	8,900.00	8,900.00		
	52908	0101	EDUCATION FUND	Follett Content Solutions, LLC	643.86	643.86		EJHS LIBRARY BOOK ORDER
	52953	0101	EDUCATION FUND	Follett Content Solutions, LLC	386.53	386.53		EJHS LIBRARY BOOK ORDER
				Check Totals	1,030.39	1,030.39		
	53082	0101	EDUCATION FUND	ACCO BRANDS USA LLC	305.40	305.40		EPS Instructional Supplies
	53132	8400	PREPAID FOOD	Bryan Goodall	13.10	13.10		RFJUN24 Meal Pmt Refund
	53028	5205	SPED FY23 Part B 611	AMY GREENE	316.00	316.00		contracted services
	53146	8400	PREPAID FOOD	Chrisy Hash	20.00	20.00		RFJUN24 Meal Pmt Refund
	53122	8400	PREPAID FOOD	Lora Headdy-Fox	35.22	35.22		RFJUN24 Meal Pmt Refund
	53094	0101	EDUCATION FUND	Heritage Schools, Inc.	18,557.00	18,557.00		EDUCATIONAL, MENTAL HEALTH,
	53116	7923	ESSER III (ARP) FY2021	HARRELL-FISH INC.	1,645.15	1,645.15		Services
	53026	7964	TIMS Grant	Hope Alight LLC	300.00	300.00		contracted services
	53085	0101	EDUCATION FUND	IASP - Ind Assoc of School Principals	299.00	299.00		membership dues for scholl & key
	53085	9430	UNION DUES	IASP - Ind Assoc of School Principals	299.00	299.00		membership dues for scholl & key
				Check Totals	598.00	598.00		
	53027	5205	SPED FY23 Part B 611	Imprint Legal Group LLC	500.00	500.00		contracted services
	52897	0300	OPERATIONS FUND	Incident IQ, LLC	14,913.89	14,913.89		Incident IQ Yearly Subscription Ren
	53064	2730	SCHOLARSHIPS/LISA LAG	Indiana University	500.00	500.00		Student Scholarships
	53064	2750	SCHOLARSHIP /VFW POST	Indiana University	500.00	500.00		Student Scholarships
				Check Totals	1,000.00	1,000.00		
	53066	7964	TIMS Grant	INDIANA UNIVERSITY	10,529.23	10,529.23		School-based Mental Health partner
	52912	0300	OPERATIONS FUND	Matthew Irwin	50.52	50.52		IASBBO REGION 7 MEETING MILE
	52869	0300	OPERATIONS FUND	The Stables Events, LLC	204.00	204.00		PORTABLE RESTROOMS
	53133	8400	PREPAID FOOD	Brad Jackson	13.75	13.75		RFJUN24 Meal Pmt Refund
	53134	8400	PREPAID FOOD	ANGELA A. JACOBS	12.20	12.20		RFJUN24 Meal Pmt Refund
	53111	6461	MEDICAID REIMBURSEME	JENNIFER JOHNSON	119.26	119.26		JUNE 24 MILEAGE TITLE GRANT
	52881	0300	OPERATIONS FUND	Daniel Cody Jones	105.00	105.00		BUS 49
	52882	0300	OPERATIONS FUND	Daniel Cody Jones	135.00	135.00		BUS 43

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	52883	0300	OPERATIONS FUND	Daniel Cody Jones	180.00	180.00		BUS 32
	52884	0300	OPERATIONS FUND	Daniel Cody Jones	30.00	30.00		BUS 28
	52885	0300	OPERATIONS FUND	Daniel Cody Jones	60.00	60.00		BUS 30
	52886	0300	OPERATIONS FUND	Daniel Cody Jones	90.00	90.00		BUS 19
	52887	0300	OPERATIONS FUND	Daniel Cody Jones	150.00	150.00		BUS 24
				Check Totals	750.00	750.00		
	52911	0101	EDUCATION FUND	Kelly Services, Inc.	9,842.83	9,842.83		teacher subs
	52914	0101	EDUCATION FUND	Kelly Services, Inc.	10,927.46	10,927.46		TEACHER SUBS
	53092	0101	EDUCATION FUND	Kelly Services, Inc.	2,999.27	2,999.27		teacher subs
	53100	0101	EDUCATION FUND	Kelly Services, Inc.	259.00	259.00		teacher subs
	52911	6849	Title II-A FFY 2023	Kelly Services, Inc.	518.00	518.00		teacher subs
				Check Totals	24,546.56	24,546.56		
	53152	1702	STEAM RDC Local Funding	JOHN KERR	184.12	184.12		MAY24 Mileage
	52871	0300	OPERATIONS FUND	KLEINDORFER HARDWARE	14.17	14.17		SCREWS/DRIVER/DOOR LOCK
	53052	0800	SCHOOL LUNCH FUND	KLOSTERMAN BAKING COMPANY	1,167.30	1,167.30		bread
	53053	0800	SCHOOL LUNCH FUND	KLOSTERMAN BAKING COMPANY	1,008.93	1,008.93		bread
				Check Totals	2,176.23	2,176.23		
	53126	8400	PREPAID FOOD	JEFFREY KOHNE	10.00	10.00		RFJUN24 Meal Pmt Refund
	53097	0300	OPERATIONS FUND	KOORSEN FIRE & SECURITY, INC.	40.00	40.00		MONITORING FIRE ALARM
	53098	0300	OPERATIONS FUND	KOORSEN FIRE & SECURITY, INC.	40.00	40.00		MONITORING FIRE ALARM
	53099	0800	SCHOOL LUNCH FUND	KOORSEN FIRE & SECURITY, INC.	1,703.01	1,703.01		Hood Inspection
				Check Totals	1,783.01	1,783.01		
	53078	0101	EDUCATION FUND	Lamination Depot, Inc.	341.68	341.68		Lamination film
	53065	0101	EDUCATION FUND	DEREK LATHAM	30.63	30.63		May 24 Krogers /pick up order
	52928	0800	SCHOOL LUNCH FUND	LEE COMPANY INC	65,114.18	65,114.18		EPS Lunch Room tables
	53079	0300	OPERATIONS FUND	Gannett Media Corp	98.04	98.04		Notice to bidders legal ad 4-12-24 &
	52916	6849	Title II-A FFY 2023	LORI MAJORS	89.78	89.78		MILEAGE FOR READING ADOPTI
	53118	8400	PREPAID FOOD	Angela Martincic	20.30	20.30		RFJUN24 Meal Pmt Refund

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	53117	0300	OPERATIONS FUND	ROBIN KAY MAY	61.24	61.24		MAR24 to MAY24 Mileage
	53070	0101	EDUCATION FUND	HEATHER MILLICK	64.17	64.17		ART SUPPLY MATERIALS
	52898	0300	OPERATIONS FUND	MMI-CPR SCHOOL TECH REPAIR,LL	100.00	100.00		K12 Tech Repairs #INV24864
	53103	0300	OPERATIONS FUND	MMI-CPR SCHOOL TECH REPAIR,LL	155.00	155.00		K12 Tech Repair #INV25681
				Check Totals	255.00	255.00		
	53123	8400	PREPAID FOOD	Mandalyn Moody	10.40	10.40		RFJUN24 Meal Pmt Refund
	53069	0300	OPERATIONS FUND	NEOLA, INC	1,375.00	1,375.00		update service: volume 37 number 1
	53135	8400	PREPAID FOOD	Danie Norris	20.60	20.60		RFJUN24 Meal Pmt Refund
	53105	0300	OPERATIONS FUND	O'REILLY AUTO PARTS	36.19	36.19		STOCK
	52890	0900	Curricular Materials	ODP Business Solutions, LLC	792.00	792.00		EPS Curricular Materials
	52879	0300	OPERATIONS FUND	OWEN VALLEY AUTO PARTS	10.44	10.44		BUS 29
	52880	0300	OPERATIONS FUND	OWEN VALLEY AUTO PARTS	58.40	58.40		BUS 49
				Check Totals	68.84	68.84		
	52892	0101	EDUCATION FUND	W.H. PAIGE AND COMPANY INC.	207.10	207.10		BAND INSTRUMENT REPAIR
	52893	0101	EDUCATION FUND	W.H. PAIGE AND COMPANY INC.	22.00	22.00		BAND INSTRUMENT REPAIR
				Check Totals	229.10	229.10		
	52862	0300	OPERATIONS FUND	PARAGON MICRO INC	912.50	912.50		Filewave Mobile License Subscriptio
	53148	8400	PREPAID FOOD	Mindy Parrish	28.10	28.10		RFJUN24 Meal Pmt Refund
	52951	6461	MEDICAID REIMBURSEME	NCS PEARSON INC	242.21	242.21		2
	53054	0800	SCHOOL LUNCH FUND	PIAZZA PRODUCE	3,640.55	3,640.55		PRODUCE
	53055	0800	SCHOOL LUNCH FUND	PIAZZA PRODUCE	4,174.53	4,174.53		PRODUCE
				Check Totals	7,815.08	7,815.08		
	53136	8400	PREPAID FOOD	Kelly Ponto	26.40	26.40		RFJUN24 Meal Pmt Refund
	53056	0800	SCHOOL LUNCH FUND	PRAIRIE FARMS DAIRY	1,430.89	1,430.89		MILK
	53057	0800	SCHOOL LUNCH FUND	PRAIRIE FARMS DAIRY	2,087.39	2,087.39		MILK
	53058	0800	SCHOOL LUNCH FUND	PRAIRIE FARMS DAIRY	1,778.50	1,778.50		MILK
	53059	0800	SCHOOL LUNCH FUND	PRAIRIE FARMS DAIRY	3,527.54	3,527.54		MILK
				Check Totals	8,824.32	8,824.32		

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	52877	0300	OPERATIONS FUND	Premier Energy	4,118.24	4,118.24		GAS AND DIESEL
	52891	0300	OPERATIONS FUND	Premier Energy	2,887.02	2,887.02		OIL
	52920	0300	OPERATIONS FUND	Premier Energy	3,549.80	3,549.80		GAS AND DIESEL
				Check Totals	10,555.06	10,555.06		
	52948	5205	SPED FY23 Part B 611	TTF Solutions, LLC	1,152.00	1,152.00		contracted services
	52949	5205	SPED FY23 Part B 611	TTF Solutions, LLC	1,152.00	1,152.00		contracted services
	52955	5205	SPED FY23 Part B 611	TTF Solutions, LLC	1,152.00	1,152.00		contracted Services
				Check Totals	3,456.00	3,456.00		
	52865	1702	STEAM RDC Local Funding	PROJECT LEAD THE WAY, INC	2,400.00	2,400.00		J. Kerr Engineering PLTW
	53030	1702	STEAM RDC Local Funding	PROJECT LEAD THE WAY, INC	950.00	950.00		PLTW Launch Participation Fees
				Check Totals	3,350.00	3,350.00		
	52896	0101	EDUCATION FUND	QUAVERMUSIC.COM, LLC	840.00	840.00		EPS Education Fund
	52910	0800	SCHOOL LUNCH FUND	RBBCSC	179.95	179.95		FUEL FOR DODGE
	52824	1702	STEAM RDC Local Funding	RBBCSC	278.01	278.01		Transportation Expenses
				Check Totals	457.96	457.96		
	52913	0300	OPERATIONS FUND	RBBCSC NUTRITON SERVICES	3,240.00	3,240.00		ALL STAFF YEAR END CELEBRAT
	53061	0300	OPERATIONS FUND	HB WAREHOUSE LLC	53.28	53.28		Floor Pads 12" White 5/Case
	53113	0300	OPERATIONS FUND	HB WAREHOUSE LLC	542.64	542.64		CLEANING SUPPLIES
				Check Totals	595.92	595.92		
	53138	8400	PREPAID FOOD	Joshua Reynolds	10.00	10.00		RFJUN24 Meal Pmt Refund
	52958	6461	MEDICAID REIMBURSEME	Justin Rust	40.20	40.20		MAR-MAY 24 MILEAGE
	53080	4900	School-Based Mental Health	CAROLINE B SCHLEMMER	3,534.25	3,534.25		professional development reimburse
	53140	8400	PREPAID FOOD	Rebecca Scott	20.05	20.05		RFJUN24 Meal Pmt Refund
	53086	0300	OPERATIONS FUND	SHARP ELECTRONICS CORP	1,399.91	1,399.91		copies
	53087	0300	OPERATIONS FUND	SHARP ELECTRONICS CORP	35.69	35.69		copies
	53088	0300	OPERATIONS FUND	SHARP ELECTRONICS CORP	1,712.53	1,712.53		copies
	53089	0300	OPERATIONS FUND	SHARP ELECTRONICS CORP	1,386.11	1,386.11		copies
	53090	0300	OPERATIONS FUND	SHARP ELECTRONICS CORP	98.00	98.00		copies

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
	53091	0300	OPERATIONS FUND	SHARP ELECTRONICS CORP	98.00	98.00		copies
	53108	0300	OPERATIONS FUND	SHARP ELECTRONICS CORP	16.42	16.42		COPIES
				Check Totals	4,746.66	4,746.66		
	53147	8400	PREPAID FOOD	Wendy Shively	14.65	14.65		RFJUN24 Meal Pmt Refund
	53141	8400	PREPAID FOOD	Gayle Spencer	11.00	11.00		RFJUN24 Meal Pmt Refund
	53093	0800	SCHOOL LUNCH FUND	Standardized Food Service Systems, In	11,800.80	11,800.80		chemicals
	52878	0300	OPERATIONS FUND	STERNBERG INTERNATIONAL	1,255.72	1,255.72		BUS 29
	53142	8400	PREPAID FOOD	Sarah Stems	26.20	26.20		RFJUN24 Meal Pmt Refund
	53124	8400	PREPAID FOOD	Amber Stewart	30.25	30.25		RFJUN24 Meal Pmt Refund
	52950	7964	TIMS Grant	Brittany Straw	165.30	165.30		The Core Project Conference Car R
	52888	0900	Curricular Materials	Segura International Service Group, Inc	2,879.40	2,879.40		EPS Curricular Materials
	53143	8400	PREPAID FOOD	Tyler Summitt	10.85	10.85		RFJUN24 Meal Pmt Refund
	53144	8400	PREPAID FOOD	Adam Sweeny	39.75	39.75		RFJUN24 Meal Pmt Refund
	53110	0300	OPERATIONS FUND	DEBBIE TATE	120.87	120.87		JAN24 To JUN24 Mileage
	52866	0300	OPERATIONS FUND	THE JANITOR'S SUPPLY CO., INC.	228.30	228.30		CLEANING SUPPLIES
	52867	0300	OPERATIONS FUND	THE JANITOR'S SUPPLY CO., INC.	345.12	345.12		CLEANING SUPPLIES
				Check Totals	573.42	573.42		
	53112	0300	OPERATIONS FUND	TK Elevator Corporation	326.56	326.56		Lift Services EPS and EIS
	53115	0300	OPERATIONS FUND	TOWN OF ELLETTSVILLE	47,500.00	47,500.00		
	53107	0300	OPERATIONS FUND	TYLER TECHNOLOGIES	1,996.02	1,996.02		ELINK AND TRIP TRACKER
	53150	0101	EDUCATION FUND	University of Notre Dame	2,500.00	2,500.00		Affiliate Fee for EHS 23-24 and 24-2
	53151	3769	HIGH ABILITY GRANT	University of Notre Dame	398.00	398.00		AP-TIP Mock Exam Training
				Check Totals	2,898.00	2,898.00		
	53145	8400	PREPAID FOOD	CHRISTY VAUGHN	15.80	15.80		RFJUN24 Meal Pmt Refund
	53137	8400	PREPAID FOOD	Alex Vega	16.90	16.90		RFJUN24 Meal Pmt Refund
	53125	8400	PREPAID FOOD	Sarah Walter	20.00	20.00		RFJUN24 Meal Pmt Refund
	52860	0704	2022 GO Bond	Wenger Corporation	10,438.40	10,438.40		EHS Band Equipment / Supplies
	53067	0300	OPERATIONS FUND	WEST CENTRAL IN E.S.C.	11,000.08	11,000.08		Time & Attendance, unlimited usage
	53101	0300	OPERATIONS FUND	WEST CENTRAL IN E.S.C.	11,623.75	11,623.75		2024-2025 West Central Indiana ES

Accounts Payable Voucher Register - Short Register - Fund Detail

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
				Check Totals	22,623.83	22,623.83		
	52952	5465	SPED Preschool FY24 Part	WESTERN PSYCHOLOGICAL SERVI	548.90	548.90		supplies
	53149	8400	PREPAID FOOD	Gena Winzeler	14.10	14.10		RFJUN24 Meal Pmt Refund
				Payment Method: Standard Check Totals	368,473.50	368,473.50		
				New Vouchers Totals	368,473.50	368,473.50		
				GRAND TOTALS	**368,473.50**	**368,473.50**		

Reg Vouchers
6-17-24

Allowance of Vouchers

RICHLAND-BEAN BLOSSOM CSC 06/13/2024 7:46 PM

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Date: 6-17-24

Debbie Tate

DEBBIE TATE
TREASURER

We have examined the vouchers listed on the foregoing accounts payable voucher Register, consisting of ___ pages, and except for vouchers not allowed as shown on the register such vouchers are hereby allowed in the total amount of $368,473.50. Dated this 17th day of June, 2024

DANA ROBERT KERR
PRESIDENT OF THE BOARD

BRAD TUCKER
MEMBER OF THE BOARD

JIMMIE D. DURNIL
VICE-PRESIDENT OF BOARD

LARRY DEMOSS
SECRETARY OF THE BOARD

ANGIE JACOBS
MEMBER OF THE BOARD

DR. JERRY SANDERS
SUPERINTENDENT

Appropriation Report - Totals Only

Sorted by Account Number

In Multiple Groups Omitted From Totals

RICHLAND-BEAN BLOSSOM CSC

Totals As Of 05/31/2024 Active Only

06/13/2024 7:01 PM

Expenditure Account	Account Title	Net Appropriation	Expended Month-to-Date	Expended Year-to-Date	Unexpended Balance	Outstanding Encumbrance	UnEncumbered Balance	% Encum
0101-***-***-***-***	EDUCATION FUND	19,900,000.00	1,700,509.89	8,943,845.50	10,956,154.50	637,075.85	10,319,078.65	48.15
0200-***-***-***-***	DEBT SERVICE	9,367,428.00	900.00	2,433,633.01	6,933,794.99	0.00	6,933,794.99	25.98
0300-***-***-***-***	OPERATIONS FUND	8,949,609.92	642,751.61	3,629,264.75	5,320,345.17	618,052.49	4,702,292.68	47.46
	GRAND TOTALS	38,217,037.92	2,344,161.50	15,006,743.26	23,210,294.66	1,255,128.34	21,955,166.32	42.55

Corporation Financials

Richland-Bean Blossom Community School Corporation

Board Meeting Date 6-17-24

Peoples State Bank Accounts	Komputrol Balance	Bank Statement Balance	Difference	Bank Outstanding Total
Bank 02 Payroll Account	$ 54,587.53	$ 54,587.53	$ -	$ 51,656.88
Bank 03 Regular Account	$ 948,352.79	$ 948,352.79	$ -	$ 772,250.30
Trust Indiana Accounts			**Difference**	**Bank Outstanding Total**
Bank 09 General Account	$ 5,503,152.77	$ 5,503,152.77	$ -	$ 5,503,152.77
Bank 10 Deckard Scholarship Account	$ 134.76	$ 134.76	$ -	$ 134.76
Bank 11 Ellett Scholarship Account	$ 7,372.20	$ 7,372.20	$ -	$ 7,372.20
Bank 12 Lagneaux Scholarship Account	$ 653.35	$ 653.35	$ -	$ 653.35
Bank 13 VFW Scholarship Account	$ 3,179.36	$ 3,179.36	$ -	$ 3,179.36
Bank 14 Gates Scholarship Account	$ 1,289.20	$ 1,289.20	$ -	$ 1,289.20
Bank 15 (2019) GO Fund Account	$ -	$ -	$ -	$ -
Bank 23 (2021) GO Fund Account	$ 1,373,049.56	$ 1,373,049.56	$ -	$ 1,373,049.56
Bank 25 (2022) GO Fund Account	$ 4,476,422.10	$ 4,476,422.10	$ -	$ 4,476,422.10
	12,368,193.62	12,368,193.62	$ -	$ 12,189,160.48

Month End Fund Report Total	All Banks Outstanding Total	Difference
$ 12,189,160.48	$ 12,189,160.48	$ -

Notes:

THE PEOPLES STATE BANK
P.O. BOX 128
ELLETTSVILLE, IN 47429

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INT BEARING NON-PERS-XXXXXX6207

Account Summary

Date	Description	Amount
05/01/2024	**Beginning Balance**	**$51,403.49**
	3 Credit(s) This Period	$1,141,412.20
	29 Debit(s) This Period	$1,138,228.16
05/31/2024	**Ending Balance**	**$54,587.53**

Interest Summary

Description	Amount
Interest Earned From 05/01/2024 Through 05/31/2024	
Annual Percentage Yield Earned	3.92%
Interest Days	31
Interest Earned	$412.20
Interest Paid This Period	$412.20
Interest Paid Year-to-Date	$2,143.07
Minimum Balance	$51,284.86
Average Ledger Balance	$126,060.90

Bank Statement - With Transaction Detail

2 - PEOPLES STATE BANK (02), Account Number 636207

RICHLAND-BEAN BLOSSOM CSC — Beginning 05/01/2024 To 05/31/2024 — 06/05/2024 2:51 PM

	Total	Count
Beginning Bank Account Balance	51,403.49	
Reconciled Deposits	1,141,412.20	3
Reconciled Checks	1,138,228.16	31
Reconciled Balance	54,587.53	

	Total	Count
Reconciled Balance	54,587.53	
Outstanding Checks (-)	2,930.65	58
Outstanding Deposits (+)	0.00	0
Current Balance	51,656.88	

THE PEOPLES STATE BANK
P.O. BOX 128
ELLETTSVILLE, IN 47429

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INT BEARING NON-PERS-XXXXXX0148

Account Summary

Date	Description	Amount
05/01/2024	Beginning Balance	$1,030,462.33
	135 Credit(s) This Period	$4,091,399.16
	210 Debit(s) This Period	$4,173,508.70
05/31/2024	Ending Balance	$948,352.79

Interest Summary

Description	Amount
Interest Earned From 05/01/2024 Through 05/31/2024	
Annual Percentage Yield Earned	3.92%
Interest Days	31
Interest Earned	$3,230.78
Interest Paid This Period	$3,230.78
Interest Paid Year-to-Date	$29,317.79
Minimum Balance	$558,024.69
Average Ledger Balance	$988,048.84

Deposits

Bank Statement - With Transaction Detail

3 - PEOPLES STATE BANK (03), Account Number 600148

RICHLAND-BEAN BLOSSOM CSC

Beginning 05/01/2024 To 05/31/2024

06/13/2024 6:57 PM

	Total	Count
Beginning Bank Account Balance	1,030,462.33	
Reconciled Deposits	4,361,943.67	58
Reconciled Checks	4,444,053.21	233
Reconciled Balance	948,352.79	

	Total	Count
Reconciled Balance	948,352.79	
Outstanding Checks (-)	176,102.49	79
Outstanding Deposits (+)	0.00	0
Current Balance	772,250.30	

TrustINdiana

Summary Statement

May 31, 2024

Investor ID: IN-02-0267

0000188-0001072 PDFT 655878

Richland-Bean Blossom C.S.C
600 S Edgewood Drive
Ellettsville, IN 47429

TrustINdiana

TrustINdiana

Average Monthly Yield: 5.3428%

		Bank	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
IN-02-0267-0001	CORPORATION FUNDS	09	5,457,706.52	1,840,491.28	1,820,000.00	24,954.97	121,544.58	5,565,184.21	5,503,152.77
IN-02-0267-0002	OLIVER DECKARD SCHOLARSHIP FUND	10	134.14	0.00	0.00	0.62	3.04	134.47	134.76
IN-02-0267-0003	ED ELLETT SCHOLARSHIP FUND	11	7,338.94	0.00	0.00	33.26	162.77	7,356.62	7,372.20
IN-02-0267-0004	LISA LAGNEAUX SCHOLARSHIP FUND	12	650.34	0.00	0.00	3.01	14.31	651.94	653.35
IN-02-0267-0005	VFW SCHOLARSHIP FUND	13	3,165.06	0.00	0.00	14.30	70.04	3,172.67	3,179.36
IN-02-0267-0006	GATES SCHOLARSHIP FUND	14	1,283.35	0.00	0.00	5.85	28.67	1,286.46	1,289.20

TrustINdiana®

Investor ID: IN-02-[illegible]

Richland-Bean Blossom C.S.C
600 S Edgewood Drive
Ellettsville, IN 47429

TrustINdiana - (continued)

		Bank	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
IN-02-0267-0007	GO OPERATING ACCOUNT	15	0.00	0.00	0.00	0.00	156.89	0.00	0.00
IN-02-0267-0008	2021 GO Bond Account	23	1,684,345.89	0.00	317,766.30	6,469.97	37,365.64	1,430,099.34	1,373,049.56 ✓
IN-02-0267-0009	2022 GO Bonds	25	4,478,864.41	0.00	22,724.98	20,282.67	99,326.79	4,483,440.71	4,476,422.10 ✓
TOTAL			**11,633,488.65**	**1,840,491.28**	**2,160,491.28**	**51,764.65**	**258,672.73**	**11,491,326.42**	**11,365,253.30**

Bank Statement - With Transaction Detail

9 - TRUST INDIANA (09), Account Number 0202670001

RICHLAND-BEAN BLOSSOM CSC | Beginning 05/01/2024 To 05/31/2024 | 06/05/2024 2:52 PM

	Total	Count
Beginning Bank Account Balance	5,457,706.52	
Reconciled Deposits	1,865,446.25	6
Reconciled Checks	1,820,000.00	5
Reconciled Balance	5,503,152.77	

	Total	Count
Reconciled Balance	5,503,152.77	
Outstanding Checks (-)	0.00	0
Outstanding Deposits (+)	0.00	0
Current Balance	5,503,152.77	

Bank Statement - With Transaction Detail

10 - TRUST INDIANA (10), Account Number 0202670002

RICHLAND-BEAN BLOSSOM CSC | Beginning 05/01/2024 To 05/31/2024 | 06/05/2024 2:55 PM

	Total	Count
Beginning Bank Account Balance	134.14	
Reconciled Deposits	0.62	1
Reconciled Checks	0.00	0
Reconciled Balance	134.76	

	Total	Count
Reconciled Balance	134.76	
Outstanding Checks (-)	0.00	0
Outstanding Deposits (+)	0.00	0
Current Balance	134.76	

Bank Statement - With Transaction Detail

11 - TRUST INDIANA (11), Account Number 0202670003

RICHLAND-BEAN BLOSSOM CSC | Beginning 05/01/2024 To 05/31/2024 | 06/05/2024 2:56 PM

	Total	Count
Beginning Bank Account Balance	7,338.94	
Reconciled Deposits	33.26	1
Reconciled Checks	0.00	0
Reconciled Balance	7,372.20	

	Total	Count
Reconciled Balance	7,372.20	
Outstanding Checks (-)	0.00	0
Outstanding Deposits (+)	0.00	0
Current Balance	7,372.20	

Bank Statement - With Transaction Detail

12 - TRUST INDIANA (12), Account Number 0202670004

RICHLAND-BEAN BLOSSOM CSC | Beginning 05/01/2024 To 05/31/2024 | 06/05/2024 2:56 PM

	Total	Count
Beginning Bank Account Balance	650.34	
Reconciled Deposits	3.01	1
Reconciled Checks	0.00	0
Reconciled Balance	653.35	

	Total	Count
Reconciled Balance	653.35	
Outstanding Checks (-)	0.00	0
Outstanding Deposits (+)	0.00	0
Current Balance	653.35	

Bank Statement - With Transaction Detail

13 - TRUST INDIANA (13), Account Number 0202670005

RICHLAND-BEAN BLOSSOM CSC | Beginning 05/01/2024 To 05/31/2024 | 06/05/2024 2:56 PM

	Total	Count
Beginning Bank Account Balance	3,165.06	
Reconciled Deposits	14.30	1
Reconciled Checks	0.00	0
Reconciled Balance	3,179.36	

	Total	Count
Reconciled Balance	3,179.36	
Outstanding Checks (-)	0.00	0
Outstanding Deposits (+)	0.00	0
Current Balance	3,179.36	

Bank Statement - With Transaction Detail

14 - TRUST INDIANA (14), Account Number 0202670006

RICHLAND-BEAN BLOSSOM CSC | Beginning 05/01/2024 To 05/31/2024 | 06/05/2024 2:57 PM

	Total	Count
Beginning Bank Account Balance	1,283.35	
Reconciled Deposits	5.85	1
Reconciled Checks	0.00	0
Reconciled Balance	1,289.20	

	Total	Count
Reconciled Balance	1,289.20	
Outstanding Checks (-)	0.00	0
Outstanding Deposits (+)	0.00	0
Current Balance	1,289.20	

Bank Statement - With Transaction Detail

15 - TRUST INDIANA (15), Account Number 0202670007

RICHLAND-BEAN BLOSSOM CSC | Beginning 05/01/2024 To 05/31/2024 | 06/05/2024 2:57 PM

	Total	Count
Beginning Bank Account Balance	0.00	
Reconciled Deposits	0.00	0
Reconciled Checks	0.00	0
Reconciled Balance	0.00	

	Total	Count
Reconciled Balance	0.00	
Outstanding Checks (-)	0.00	0
Outstanding Deposits (+)	0.00	0
Current Balance	0.00	

Bank Statement - With Transaction Detail

23 - Trust Indiana (23), Account Number 02-0267-0008

RICHLAND-BEAN BLOSSOM CSC | Beginning 05/01/2024 To 05/31/2024 | 06/05/2024 2:58 PM

	Total	Count
Beginning Bank Account Balance	1,684,345.89	
Reconciled Deposits	6,469.97	1
Reconciled Checks	317,766.30	2
Reconciled Balance	1,373,049.56	

	Total	Count
Reconciled Balance	1,373,049.56	
Outstanding Checks (-)	0.00	0
Outstanding Deposits (+)	0.00	0
Current Balance	1,373,049.56	

Bank Statement - With Transaction Detail

25 - Trust Indiana 2022 GO Bonds, Account Number IN-02-0267-0009

RICHLAND-BEAN BLOSSOM CSC | Beginning 05/01/2024 To 05/31/2024 | 06/05/2024 2:58 PM

	Total	Count
Beginning Bank Account Balance	4,478,864.41	
Reconciled Deposits	20,282.67	1
Reconciled Checks	22,724.98	2
Reconciled Balance	4,476,422.10	

	Total	Count
Reconciled Balance	4,476,422.10	
Outstanding Checks (-)	0.00	0
Outstanding Deposits (+)	0.00	0
Current Balance	4,476,422.10	

Bank To Fund Balance Report

RICHLAND-BEAN BLOSSOM CSC | Totals As Of Date: 05/31/2024 | 06/13/2024 6:59 PM

Fund Number	Fund Title	Beginning Month Balance	Month-to-Date Revenue	Month-to-Date Expenditure	Beginning Year Balance	Calendar-Year-to-Date Revenue	Calendar-Year-to-Date Expenditure	Calendar-Year-to-Date Transferred	Current Balance
0101	EDUCATION FUND	4,669,654.94	1,831,672.11	1,700,509.89	4,555,755.26	9,188,907.40	8,943,845.50	-1,071,090.63	4,800,817.16
0200	DEBT SERVICE	-264,016.07	14,117.09	900.00	632,070.07	1,550,763.96	2,433,633.01	0.00	-250,798.98
0300	OPERATIONS FUND	100,649.47	274,827.62	642,751.61	2,055,985.42	1,306,004.81	3,629,264.75	1,100,000.00	-267,274.52
0610	LOCAL RAINY DAY FUND	1,200,000.00	0.00	0.00	1,200,000.00	0.00	0.00	0.00	1,200,000.00
0701	CONSTRUCTION FUND	0.00	0.00	0.00	0.00	19,795.47	19,795.47	0.00	0.00
0702	GO OPERATING FUND	5.19	-5.19	0.00	11,646.63	4,526.95	16,173.58	0.00	0.00
0703	Go Bond 2021	1,411,972.68	6,469.97	45,393.09	1,796,707.97	37,365.64	461,024.05	0.00	1,373,049.56
0704	2022 GO Bond	4,473,415.69	20,282.67	17,276.26	4,399,820.29	99,326.79	22,724.98	0.00	4,476,422.10
0800	SCHOOL LUNCH FUND	431,481.30	148,242.10	135,094.31	361,313.29	744,309.39	660,993.59	0.00	444,629.09
0900	Curricular Materials	199,956.33	487.84	36,127.73	226,717.66	3,329.44	65,730.66	0.00	164,316.44
1702	STEAM RDC Local Funding	275,960.46	60.00	26,133.12	301,560.69	108,339.76	160,013.11	0.00	249,887.34
1705	Community Garden Fund	0.00	0.00	0.00	12.34	0.00	12.34	0.00	0.00
1708	Coordinated School Health Fund	378.93	0.00	0.00	743.45	0.00	364.52	0.00	378.93
1719	Indiana Humanities Grant EJHS 2024	0.00	992.57	0.00	0.00	992.57	0.00	0.00	992.57
1723	United Way Mini Grants	0.00	0.00	0.00	6.00	0.00	6.00	0.00	0.00
1729	2021 Support Initiatives EHS Coffee Shop Donatio	275.22	0.00	0.00	275.22	0.00	0.00	0.00	275.22
1730	Smithville Charitable Foundation Grant	343.02	0.00	0.00	343.02	0.00	0.00	0.00	343.02
1736	ROI Grant Writing Fellowship Match	1,000.02	0.00	0.00	1,000.02	0.00	0.00	0.00	1,000.02
1737	ROI Digital Fab Labs - Cohort 1 Grant	31,139.35	0.00	28,727.75	47,604.05	0.00	45,192.45	0.00	2,411.60
1738	Journey's Class -Fairfield Friends Donation	500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00
2003	UNITED WAY DONATIONS/GIFTS	9,925.82	358.60	419.04	10,199.36	1,793.00	2,126.98	0.00	9,865.38
2004	STUDENT ASSISTANCE FUND	4,662.85	0.00	0.00	5,276.95	335.34	949.44	0.00	4,662.85
2005	Indiana Members Credit Union Donation	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
2021	School Spirit Card Program	4,531.50	0.00	0.00	4,516.32	15.18	0.00	0.00	4,531.50
2043	DUKE ENERGY GRANT	0.00	0.00	0.00	41.65	0.00	41.65	0.00	0.00
2097	INAEYC Early Childhood Level PTQ 4	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	1,500.00
2098	DONATIONS REIM BY FOUNDATION	2,714.39	0.00	0.00	2,196.11	11,829.84	11,311.56	0.00	2,714.39
2140	COMMUNITY FOUNDATION	-13,511.04	0.00	2,875.94	-1,828.58	0.00	14,558.40	0.00	-16,386.98
2298	Action for Health Kids	-1,416.11	22,682.78	20,919.73	-20,000.00	44,794.28	24,447.34	0.00	346.94
2710	SCHOLARSHIP/OLIVER DECKARD	134.14	0.62	0.00	131.72	3.04	0.00	0.00	134.76

Bank To Fund Balance Report

RICHLAND-BEAN BLOSSOM CSC | Totals As Of Date: 05/31/2024 | 06/13/2024 6:59 PM

Fund Number	Fund Title	Beginning Month Balance	Month-to-Date Revenue	Month-to-Date Expenditure	Beginning Year Balance	Calendar-Year-to-Date Revenue	Calendar-Year-to-Date Expenditure	Calendar-Year-to-Date Transferred	Current Balance
2720	SCHOLARSHIPS/ED ELLETT	7,338.94	33.26	0.00	7,209.43	162.77	0.00	0.00	7,372.20
2730	SCHOLARSHIPS/LISA LAGNEAUX	650.34	3.01	0.00	639.04	14.31	0.00	0.00	653.35
2750	SCHOLARSHIP /VFW POST 10526	3,165.06	14.30	0.00	3,109.32	70.04	0.00	0.00	3,179.36
2760	SCHOLARSHIP/JOYCE GATES	1,283.35	5.85	0.00	1,260.53	28.67	0.00	0.00	1,289.20
3028	FORMATIVE ASSESSMENT GRANT	34,989.50	0.00	0.00	34,989.50	0.00	0.00	0.00	34,989.50
3140	Early Literacy Achievement Grant	0.00	0.00	0.00	40,168.64	0.00	40,168.64	0.00	0.00
3250	MEDICAID REIMBURSEMENT	7,999.62	7,255.14	7,999.62	7,917.98	28,246.54	28,909.38	-28,909.38	7,255.14
3274	STEM Robotics Competition Program Grant	0.00	0.00	26,785.36	0.00	0.00	26,785.36	0.00	-26,785.36
3301	Alternative Education	7,816.16	0.00	0.00	7,816.16	0.00	0.00	0.00	7,816.16
3749	Career and Technical Performance Grant (CTE)	192.16	0.00	0.00	192.16	0.00	0.00	0.00	192.16
3769	HIGH ABILITY GRANT	27,264.35	0.00	19,252.12	30,242.47	0.00	22,230.24	0.00	8,012.23
3780	School Connectivity	0.00	0.00	0.00	4,306.17	0.00	4,306.17	0.00	0.00
4164	Title I-A Planning Allocation FY24	-36,992.84	36,992.84	39,906.73	-102,516.15	252,004.45	189,395.03	0.00	-39,906.73
4900	School-Based Mental Health Services (SBMH) Gra	-27,679.42	27,679.42	37,938.77	-38,994.58	226,664.22	225,608.41	0.00	-37,938.77
5205	SPED FY23 Part B 611	-13,154.23	13,154.23	46,301.75	-236,445.26	292,152.39	102,008.88	0.00	-46,301.75
5206	Special Ed Part B 611 FY 24	-84,624.63	84,624.63	67,061.92	-204,564.71	555,671.57	418,168.78	0.00	-67,061.92
5464	SPED Preschool FY23 Part B 619	0.00	0.00	0.00	-1,298.19	1,298.19	0.00	0.00	0.00
5465	SPED Preschool FY24 Part B 619	-2,202.68	2,202.68	2,322.67	-12,016.01	22,246.25	12,552.91	0.00	-2,322.67
5884	Title IV FFY 2022 (FY2023)	0.00	0.00	0.00	-5,119.09	11,293.12	6,174.03	0.00	0.00
5885	Title IV 2023 (FY 2024)	-8,071.11	0.00	4,254.69	0.00	0.00	12,325.80	0.00	-12,325.80
6461	MEDICAID REIMBURSEMENT-FEDERAL	196,041.87	13,875.65	952.15	182,340.81	72,124.14	45,499.58	0.01	208,965.37
6849	Title II-A FFY 2023	-6,525.00	6,525.00	408.91	-1,438.66	22,042.73	21,012.98	0.00	-408.91
7908	ARP ESSER Explore, Engage, Experience 3E Gra	-708.21	708.21	379.96	-17,775.49	23,725.54	6,330.01	0.00	-379.96
7923	ESSER III (ARP) FY2021	-133,807.13	0.00	24,835.22	-89,111.08	124,263.37	193,794.64	0.00	-158,642.35
7964	TIMS Grant	-40,164.95	40,164.95	34,820.79	-15,548.11	164,350.91	183,623.59	0.00	-34,820.79
8400	PREPAID FOOD	36,300.66	38,637.94	42,639.64	44,558.86	239,152.89	251,412.79	0.00	32,298.96
9230	STATE TAX DEDUCTIONS	41,471.39	0.00	-404.04	49,605.58	0.00	7,730.15	0.00	41,875.43
9240	LOCAL TAX DEDUCTIONS	28,370.52	0.00	-243.81	33,460.67	0.00	4,846.34	0.00	28,614.33
9270	Health Insurance	19,736.06	1,442.00	78.94	13,047.12	8,027.20	-24.80	0.00	21,099.12
9271	Vision Insurance	470.62	8.72	-44.05	144.63	78.48	-300.28	0.00	523.39

Bank To Fund Balance Report

RICHLAND-BEAN BLOSSOM CSC | Totals As Of Date: 05/31/2024 | 06/13/2024 6:59 PM

Fund Number	Fund Title	Beginning Month Balance	Month-to-Date Revenue	Month-to-Date Expenditure	Beginning Year Balance	Calendar-Year-to-Date Revenue	Calendar-Year-to-Date Expenditure	Calendar-Year-to-Date Transferred	Current Balance
9272	Dental Insurance	2,702.39	49.20	23.46	2,330.00	455.20	57.07	0.00	2,728.13
9273	Life Insurance	5.00	0.00	-1.00	324.50	0.00	318.50	0.00	6.00
9274	LTD	5.00	0.00	-1.00	330.87	0.00	324.87	0.00	6.00
9460	One American Supplemental Life Insurance	5,983.14	0.00	-138.10	5,227.66	0.00	-893.58	0.00	6,121.24
9477	ECA-BAND/CHOIR/ATH PAYROLL	-525.06	554.71	2,289.82	-5,557.89	10,114.09	6,816.37	0.00	-2,260.17
9501	TF From Bank to Bank	0.00	4,801,491.28	4,801,491.28	0.00	22,616,055.10	22,616,055.10	0.00	0.00
	GRAND TOTAL OF FUNDS	12,609,588.95	7,395,611.80	7,816,040.27	15,332,431.79	37,794,175.03	40,937,446.34	0.00	12,189,160.48

Bank Name	Beginning Month Balance	Beginning Year Balance	Current Balance
PEOPLES STATE BANK (02) (2)	49,638.79	38,825.53	51,656.88
PEOPLES STATE BANK (03) (3)	926,461.51	5,544,920.89	772,250.30
TRUST INDIANA (09) (9)	5,457,706.52	3,387,107.86	5,503,152.77
TRUST INDIANA (10) (10)	134.14	131.72	134.76
TRUST INDIANA (11) (11)	7,338.94	7,209.43	7,372.20
TRUST INDIANA (12) (12)	650.34	639.04	653.35
TRUST INDIANA (13) (13)	3,165.06	3,109.32	3,179.36
TRUST INDIANA (14) (14)	1,283.35	1,260.53	1,289.20
TRUST INDIANA (15) (15)	0.00	14,979.78	0.00
Trust Indiana (23) (23)	1,684,345.89	1,934,427.40	1,373,049.56
Trust Indiana 2022 GO Bonds (25)	4,478,864.41	4,399,820.29	4,476,422.10
GRAND TOTAL OF BANKS	12,609,588.95	15,332,431.79	12,189,160.48

Grand Total of Funds	12,609,588.95	15,332,431.79	12,189,160.48
Grand Total of Banks	12,609,588.95	15,332,431.79	12,189,160.48
	0.00	0.00	0.00

Total of Cash Balance Funds	12,058,148.05
Total of Non Cash Balance Funds	131,012.43

Corporation Financials

Richland-Bean Blossom Community School Corporation

Board Meeting Date 6-17-24

Revenue		
Revenue Report (All Funds)	Month to Date	7,395,611.80
Revenue Report (All Funds)	Year to Date	37,794,175.03

***Totals include Transfers between 0101 and 0300 fund

Revenue Report - All Revenue Figures

Sorted by Account Number | In Multiple Groups | Omitted From Totals

RICHLAND-BEAN BLOSSOM CSC | Totals As Of 05/31/2024 | Active Only | 06/13/2024 7:00 PM

Revenue Account No.	Account Title	Estimated Revenue	Year To Date Adjustments	Net Estimated Revenue	Month To Date Revenue	Year To Date Revenue	Uncollected Balance	% Collected
0101-01510.00-0000	INTEREST ON INVESTMENTS	120,000.00	0.00	120,000.00	28,603.14	153,010.63	-33,010.63	127.50
0101-01520.00-0000	DIVIDENDS ON INVESTMENTS-SUNLIFE INS	0.00	0.00	0.00	0.00	147.01	-147.01	0.00
0101-01741.00-6146	EHS STUDENT FEES	1,250.00	0.00	1,250.00	39.94	559.45	690.55	44.75
0101-01741.00-6147	EJHS STUDENT FEES	1,250.00	0.00	1,250.00	23.10	135.49	1,114.51	10.83
0101-01741.00-6151	EPS STUDENT FEES	1,250.00	0.00	1,250.00	16.30	60.91	1,189.09	4.87
0101-01741.00-6153	EIS STUDENT FEES	1,250.00	0.00	1,250.00	0.00	20.00	1,230.00	1.60
0101-01742.00-6144	PRESCHOOL TUITION FEES	320,000.00	0.00	320,000.00	33,117.98	178,523.37	141,476.63	55.78
0101-01910.00-0000	RENTALS	0.00	0.00	0.00	1.00	1.00	-1.00	0.00
0101-01994.00-0000	EDUCATION FUND - OTHER OVERPAYMENTS	0.00	0.00	0.00	300.00	12,477.09	-12,477.09	0.00
0101-01994.00-8888	EDUCATION FUND - Reimbursement from SOCS	0.00	0.00	0.00	2,473.45	9,417.52	-9,417.52	0.00
0101-01999.00-0000	EDUCATION FUND - OTHER	10,000.00	0.00	10,000.00	16,625.00	49,875.00	-39,875.00	498.75
0101-02920.00-0000	CONGRESSIONAL INTEREST	0.00	0.00	0.00	0.00	31.90	-31.90	0.00
0101-03111.00-0000	BASIC GRANT	20,900,000.00	0.00	20,900,000.00	1,742,236.62	8,706,757.82	12,193,242.18	41.65
0101-05207.00-0000	EDUCATION FUND - Transfer from Medicaid	0.00	0.00	0.00	7,999.62	28,909.37	-28,909.37	0.00
0101-06600.00-0000	OTHER (SPECIFY)	0.00	0.00	0.00	235.96	18,325.47	-18,325.47	0.00
0101-06600.00-8888	EDUCATION FUND - SOCS Reimbursement	0.00	0.00	0.00	0.00	30,655.37	-30,655.37	0.00
0101-***-***		21,355,000.00	0.00	21,355,000.00	1,831,672.11	9,188,907.40	12,166,092.60	43.03
0200-01211.00-0000	LICENSE EXCISE TAXES	483,998.00	0.00	483,998.00	0.00	0.00	483,998.00	0.00
0200-01212.00-0000	COMMERCIAL VEHICLE EXCISE TAX	33,161.00	0.00	33,161.00	0.00	0.00	33,161.00	0.00
0200-01231.00-0000	FINANCIAL INSTITUTIONS TAX (EF	11,013.00	0.00	11,013.00	0.00	0.00	11,013.00	0.00
0200-05120.00-0000	DEBT SERVICE - PREMIUM/ACCRUED INT ON	0.00	0.00	0.00	14,117.09	14,117.09	-14,117.09	0.00
0200-05130.00-0000	DEBT SERVICE - TAX ANTICIPATION WARRANT	0.00	0.00	0.00	0.00	1,536,646.87	-1,536,646.87	0.00
0200-***-***		528,172.00	0.00	528,172.00	14,117.09	1,550,763.96	-1,022,591.96	293.61
0300-01211.00-0000	LICENSE EXCISE TAX	285,561.00	0.00	285,561.00	0.00	0.00	285,561.00	0.00
0300-01212.00-0000	COMMERCIAL VEHICLE EXCISE TAX	19,565.00	0.00	19,565.00	0.00	0.00	19,565.00	0.00
0300-01231.00-0000	FINANCIAL INSTITUTION TAX	6,498.00	0.00	6,498.00	0.00	0.00	6,498.00	0.00
0300-01742.00-6146	OPERATIONS FUND - OTHER FEES - HIGH	0.00	0.00	0.00	45.03	503.18	-503.18	0.00
0300-01742.00-6147	OPERATIONS FUND - OTHER FEES -	0.00	0.00	0.00	87.15	691.80	-691.80	0.00
0300-01910.00-6146	EHS Facility Rentals	0.00	0.00	0.00	0.00	7,049.00	-7,049.00	0.00
0300-01994.00-0000	OPERATIONS FUND -OVERPAYMENTS AND	0.00	0.00	0.00	48,481.70	66,387.80	-66,387.80	0.00
0300-01999.00-6144	EECC LATCH KEY FEES	0.00	0.00	0.00	175.00	1,341.16	-1,341.16	0.00
0300-01999.00-6151	EPS LATCH KEY FEES	0.00	0.00	0.00	6,038.74	32,899.55	-32,899.55	0.00
0300-05203.00-0000	OPERATIONS FUND - Transfer from Education to	2,640,000.00	0.00	2,640,000.00	220,000.00	1,100,000.00	1,540,000.00	41.66
0300-06600.00-0000	OTHER (SPECIFY)	0.00	0.00	0.00	0.00	97,132.32	-97,132.32	0.00

Revenue Account No.	Account Title	Estimated Revenue	Year To Date Adjustments	Net Estimated Revenue	Month To Date Revenue	Year To Date Revenue	Uncollected Balance	% Collected
0300-***-***		2,951,624.00	0.00	2,951,624.00	274,827.62	1,306,004.81	1,645,619.19	44.25
0701-01994.00-0000	CONSTRUCTION FUND - OTHER	0.00	0.00	0.00	0.00	19,795.47	-19,795.47	0.00
0701-***-***		0.00	0.00	0.00	0.00	19,795.47	-19,795.47	0.00
0702-01510.00-0000	GO OPERATING FUND - INTEREST ON	0.00	0.00	0.00	-5.19	151.70	-151.70	0.00
0702-06600.00-0000	Construction Fund - OTHER (SPECIFY)	0.00	0.00	0.00	0.00	4,375.25	-4,375.25	0.00
0702-***-***		0.00	0.00	0.00	-5.19	4,526.95	-4,526.95	0.00
0703-01510.00-0000	Go Bond 2021 - INTEREST ON INVESTMENTS	0.00	0.00	0.00	6,469.97	37,365.64	-37,365.64	0.00
0703-***-***		0.00	0.00	0.00	6,469.97	37,365.64	-37,365.64	0.00
0704-01510.00-0000	2022 GO Bond - INTEREST ON INVESTMENTS	0.00	0.00	0.00	20,282.67	99,326.79	-99,326.79	0.00
0704-***-***		0.00	0.00	0.00	20,282.67	99,326.79	-99,326.79	0.00
0800-01611.00-6146	HS STUDENT LUNCH	0.00	0.00	0.00	15,058.29	88,162.44	-88,162.44	0.00
0800-01611.00-6147	JHS STUDENT LUNCH	0.00	0.00	0.00	11,350.40	63,599.90	-63,599.90	0.00
0800-01611.00-6151	STUDENT LUNCH /PRIMARY	0.00	0.00	0.00	7,129.50	42,121.30	-42,121.30	0.00
0800-01611.00-6153	STUDENT LUNCH/INTERMEDIATE	0.00	0.00	0.00	6,646.35	41,006.10	-41,006.10	0.00
0800-01621.00-6146	HS ADULT BREAKFAST	0.00	0.00	0.00	20.80	140.10	-140.10	0.00
0800-01621.00-6147	JHS ADULT BREAKFAST	0.00	0.00	0.00	11.05	56.35	-56.35	0.00
0800-01621.00-6151	ADULT BREAKFAST/PRIMARY	0.00	0.00	0.00	26.00	212.50	-212.50	0.00
0800-01621.00-6153	ADULT BREAKFAST/INTERMEDIATE	0.00	0.00	0.00	3.00	9.00	-9.00	0.00
0800-01621.02-6146	HS ADULT LUNCH	0.00	0.00	0.00	3.50	1,885.49	-1,885.49	0.00
0800-01621.02-6147	JHS ADULT LUNCH	0.00	0.00	0.00	274.35	1,486.25	-1,486.25	0.00
0800-01621.02-6151	EPS ADULT LUNCH	0.00	0.00	0.00	201.25	1,730.80	-1,730.80	0.00
0800-01621.02-6153	EIS ADULT LUNCH	0.00	0.00	0.00	48.55	298.60	-298.60	0.00
0800-01623.00-6146	HS STUDENT ALA CARTE	0.00	0.00	0.00	1,756.75	10,256.50	-10,256.50	0.00
0800-01630.00-0000	OTHER (SPECIFY)	0.00	0.00	0.00	634.30	634.30	-634.30	0.00
0800-01630.00-6146	HS LUNCH MISC.	0.00	0.00	0.00	452.68	3,704.91	-3,704.91	0.00
0800-01630.00-6147	LUNCH MISC. JHS	0.00	0.00	0.00	0.00	810.00	-810.00	0.00
0800-01630.00-6151	OTHER /PRIMARY	0.00	0.00	0.00	675.81	1,360.81	-1,360.81	0.00
0800-01630.00-6153	OTHER INTERMEDIATE	0.00	0.00	0.00	0.00	573.38	-573.38	0.00
0800-01920.00-0000	SCHOOL LUNCH FUND -	0.00	0.00	0.00	0.00	1,041.50	-1,041.50	0.00
0800-03151.00-0000	STATE MATCHING FUNDS	0.00	0.00	0.00	0.00	14,437.08	-14,437.08	0.00
0800-04291.00-0000	SCHOOL LUNCH REIMBURSEMENT	0.00	0.00	0.00	66,881.55	275,899.67	-275,899.67	0.00

Revenue Account No.	Account Title	Estimated Revenue	Year To Date Adjustments	Net Estimated Revenue	Month To Date Revenue	Year To Date Revenue	Uncollected Balance	% Collected
0800-04291.20-0000	SCHOOL LUNCH FUND - (SCA) Supply Chain	0.00	0.00	0.00	0.00	67,949.62	-67,949.62	0.00
0800-04292.00-0000	SCHOOL BREAKFAST REIMBURSEMENT	0.00	0.00	0.00	26,777.97	111,447.58	-111,447.58	0.00
0800-04299.00-5705	SCHOOL LUNCH FUND - OTHER - Fork Farms	0.00	0.00	0.00	10,290.00	10,290.00	-10,290.00	0.00
0800-05320.00-0000	SCHOOL LUNCH FUND - DISPOSAL OF	0.00	0.00	0.00	0.00	1,657.50	-1,657.50	0.00
0800-06600.00-0000	OTHER (SPECIFY)	0.00	0.00	0.00	0.00	3,040.96	-3,040.96	0.00
0800-06600.00-5705	REBATES	0.00	0.00	0.00	0.00	496.75	-496.75	0.00
0800-***-***		0.00	0.00	0.00	148,242.10	744,309.39	-744,309.39	0.00
0900-01942.00-6146	EHS CURRICULUM FEES	0.00	0.00	0.00	175.04	2,319.01	-2,319.01	0.00
0900-01942.00-6147	EJHS CURRICULUM FEES	0.00	0.00	0.00	128.56	565.12	-565.12	0.00
0900-01942.00-6151	EPS CURRICULUM FEES	0.00	0.00	0.00	167.34	391.88	-391.88	0.00
0900-01942.00-6153	EIS CURRICULUM FEES	0.00	0.00	0.00	16.90	53.43	-53.43	0.00
0900-***-***		0.00	0.00	0.00	487.84	3,329.44	-3,329.44	0.00
1702-01994.00-0000	STEAM RDC Local Funding - OTHER	0.00	0.00	0.00	60.00	1,500.00	-1,500.00	0.00
1702-01999.00-0000	STEAM REVENUE FROM RDC LOCAL FUNDS	0.00	0.00	0.00	0.00	105,699.76	-105,699.76	0.00
1702-06600.00-0000	STEAM REVENUE Other	0.00	0.00	0.00	0.00	1,140.00	-1,140.00	0.00
1702-***-***		0.00	0.00	0.00	60.00	108,339.76	-108,339.76	0.00
1719-01999.00-0000	Indiana Humanities Grant EJHS 2024 - OTHER	0.00	0.00	0.00	992.57	992.57	-992.57	0.00
1719-***-***		0.00	0.00	0.00	992.57	992.57	-992.57	0.00
2003-01920.00-0000	UNITED WAY CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	358.60	1,793.00	-1,793.00	0.00
2003-***-***		0.00	0.00	0.00	358.60	1,793.00	-1,793.00	0.00
2004-01920.00-0000	CONTRIBUTIONS/DONATIONS-PRIVATE	0.00	0.00	0.00	0.00	335.34	-335.34	0.00
2004-***-***		0.00	0.00	0.00	0.00	335.34	-335.34	0.00
2021-01920.00-0000	School Spirit Card Program -	0.00	0.00	0.00	0.00	15.18	-15.18	0.00
2021-***-***		0.00	0.00	0.00	0.00	15.18	-15.18	0.00
2097-01920.00-0000	INAEYC Early Childhood Level PTQ 4 -	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.00
2097-***-***		0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.00
2098-06600.00-0000	DONATIONS REIM BY FOUNDATION - OTHER	0.00	0.00	0.00	0.00	11,829.84	-11,829.84	0.00

Revenue Account No.	Account Title	Estimated Revenue	Year To Date Adjustments	Net Estimated Revenue	Month To Date Revenue	Year To Date Revenue	Uncollected Balance	% Collected
2098-***-***		0.00	0.00	0.00	0.00	11,829.84	-11,829.84	0.00
2298-01999.00-0000	Action for Health Kids - OTHER	0.00	0.00	0.00	22,682.78	44,794.28	-44,794.28	0.00
2298-***-***		0.00	0.00	0.00	22,682.78	44,794.28	-44,794.28	0.00
2710-01510.00-6146	OLIVER DECKARD INTEREST	0.00	0.00	0.00	0.62	3.04	-3.04	0.00
2710-***-***		0.00	0.00	0.00	0.62	3.04	-3.04	0.00
2720-01510.00-6146	ELLETT INTEREST	0.00	0.00	0.00	33.26	162.77	-162.77	0.00
2720-***-***		0.00	0.00	0.00	33.26	162.77	-162.77	0.00
2730-01510.00-6146	LAGNEAUX INTEREST	0.00	0.00	0.00	3.01	14.31	-14.31	0.00
2730-***-***		0.00	0.00	0.00	3.01	14.31	-14.31	0.00
2750-01510.00-6146	VFW INTEREST	0.00	0.00	0.00	14.30	70.04	-70.04	0.00
2750-***-***		0.00	0.00	0.00	14.30	70.04	-70.04	0.00
2760-01510.00-6146	GATES INTEREST	0.00	0.00	0.00	5.85	28.67	-28.67	0.00
2760-***-***		0.00	0.00	0.00	5.85	28.67	-28.67	0.00
3250-03250.00-0000	MEDICAID REIMBURSEMENT - STATE	0.00	0.00	0.00	7,255.14	28,246.54	-28,246.54	0.00
3250-***-***		0.00	0.00	0.00	7,255.14	28,246.54	-28,246.54	0.00
4164-04514.00-0000	Title I-A Planning Allocation FY24 - TITLE I	0.00	0.00	0.00	36,992.84	252,004.45	-252,004.45	0.00
4164-***-***		0.00	0.00	0.00	36,992.84	252,004.45	-252,004.45	0.00
4900-04990.00-0000	School-Based Mental Health Services (SBMH) Grant	0.00	0.00	0.00	27,679.42	226,664.22	-226,664.22	0.00
4900-***-***		0.00	0.00	0.00	27,679.42	226,664.22	-226,664.22	0.00
5205-04223.00-0000	SPED FY23 Part B 611 - PUBLIC LAW 101-476	0.00	0.00	0.00	13,154.23	292,152.39	-292,152.39	0.00
5205-***-***		0.00	0.00	0.00	13,154.23	292,152.39	-292,152.39	0.00
5206-04223.00-0000	Special Ed Part B 611 FY 24 - PUBLIC LAW 101-	0.00	0.00	0.00	84,624.63	555,671.57	-555,671.57	0.00
5206-***-***		0.00	0.00	0.00	84,624.63	555,671.57	-555,671.57	0.00
5464-04223.00-0000	SPED Preschool FY23 Part B 619 - PUBLIC LAW	0.00	0.00	0.00	0.00	1,298.19	-1,298.19	0.00

Revenue Account No.	Account Title	Estimated Revenue	Year To Date Adjustments	Net Estimated Revenue	Month To Date Revenue	Year To Date Revenue	Uncollected Balance	% Collected
5464-***-***		0.00	0.00	0.00	0.00	1,298.19	-1,298.19	0.00
5465-04223.00-0000	SPED Preschool FY24 Part B 619 - PUBLIC LAW	0.00	0.00	0.00	2,202.68	22,246.25	-22,246.25	0.00
5465-***-***		0.00	0.00	0.00	2,202.68	22,246.25	-22,246.25	0.00
5884-04550.00-0000	Title IV FFY 2022 (FY2023) - EDUCATE AMERICA	0.00	0.00	0.00	0.00	11,293.12	-11,293.12	0.00
5884-***-***		0.00	0.00	0.00	0.00	11,293.12	-11,293.12	0.00
6461-01994.00-0000	MEDICAID REIMBURSEMENT-FEDERAL - OTHER	0.00	0.00	0.00	0.00	648.00	-648.00	0.00
6461-01999.00-0000	MEDICAID REIMBURSEMENT-FEDERAL - OTHER	0.00	0.00	0.00	0.00	1,923.54	-1,923.54	0.00
6461-04540.00-0000	MEDICAID REIMBURSEMENT - FEDERAL	0.00	0.00	0.00	13,847.65	53,913.24	-53,913.24	0.00
6461-04540.00-5705	MEDICAID REIMBURSEMENT - FEDERAL*	0.00	0.00	0.00	0.00	11,236.47	-11,236.47	0.00
6461-05200.00-0000	TRANSFERS FROM ONE FUND TO ANOTHER	0.00	0.00	0.00	0.00	0.01	-0.01	0.00
6461-06600.00-0000	MEDICAID REIMBURSEMENT-FEDERAL - OTHER	0.00	0.00	0.00	28.00	1,291.93	-1,291.93	0.00
6461-06600.00-8888	SOCS REIM	0.00	0.00	0.00	0.00	3,110.95	-3,110.95	0.00
6461-***-***		0.00	0.00	0.00	13,875.65	72,124.14	-72,124.14	0.00
6849-04990.00-0000	Title II-A FFY 2023 - OTHER (SPECIFY)	0.00	0.00	0.00	6,525.00	22,042.73	-22,042.73	0.00
6849-***-***		0.00	0.00	0.00	6,525.00	22,042.73	-22,042.73	0.00
7908-04990.00-0000	ARP ESSER Explore, Engage, Experience 3E Grant	0.00	0.00	0.00	708.21	23,725.54	-23,725.54	0.00
7908-***-***		0.00	0.00	0.00	708.21	23,725.54	-23,725.54	0.00
7923-04990.00-0000	ESSER III - OTHER (SPECIFY)	0.00	0.00	0.00	0.00	124,263.37	-124,263.37	0.00
7923-***-***		0.00	0.00	0.00	0.00	124,263.37	-124,263.37	0.00
7964-04990.00-0000	TIMS Grant - OTHER (SPECIFY)	0.00	0.00	0.00	40,164.95	164,350.91	-164,350.91	0.00
7964-***-***		0.00	0.00	0.00	40,164.95	164,350.91	-164,350.91	0.00
8400-01630.00-0000	MEAL PAYMENTS	0.00	0.00	0.00	38,371.44	236,060.42	-236,060.42	0.00
8400-01630.00-6146	EHS PREPAID MEALS	0.00	0.00	0.00	239.10	2,024.71	-2,024.71	0.00
8400-01630.00-6147	EJHS PREPAID MEALS	0.00	0.00	0.00	25.00	222.55	-222.55	0.00
8400-01630.00-6151	EPS PREPAID MEALS	0.00	0.00	0.00	2.40	691.11	-691.11	0.00
8400-01630.00-6153	EIS PREPAID MEALS	0.00	0.00	0.00	0.00	154.10	-154.10	0.00
8400-***-***		0.00	0.00	0.00	38,637.94	239,152.89	-239,152.89	0.00
9270-06550.00-0000	Health - Withholdings	0.00	0.00	0.00	1,442.00	8,027.20	-8,027.20	0.00

Revenue Report - All Revenue Figures

Sorted by Account Number | In Multiple Groups | Omitted From Totals

RICHLAND-BEAN BLOSSOM CSC | Totals As Of 05/31/2024 | Active Only | 06/13/2024 7:00 PM

Revenue Account No.	Account Title	Estimated Revenue	Year To Date Adjustments	Net Estimated Revenue	Month To Date Revenue	Year To Date Revenue	Uncollected Balance	% Collected
9270-***-***		0.00	0.00	0.00	1,442.00	8,027.20	-8,027.20	0.00
9271-06550.00-0000	Vision Insurance - Withholdings	0.00	0.00	0.00	8.72	78.48	-78.48	0.00
9271-***-***		0.00	0.00	0.00	8.72	78.48	-78.48	0.00
9272-06550.00-0000	Dental Insurance - Withholdings	0.00	0.00	0.00	49.20	455.20	-455.20	0.00
9272-***-***		0.00	0.00	0.00	49.20	455.20	-455.20	0.00
9477-01994.00-0000	ECA-BAND/CHOIR/ATH PAYROLL/Other -	0.00	0.00	0.00	554.71	2,070.43	-2,070.43	0.00
9477-01999.00-0000	ECA-BAND/CHOIR/ATH PAYROLL - OTHER	0.00	0.00	0.00	0.00	12.60	-12.60	0.00
9477-06600.00-0000	ECA-BAND/CHOIR/ATH PAYROLL Reimbursement	0.00	0.00	0.00	0.00	7,911.58	-7,911.58	0.00
9477-09477.13-0000	ECA PURCHASE REIM	0.00	0.00	0.00	0.00	119.48	-119.48	0.00
9477-***-***		0.00	0.00	0.00	554.71	10,114.09	-10,114.09	0.00
9501-06600.00-0000	TF From Bank to Bank - OTHER (SPECIFY)	0.00	0.00	0.00	4,801,491.28	22,616,055.10	-22,616,055.10	0.00
9501-***-***		0.00	0.00	0.00	4,801,491.28	22,616,055.10	-22,616,055.10	0.00
	GRAND TOTALS	24,834,796.00	0.00	24,834,796.00	7,395,611.80	37,794,175.03	-12,959,379.03	152.18

MAY 2024			
	total Peoples State Bank	bank reconciliation statement	difference
beginning balance	797,761.86	797,761.86	$0.00
total debits*	126,689.46	126,506.46	$183.00
total deposits*	172,555.43	172,372.43	-$183.00
ending balance	843,627.83	843,627.83	$0.00

CURRENT BANK TO FUND BALANCE REPORT	766,040.39
CURRENT GRAND TOTAL OF FUNDS	766,040.39
CURRENT GRAND TOTAL OF BANKS:	766,040.39
DIFFERENCE:	0.00

Difference due to returned checks

I hereby certify that the foregoing is a true and correct report of ECA funds

DATED THIS 7TH DAY OF JUNE 2024

Janine Wagner

Janine Wagner, ECA Treasurer
Edgewood High School
RBBCSC



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INT BEARING NON-PERS-[redacted]

Account Summary

Date	Description	Amount
05/01/2024	Beginning Balance	$797,761.86
	109 Credit(s) This Period	$172,555.43
	154 Debit(s) This Period	$126,689.46
05/31/2024	Ending Balance	$843,627.83

Interest Summary

Description	Amount
Interest Earned From 05/01/2024 Through 05/31/2024	
Annual Percentage Yield Earned	0.60%
Interest Days	31
Interest Earned	$426.15
Interest Paid This Period	$426.15
Interest Paid Year-to-Date	$2,022.13
Minimum Balance	$785,639.98
Average Ledger Balance	$836,259.73

Deposits

Date	Description	Amount
05/07/2024	DEPOSIT	$3,644.00
05/07/2024	DEPOSIT	$70,341.16
05/09/2024	DEPOSIT	$488.00
05/16/2024	DEPOSIT	$16.90
05/16/2024	DEPOSIT	$5,802.00
05/16/2024	DEPOSIT	$20,977.65
05/21/2024	DEPOSIT	$10,321.96
05/28/2024	DEPOSIT	$197.31
05/28/2024	DEPOSIT	$300.00
05/28/2024	DEPOSIT	$632.93
05/28/2024	DEPOSIT	$1,090.49
05/28/2024	DEPOSIT	$1,910.37
05/29/2024	DEPOSIT	$1,430.00
05/30/2024	DEPOSIT	$5,398.00
05/30/2024	DEPOSIT	$23,691.66

Electronic Credits

Date	Description	Amount
05/01/2024	Eventlink Eventlink ST-L6S2G2D8Z0U4	$105.00
05/01/2024	Square Inc 240501P2 LXXXXXX5123	$128.58
05/01/2024	Eventlink Eventlink ST-O5Q5X1E1G8N3	$1,192.00
05/02/2024	Eventlink Eventlink ST-R8A0F1V8I0Q4	$65.00
05/02/2024	Square Inc 240502P2 LXXXXXX0969	$233.08
05/02/2024	Eventlink Eventlink ST-S2E2A7Y3D7E4	$496.00
05/03/2024	Square Inc 240503P2 LXXXXXX3767	$17.18
05/03/2024	Eventlink Eventlink ST-Y2J1C6R0A9V6	$43.05
05/03/2024	Eventlink Eventlink ST-X0Y4N6U9F9I4	$98.40
05/03/2024	Eventlink Eventlink ST-V2K7T7U0U8Y4	$100.00
05/03/2024	Square Inc 240503P2 LXXXXXX1905	$120.59
05/03/2024	Eventlink Eventlink ST-N0N3X5C0Q0J3	$932.00
05/06/2024	Eventlink Eventlink ST-H5N0N5X0E8P2	$25.00
05/06/2024	Eventlink Eventlink ST-D2R7E9Y5B4U9	$30.00
05/06/2024	Eventlink Eventlink ST-R1S1E1Z1O4V2	$90.00

INT BEARING NON-PERS-[redacted] (continued)

Electronic Credits (continued)

Date	Description	Amount
05/23/2024	Square Inc 240523P2 LXXXXXX3239	$65.24
05/23/2024	Square Inc 240523P2 LXXXXXX8210	$142.72
05/23/2024	Eventlink Eventlink ST-V5Q8M9S3I0U8	$480.00
05/24/2024	Eventlink Eventlink ST-S8O8M1W1Q9M1	$24.90
05/24/2024	Square Inc 240524P2 LXXXXXX8378	$63.92
05/24/2024	Eventlink Eventlink ST-Y3C8R9H6D2X2	$280.00
05/28/2024	Square Inc 240527P2 LXXXXXX2803	$20.09
05/28/2024	Eventlink Eventlink ST-F9I3W5O9Z1K4	$80.00
05/28/2024	Eventlink Eventlink ST-Z6M4N3Z1Z0E9	$160.00
05/28/2024	Eventlink Eventlink ST-D0C7O5A0V5Y5	$240.00
05/28/2024	Eventlink Eventlink ST-Z4X5Y7U3X7T7	$320.00
05/29/2024	Eventlink Eventlink ST-H3W2V0G1R0Z3	$280.00
05/29/2024	Eventlink Eventlink ST-L0Y6K2H1U3U1	$466.00
05/29/2024	Square Inc 240529P2 LXXXXXX6238	$6,340.90
05/30/2024	Eventlink Eventlink ST-J9H3G0M0J1A9	$160.00
05/31/2024	Eventlink Eventlink ST-K2I9J0B7O6O0	$120.00

Other Credits

Date	Description	Amount
05/31/2024	INTEREST	$426.15

Electronic Debits

Date	Description	Amount
05/01/2024	CAPITAL ONE CARD PAYMENT 374-144773-24	$307.85
05/02/2024	CAPITAL ONE CARD PAYMENT 374-146057-24	$198.71
05/06/2024	CAPITAL ONE CARD PAYMENT 374-149909-24	$203.80
05/07/2024	CAPITAL ONE CARD PAYMENT 374-150975-24	$253.03
05/08/2024	CAPITAL ONE CARD PAYMENT 374-153047-24	$2,348.85
05/10/2024	Eventlink Servic Eventlink IZGYLMPV8	$2,000.00
05/10/2024	CAPITAL ONE CARD PAYMENT 374-155903-24	$2,417.74
05/13/2024	CAPITAL ONE CARD PAYMENT 374-157699-24	$785.07
05/14/2024	CAPITAL ONE CARD PAYMENT 374-159983-24	$437.81
05/15/2024	CAPITAL ONE CARD PAYMENT 374-161607-24	$330.97
05/16/2024	CAPITAL ONE CARD PAYMENT 374-163141-24	$620.61
05/17/2024	CAPITAL ONE CARD PAYMENT 374-164893-24	$3,926.07
05/20/2024	CAPITAL ONE CARD PAYMENT 374-167081-24	$42.68
05/20/2024	Sams BRC SYF PAYMNT 556053110134795	$3,926.77
05/21/2024	CAPITAL ONE CARD PAYMENT 374-168455-24	$179.84
05/22/2024	CAPITAL ONE CARD PAYMENT 374-170091-24	$203.73
05/23/2024	CAPITAL ONE CARD PAYMENT 374-171811-24	$96.80
05/24/2024	CAPITAL ONE CARD PAYMENT 374-173391-24	$186.58
05/28/2024	CAPITAL ONE CARD PAYMENT 374-175237-24	$391.72
05/29/2024	CAPITAL ONE CARD PAYMENT 374-177999-24	$357.16
05/31/2024	CAPITAL ONE CARD PAYMENT 374-181103-24	$541.93

Other Debits

Date	Description	Amount
05/02/2024	RETURNED DEPOSIT ITEMS	$175.00
05/31/2024	RETURNED DEPOSIT ITEMS	$8.00

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
0	05/02/2024	$160.00	38662*	05/16/2024	$200.00	38757	05/02/2024	$90.00
28878*	05/16/2024	$120.00	38694*	05/29/2024	$45.00	38758	05/07/2024	$47.00
38381*	05/02/2024	$3,605.04	38753*	05/06/2024	$2,384.50	38759	05/02/2024	$275.00
38407*	05/29/2024	$60.00	38756*	05/02/2024	$806.25	38761*	05/02/2024	$60.00

Bank Statement - With Transaction Detail

2 - Peoples State Bank, Account Number [redacted]

Edgewood High School

Beginning 05/01/2024 To 05/31/2024

06/07/2024 9:33 AM

	Total	Count
Beginning Bank Account Balance	797,761.86	
Reconciled Deposits	172,372.43	113
Reconciled Checks	126,506.46	160
Reconciled Balance	843,627.83	

	Total	Count
Reconciled Balance	843,627.83	
Outstanding Checks (-)	77,587.44	154
Outstanding Deposits (+)	0.00	0
Current Balance	766,040.39	

RECONCILED TRANSACTIONS

Check / Confirmation Number	Date Reconciled	Type	Payee Number	Reference / Remit Name	Check Amount	Deposit Amount
	05/28/2024	Deposit		EIS SCHOOL PICTURE REBATE		
	05/28/2024	Deposit		EIS STAFF FLOWERS		
	05/31/2024	Deposit		NSF CK BW		-175.00
	05/31/2024	Deposit		NSF CK RETURNED EPS FIELD T		-8.00
	05/31/2024	Deposit		EHS BAND DONATION 5/14 - WAG		9.41
	05/31/2024	Deposit		JV BASEBALL GATE 5/8 - EVENTLI		12.30
	05/31/2024	Deposit		JV BASEBALL GATE 5/9 - EVENTLI		12.30
	05/31/2024	Deposit		V BASEBALL GATE 5/17		12.30
	05/31/2024	Deposit		ILC/MUSTANG ENTERPRISES TR		12.81
	05/31/2024	Deposit		EIS STUDENT COUNCIL BOX TOP		16.90
	05/31/2024	Deposit		ELC/MUSTAN ENTERPRISES SAL		17.18
	05/31/2024	Deposit		ILC/MUSTANG ENTERPRISES TR		20.09
	05/31/2024	Deposit		COFFEE CORRAL - ORDA GIFT C		23.72
	05/31/2024	Deposit		COFFEE CORRAL ORDA GIFT CA		23.72
	05/31/2024	Deposit		EJHS BASEBALL GATE 5/21		24.90
	05/31/2024	Deposit		ATHLETICS PHYSICALS - EVENTL		25.00
	05/31/2024	Deposit		EJHS HORSEPOWER - LIFTING C		25.00
	05/31/2024	Deposit		PHYSICALS - EVENTLINK		25.00
	05/31/2024	Deposit		PHYSICALS - EVENTLINK		25.00
	05/31/2024	Deposit		EJHS G TENNIS TRANSPORTATIO		30.00
	05/31/2024	Deposit		ILC/MUSTANG ENTERPRISES TR		30.77

Bank To Fund Balance Report

Edgewood High School | Totals As Of Date: 05/31/2024 | 06/07/2024 9:36 AM

Bank Name		Beginning Month Balance	Beginning Year Balance	Current Balance
	Grand Total of Funds	746,580.70	756,893.48	766,040.39
	Grand Total of Banks	746,580.70	756,893.48	766,040.39
		0.00	0.00	0.00

Total of Cash Balance Funds	766,040.39
Total of Non Cash Balance Funds	0.00

Fund Report

In Multiple Groups

Edgewood High School

Totals As Of 05/31/2024 Active Only

06/07/2024 9:50 AM

Fund	Fund Title	Beginning Month Balance	Month-to-Date Revenue	Month-to-Date Expenditure	Beginning Year Balance	Year-to-Date Revenue	Year-to-Date Expenditure	Current Balance
0001	EHS Athletics	72,725.29	24,808.85	25,573.71	55,602.00	227,058.61	210,700.18	71,960.43
0002	EHS EXAMS	1,298.73	0.00	0.00	1,163.73	135.00	0.00	1,298.73
0003	EHS Art	-26.31	160.00	81.53	646.89	2,980.00	3,574.73	52.16
0004	TEACHER PBL PROJECTS	2,000.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
0005	EHS Business	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0006	EHS CHOIR/MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0007	EHS Classroom Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0008	EHS Class of 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0009	EHS BBQ CLUB	80.53	45.00	24.98	136.44	112.00	147.89	100.55
0010	EHS Drama	27,973.58	0.00	215.99	27,398.86	17,940.43	17,581.70	27,757.59
0011	EHS English	577.02	0.00	0.00	577.02	0.00	0.00	577.02
0012	EHS Staff	2,770.06	0.00	143.10	1,647.83	1,122.23	143.10	2,626.96
0013	EHS Family & Consumer	1,261.86	0.00	0.00	1,261.86	0.00	0.00	1,261.86
0014	EHS French	68.19	70.00	70.00	75.52	174.00	181.33	68.19
0015	EHS General	11,674.60	3,281.69	-25.00	24,203.06	10,816.33	20,038.10	14,981.29
0016	EHS German	1,538.85	0.00	75.85	1,661.21	98.00	296.21	1,463.00
0020	EHS Key Club	544.11	0.00	0.00	534.11	282.00	272.00	544.11
0021	EHS BUSINESS DEPT	25.00	0.00	0.00	25.00	0.00	0.00	25.00
0022	EHS Library	535.10	0.00	0.00	299.31	332.00	96.21	535.10
0023	EHS AESOP	62.00	0.00	0.00	62.00	0.00	0.00	62.00
0024	EHS Hilly Hundred	274.10	0.00	0.00	274.10	0.00	0.00	274.10
0025	EHS National Honor Society	135.61	31.99	31.99	1,551.56	1,751.24	3,167.19	135.61
0026	EHS Newpaper	369.91	0.00	0.00	369.91	0.00	0.00	369.91
0027	EHS Bookstore	1,776.22	0.00	0.00	2,272.19	22.10	518.07	1,776.22
0029	EHS Science	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0031	EHS Spanish	20.46	444.83	0.00	0.46	1,583.06	1,118.23	465.29
0032	EHS Special ED	138.67	0.00	0.00	138.67	0.00	0.00	138.67
0033	EHS Student Council	3,349.68	0.00	0.00	2,842.52	4,105.41	3,598.25	3,349.68
0034	EHS Class of 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0035	EHS Leadership Academy	3,126.33	0.00	0.00	3,126.33	0.00	0.00	3,126.33
0036	EHS PE Leadership	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0037	EHS Speech	951.12	0.00	0.00	951.12	0.00	0.00	951.12
0038	EHS Self Contained Room	102.00	0.00	0.00	102.00	0.00	0.00	102.00
0039	EHS Robotics	424.87	0.00	0.00	424.87	0.00	0.00	424.87

Fund Report

In Multiple Groups

Edgewood High School

Totals As Of 05/31/2024 Active Only

06/07/2024 9:50 AM

Fund	Fund Title	Beginning Month Balance	Month-to-Date Revenue	Month-to-Date Expenditure	Beginning Year Balance	Year-to-Date Revenue	Year-to-Date Expenditure	Current Balance
0040	EHS Academic Bowl Teams	554.74	0.00	124.26	741.88	380.00	691.40	430.48
0041	EHS Coke Sponsorship	1,127.74	0.00	0.00	1,127.74	0.00	0.00	1,127.74
0044	EHS Class of 2009	1,215.62	0.00	0.00	1,215.62	0.00	0.00	1,215.62
0045	EHS Yearbook	13,979.41	1,310.00	0.00	13,329.41	1,971.00	11.00	15,289.41
0046	EHS Social Studies Club	469.32	0.00	0.00	469.32	0.00	0.00	469.32
0047	EHS Boys Basketball	6,587.63	3,634.00	1,696.04	3,264.14	19,484.70	14,223.25	8,525.59
0048	EHS Boys Tennis	0.65	0.00	0.00	230.00	0.00	229.35	0.65
0049	EHS Boys Track	659.56	1,050.00	0.00	0.00	3,011.00	1,301.44	1,709.56
0050	EHS Cheerleaders	3,345.02	6,344.16	3,862.00	15,278.56	20,650.75	30,102.13	5,827.18
0051	EHS Football	18,268.30	659.43	0.00	7,345.02	24,585.43	13,002.72	18,927.73
0052	EHS Girls Basketball	2,570.70	404.00	0.00	636.03	7,353.50	5,014.83	2,974.70
0053	EHS Softball	1,401.10	2,761.05	1,956.94	1,319.36	5,233.55	4,347.70	2,205.21
0054	EHS Girls Tennis	2,333.47	1,120.00	0.00	1,253.47	2,200.00	0.00	3,453.47
0055	EHS Girls Track	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0056	EHS Rugby	71.41	0.00	0.00	71.41	0.00	0.00	71.41
0057	EHS Baseball	4,670.48	5,668.00	3,742.20	1,885.49	18,376.64	13,665.85	6,596.28
0058	EHS Wrestling	5,404.76	0.00	0.00	7,192.04	880.00	2,667.28	5,404.76
0059	EHS Volleyball	1,558.59	480.00	0.00	2,990.19	4,601.40	5,553.00	2,038.59
0060	EHS Boys Cross Country	3,392.97	0.00	0.00	4,300.27	144.00	1,051.30	3,392.97
0061	EHE PE Class	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0063	EHS Class of 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0064	EHS DANCE TEAM	371.25	0.00	0.00	371.25	0.00	0.00	371.25
0065	EHS Class 2014	1,086.81	0.00	0.00	1,086.81	0.00	0.00	1,086.81
0066	EHS Class of 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0067	EHS Girls Cross Country	160.00	0.00	0.00	160.00	0.00	0.00	160.00
0068	EHS Class of 2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0069	EHS Class of 2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0071	EHS Girls Soccer	3,811.19	0.00	0.00	3,155.69	3,544.87	2,889.37	3,811.19
0072	EHS Boys Golf	697.00	165.00	0.00	1,707.00	285.00	1,130.00	862.00
0073	EHS Sams Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0076	EHS Boys Swim Team	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0077	EHS Girls Swim Team	-130.15	130.15	0.00	2,403.80	7,189.15	9,592.95	0.00
0079	EHS Boys Soccer	1,978.27	0.00	0.00	2,414.17	1,539.12	1,975.02	1,978.27
0080	EHS Health	432.00	0.00	0.00	432.00	0.00	0.00	432.00

Fund	Fund Title	Beginning Month Balance	Month-to-Date Revenue	Month-to-Date Expenditure	Beginning Year Balance	Year-to-Date Revenue	Year-to-Date Expenditure	Current Balance
0081	EHS Class of 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0083	EHS Monthly Interest	4,536.30	308.98	658.92	5,420.68	3,196.13	4,430.45	4,186.36
0084	EHS Girls Golf	1,726.62	0.00	0.00	1,824.22	0.00	97.60	1,726.62
0085	EHS Music Festival	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0086	EHS 9th Grade Orientation	198.19	0.00	0.00	0.00	858.00	659.81	198.19
0087	CLASS OF 2015	1,959.35	0.00	0.00	1,959.35	0.00	0.00	1,959.35
0088	CLASS OF 2016	1,993.43	0.00	0.00	1,993.43	0.00	0.00	1,993.43
0089	CLASS OF 2017	30.00	0.00	0.00	30.00	0.00	0.00	30.00
0090	Newspaper/Yearbook trip fund	3.59	0.00	0.00	3.59	0.00	0.00	3.59
0091	SPECTRUM GSA	993.76	0.00	0.00	993.76	0.00	0.00	993.76
0092	CLASS OF 2018	3,201.06	0.00	0.00	3,201.06	0.00	0.00	3,201.06
0093	CLASS OF 2020	44.25	0.00	0.00	403.58	0.00	359.33	44.25
0094	CLASS OF 2019	2,487.00	0.00	0.00	2,487.00	0.00	0.00	2,487.00
0095	EHS CLASS OF 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0099	EHS EDUCATOR OF THE YEAR AWARDS	2,004.00	0.00	0.00	2,004.00	0.00	0.00	2,004.00
0100	EJH Athletics	44,443.82	1,344.38	4,447.47	27,980.32	58,996.86	45,636.45	41,340.73
0101	EJH Band	12,648.86	2,181.89	2,793.29	8,233.88	19,667.67	15,864.09	12,037.46
0102	EJHS BAKING CLUB	237.76	0.00	0.00	129.74	240.00	131.98	237.76
0103	EJH Choir	1,744.51	1,444.00	235.39	2,413.93	2,889.00	2,349.81	2,953.12
0104	EJH Drama	1,605.00	0.00	0.00	2,000.00	0.00	395.00	1,605.00
0105	EJH Ed Ellett Memorial	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0106	EJH Faculty & Staff	941.17	0.00	216.89	753.32	1,214.12	1,243.16	724.28
0107	EJH General	9,023.29	34.88	2,407.07	9,225.83	12,692.22	15,266.95	6,651.10
0108	EJH 108 Library	364.59	23.90	25.99	260.44	2,926.50	2,824.44	362.50
0109	EJH XL Art	100.00	0.00	0.00	-56.02	156.02	0.00	100.00
0110	EJHS EDUCATOR OF THE YEAR	0.30	0.00	0.00	0.30	0.00	0.00	0.30
0111	EJHS MEDIA PRODUCTION	767.75	0.00	0.00	849.05	0.00	81.30	767.75
0112	EJH Student Council	263.31	1,520.75	553.63	851.18	2,368.13	1,988.88	1,230.43
0114	EJH Related Arts	1,030.66	0.00	0.00	1,030.66	0.00	0.00	1,030.66
0115	EJH Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0116	EJHS POINT ROOM	19.52	0.00	0.00	19.52	0.00	0.00	19.52
0117	EJH Monthly Interest	559.22	83.09	67.98	730.16	797.76	953.59	574.33
0118	EJH Yearbook	7,420.90	25.00	1,196.21	7,476.92	25.00	1,252.23	6,249.69
0119	EJH Show Choir	32,737.01	12,718.28	1,741.94	38,275.29	120,176.23	114,738.17	43,713.35

Fund	Fund Title	Beginning Month Balance	Month-to-Date Revenue	Month-to-Date Expenditure	Beginning Year Balance	Year-to-Date Revenue	Year-to-Date Expenditure	Current Balance
0120	ROBOTICS	1,607.47	0.00	0.00	4,230.58	4,475.79	7,098.90	1,607.47
0121	EJHS COLOR GUARD	398.03	600.00	444.36	341.61	2,645.17	2,433.11	553.67
0122	EJHS ATHLETIC SPONSORS	1,337.61	0.00	0.00	2,427.50	0.00	1,089.89	1,337.61
0123	EJHS CROSS COUNTRY	2,022.70	0.00	0.00	2,720.44	1,688.00	2,385.74	2,022.70
0124	EJHS TENNIS	150.00	80.00	0.00	150.00	80.00	0.00	230.00
0125	6TH GRADE PUMPKIN FEST	756.47	0.00	0.00	1,132.66	782.75	1,158.94	756.47
0126	EJHS 7TH GRADE VOLLEYBALL	3,298.53	0.00	1,302.14	1,373.94	5,123.09	4,500.64	1,996.39
0128	EJHS 7TH GRADE FOOTBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0129	EJHS 8TH GRADE FOOTBALL	3,552.90	0.00	257.00	3,525.30	1,286.85	1,516.25	3,295.90
0130	EJHS 6TH GRADE GIRLS BASKETBALL	1.00	0.00	0.00	1.00	0.00	0.00	1.00
0131	EJHS 7TH GRADE GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0132	EJHS 8TH GRADE GIRLS BASKETBALL	0.10	0.00	0.00	0.10	0.00	0.00	0.10
0133	EJHS 6TH GRADE BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0134	EJHS 7TH GRADE BOYS BASKETBALL	881.70	0.00	0.00	881.70	0.00	0.00	881.70
0135	EJHS 8TH GRADE BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0136	EJHS CHEERLEADING	1,755.98	5,344.00	0.00	17.98	7,082.00	0.00	7,099.98
0137	EJHS DANCE TEAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0138	EJHS WRESTLING	477.57	0.00	0.00	1,052.00	424.26	998.69	477.57
0139	EJHS SOFTBALL	205.29	0.00	0.00	122.79	82.50	0.00	205.29
0140	EJHS BASEBALL	1,640.35	0.00	0.00	1,963.63	0.00	323.28	1,640.35
0141	EJHS BOYS TRACK	853.90	0.00	0.00	453.90	400.00	0.00	853.90
0142	EJHS GIRLS TRACK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0143	EJHS BOYS & GIRLS SWIM	394.22	0.00	0.00	28.85	365.37	0.00	394.22
0144	EJHS ATHLETICS TRANSPORTATION	7,767.10	210.00	955.74	4,708.00	15,376.90	13,063.54	7,021.36
0145	EJHS HEALTH CLASS FUNDRAISERS	87.60	31.80	0.00	250.44	313.36	444.40	119.40
0146	COLTS WITH CHARACTER	520.38	0.00	0.00	671.92	0.00	151.54	520.38
0147	EJHS GARDEN GUARDIANS	833.88	0.00	53.83	276.05	587.00	83.00	780.05
0148	EDGESHOP / DESIGN LAB	640.95	65.45	135.36	327.28	1,276.51	1,032.75	571.04
0149	EJHS HORSEPOWER CLUB	1,835.40	625.00	1,794.06	193.66	3,392.00	2,919.32	666.34
0150	EJHS WASHINGTON DC TRIPS	201.40	0.00	0.00	0.00	1,382.00	1,180.60	201.40
0220	EHS STRENGTH CLUB	60.00	0.00	0.00	60.00	0.00	0.00	60.00
0221	EHS/EDGE Andy Burns Memorial Fund	2,837.11	0.00	83.80	3,050.12	0.00	296.81	2,753.31
0222	EHS Educator of the year	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0225	FH Preschool-General	2,363.29	0.00	423.71	2,642.48	5,665.37	6,368.27	1,939.58

Fund	Fund Title	Beginning Month Balance	Month-to-Date Revenue	Month-to-Date Expenditure	Beginning Year Balance	Year-to-Date Revenue	Year-to-Date Expenditure	Current Balance
0226	EHS The Edge	30.70	0.00	0.00	30.70	0.00	0.00	30.70
0227	EHS Best Friends	1,164.71	0.00	0.00	1,164.71	0.00	0.00	1,164.71
0230	EHS UNIFIED TRACK	927.60	210.00	608.40	420.00	1,260.00	1,150.80	529.20
0231	EHS CLASS OF 2023	6.35	0.00	0.00	6.35	0.00	0.00	6.35
0232	EHS CLASS OF 2024	328.85	0.00	135.32	548.75	0.00	355.22	193.53
0233	EHS CLASS OF 2025	8,436.84	80.00	4,141.64	707.66	16,535.00	12,867.46	4,375.20
0234	CLASS OF 2026	337.32	0.00	0.00	337.32	0.00	0.00	337.32
0235	CLASS OF 2027	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0300	EHS Choir Groups	41,231.54	27,074.17	5,295.00	78,808.83	192,923.68	208,721.80	63,010.71
0304	EHS JAG	581.96	0.00	0.00	283.46	298.50	0.00	581.96
0305	EHS WINTERGUARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0306	FFA	2,280.64	0.00	430.59	200.26	10,349.33	8,699.54	1,850.05
0307	SPANISH EXCHANGE PROGRAM	384.22	0.00	0.00	384.22	0.00	0.00	384.22
0308	FRENCH TRAVEL FUND	63.15	0.00	0.00	63.15	0.00	0.00	63.15
0309	GERMAN HONOR SOCIETY	482.17	0.00	0.00	40.00	545.00	102.83	482.17
0310	GERMAN TRAVEL FUND	846.45	0.00	10.35	10,741.19	0.00	9,905.09	836.10
0311	EHS ATHLETIC LEADERSHIP - SAAC	189.19	0.00	0.00	200.67	735.75	747.23	189.19
0312	EHS GYMNASTICS	285.09	0.00	0.00	307.08	1,268.00	1,289.99	285.09
0313	EHS ATHLETICS TRANSPORTATION	1,613.92	180.00	0.00	0.00	9,158.24	7,364.32	1,793.92
0314	ENVIRONMENTAL CLUB	432.25	0.00	0.00	0.00	777.00	344.75	432.25
0315	MENTAL HEALTH CLUB	0.00	0.00	0.00	0.00	400.00	400.00	0.00
0316	FISHING CLUB	4,921.90	0.00	1,025.10	0.00	5,521.00	1,624.20	3,896.80
0317	UNIFIED BOWLING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0400	EHS Band	83,337.48	69,873.23	41,314.39	113,662.23	378,457.75	380,223.66	111,896.32
0401	EHS Band Uniforms	565.91	0.00	0.00	565.91	0.00	0.00	565.91
0402	BAND SCRIP FUNDRAISER	375.15	61.93	370.13	996.51	1,330.08	2,259.64	66.95
0602	EHS PE Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0604	EHS BEGINNERS WR	14,274.72	0.00	0.00	16,257.39	2,322.00	4,304.67	14,274.72
0605	EHS TIS AND COC	83,416.23	3,246.00	1,433.50	115,374.81	83,405.04	113,551.12	85,228.73
0606	EHS COFFEE SHOP	7,706.46	3,520.22	1,364.80	5,302.81	19,513.33	14,954.26	9,861.88
0607	EHS ILC - MUSTANG ENTERPRISES	573.48	1,250.04	333.50	336.77	4,274.58	3,121.33	1,490.02
0608	BART ABEL XC COURSE	1,151.63	0.00	0.00	1,370.39	0.00	218.76	1,151.63
0700	Nurse	707.11	90.00	40.00	758.11	220.00	221.00	757.11
0701	Transportation	252.33	0.00	0.00	240.04	12.29	0.00	252.33

Fund Report

In Multiple Groups

Edgewood High School

Totals As Of 05/31/2024 Active Only

06/07/2024 9:50 AM

Fund	Fund Title	Beginning Month Balance	Month-to-Date Revenue	Month-to-Date Expenditure	Beginning Year Balance	Year-to-Date Revenue	Year-to-Date Expenditure	Current Balance
0702	EPS / EIS MAKERSPACE	100.00	0.00	0.00	0.00	100.00	0.00	100.00
0703	SQUARE DONATIONS PAGE - CORPORATION	0.00	0.00	0.00	0.00	1,648.45	1,648.45	0.00
0800	EIS Staff	43.16	679.44	23.84	116.26	868.81	286.31	698.76
0801	EIS General	74,484.83	12,869.41	66,887.48	14,597.15	116,359.13	110,489.52	20,466.76
0802	EIS Library	13,610.70	0.00	367.40	9,786.46	12,266.91	8,810.07	13,243.30
0803	EIS Outdoor Lab	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0804	EIS Monthly Interest	110.33	19.17	42.88	96.86	339.72	349.96	86.62
0805	EIS Staff Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0806	EIS C.L.A.S.S	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0900	EPS Staff	67.33	348.93	183.80	101.86	902.42	771.82	232.46
0901	EPS General	9,713.79	1,913.87	5,202.69	17,400.88	44,435.12	55,411.03	6,424.97
0902	EPS Library	12,030.69	5,398.00	0.00	8,619.66	10,538.00	1,728.97	17,428.69
0903	EPS Monthly Interest	91.14	14.91	0.00	174.86	173.09	241.90	106.05
0904	EPS Staff Development	61.81	0.00	0.00	61.81	0.00	0.00	61.81
9999	BANK TO BANK DUMMY TRANSFER	0.00	0.00	0.00	0.00	75,286.25	75,286.25	0.00
	GRAND TOTALS	746,580.70	206,038.87	186,579.18	756,893.48	1,660,799.55	1,651,652.64	766,040.39

May 2024

Monthly Food Service Report

MAY

	2023-2024 Meals Served	2022-2023 Meals Served	2023-2024 Labor Hours	2022-2023 Total Labor Hours	2023-2024 Total Meals per Hour	2022-2023 Total Meals per Hour	2023-2024 Number Days Lunch Served	2022-2023 Number Days Lunch Served	2023-2024 Total Number of Meals/Day	2022-2023 Total Number of Meals/Day
HS	8,720	9,460	560	665	15.6	14.2	16	19	545.0	497.9
JRH	8,377	8,727	560	551	15.0	15.8	16	19	523.6	459.3
EIS	6,271	7,637	560	589	11.2	13.0	16	19	391.9	401.9
EPS	7,677	9,023	480	437	16.0	20.6	16	19	479.8	474.9
	31,045	34,847	540	560.5	14.4	15.9	16	19	1940.3	1834.1

Previous Month
Balance= **$431,481.30**
Expenditures= $135,094.31
Revenue= $148,242.10
Balance= $444,629.09

REVENUE	2020-2021	2021-2022	2022-2023	2023-2024
July	$13,886.20	$21,033.53	$209,268.91	$24,745.18
August	$17,389.51	$24,691.37	$107,000.85	$51,264.41
Sept	$19,809.40	$106,712.32	$52,603.49	$135,316.98
Oct	$43,596.53	$153,150.32	$194,930.99	$130,655.34
Nov	$13,805.59	$135,025.89	$114,797.52	$52,174.02
Dec	$133,472.95	$169,687.08	$124,296.43	$193,270.42
Jan	$29,705.95	$117,860.06	$102,627.20	$123,604.99
Feb	$67,221.54	$156,883.19	$143,596.23	$200,437.13
Mar	$63,118.82	$154,126.25	$141,246.71	$138,339.29
April	$124,027.93	$173,265.82	$206,115.11	$131,410.88
May	$147,468.31	$214,063.25	$136,645.75	$148,242.10
June	138,975.53	1,144.51	91,404.20	
	COVID-19	COVID-19		
TOTAL	$812,478.26	$1,427,643.59	$1,624,533.39	$1,329,460.74

EXPENSES	2020-2021	2021-2022	2022-2023	2023-2024
	$24,737.93	$29,538.77	$28,292.84	$37,108.02
	$38,316.61	$26,564.01	$46,559.57	$203,463.66
	$61,165.27	$115,137.29	$158,859.80	$233,349.20
	$36,472.74	$103,130.47	$113,110.39	$146,479.89
	$58,680.02	$100,465.96	$107,273.30	$162,224.29
	$55,781.58	$134,192.81	$125,420.81	$143,575.16
	$42,049.73	$73,721.06	$102,948.51	$111,595.29
	$45,563.60	$147,471.88	$147,097.02	$118,284.15
	$48,729.33	$142,683.39	$281,031.94	$171,330.54
	$69,195.48	$177,894.58	$113,551.65	$124,689.30
	$79,769.53	$142,667.28	$162,506.72	$135,094.31
	71693.05	118106.11	123742.96	
	COVID-19	COVID-19		
	$632,154.87	$1,311,573.61	$1,510,395.51	$1,587,193.81

Reimbursement Pending:

$68,109.80

Balance allowed $377,600

Point of Sale Vending Sales/Items:

HS: 4711 items

#8400 Prepay Fund: Beg Balance $36,300.66
Revenue $38,637.94
Expenses $42,639.64
End Balance $32,298.96

6/11/2024 VC

C. Personnel

Today's Date: 05/16/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Jamie Simpson Nickname:
Address: 750 S Cannon Ct Ellettsville, Indiana 47429
Phone #: 812-498-6729 Email Address: jsimpson@rbbschools.net

COPY

New or Current Position of Employment: IA Floater
Who previously held this Position:

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/22/2024	IA-EIS001	

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Future changes set √ inactive √ termdate √ termcode

Extended Leave Begin*		☐ FMLA
Extended Leave End*		*Long Term Sub Name

School Assigned: EIS
Hours Per Day: 29 1/2 per week
Days Per School Year: 180

Door Access ☐ YES ☑ NO

Notes (include daily schedule): #4251

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 16.25

Postion %	Position Account Codes	Sub Code
100%	0101-11100.00-12050-0000-16153	.50

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: Updated on PCS 5/17/24 TM

Employee ID # 5975
Original Start Date at RBBCSC: 8/31/2020

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 5/16/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 5-22-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

EDGEWOOD SCHOOLS

Roxann Finch <rfinch@rbbschools.net>

Finishing the Year

1 message

COPY

Jamie Simpson <jsimpson@rbbschools.net> Wed, May 15, 2024 at 5:10 PM
To: Andy Scholl <ascholl@rbbschools.net>, Katy Key <kkey@rbbschools.net>, Roxann Finch <rfinch@rbbschools.net>

Greetings,

I will finish out this current academic year and work through next Wednesday.

Thanks for everything,
Jamie

Sent from my iPhone

Today's Date: 05/15/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Vicky Entrekin Nickname:
Address: 7239 W. Upland Court, Bloomington, IN 47404
Phone #: 812-345-8891 Email Address: ventrekin@rbbschools.net

COPY

New or Current Position of Employment: Head Custodian - EPS
Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☑ NO

If Yes, when? Current Employee Prior Position

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

[redacted] ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	12/31/2024	CS-EPS001	

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name

School Assigned: EPS Door Access ☑ YES ☐ NO
Hours Per Day: 8 Notes (include daily schedule): Retirement
Days Per School Year: 260

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 20.96

Postion %	Position Account Codes	Sub Code
100%	0300-262000-120.00-0000-6151	00

Benefits: ☐ TRF Eligible ☑ PERF Eligible ☐ Not Eligible

Other Current Positions:

Treasurer's Notes: updated on PCS 5/20/24 ~~DLL~~

Employee ID # 1365
Original Start Date at RBBCSC: 3/30/2000

Recommended for Superintendent's approval by: Principal/Supervisor Signature Date: 5/17/24

Recommended for School Board appoval by: Superintendent's Signature Date: 5-20-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Vicky Entrekin
7239 W. Upland Ct.
Bloomington, IN 47404
812-345-8891

COPY

April 24, 2024

Dear Dr. Sanders, and Mrs. Whitaker,

I would like to inform you that I will be retiring effective December 31, 2024.

It has been a pleasure working with the corporation for the last twenty-five years. I have enjoyed the experience and am glad that you have trusted in my abilities in leading the custodial team at Edgewood Primary School.

Although I am looking forward to retirement, I will surely miss so many people that I have come to know, not only as coworkers, but as friends. Many of these friendships will continue on into the future.

I have been handing down information and knowledge of my position and of the facilities to a fellow coworker for quite some time now and believe that he would be able to fillll the position with much integrity and hard work. I would be happy to help with any further assistance before my departure if needed.

Sincerely,

Vicky Entrekin

Vicky Entrekin

Today's Date: 05/22/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Kristen Richards Nickname:
Address: 2880 N Louden Road
Phone #: 812-325-3606 Email Address: krichards.kf@yahoo.com

FC COPY

New or Current Position of Employment: Bus Monitor
Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? current Prior Position

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	05-22-2024	MOTP-003	

Future changes set - √inactive √termdate √termcode

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA *Long Term Sub Name:

School Assigned: TRANS
Hours Per Day: 5
Days Per School Year: 180

Door Access ☑ YES ☐ NO removed #4373

Notes (include daily schedule):

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 15.00

Postion %	Position Account Codes	Sub Code
100%	0300-27200.00-120.00-9705-0000	00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: updated on PCS 5/22/24 ~~DH~~

Employee ID # 150369
Original Start Date at RBBCSC: 4-17-23

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 5.22.24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 5-22-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval. Updated 01/2024

EDGEWOOD SCHOOLS

Audrey Myers <ajmyers@rbbschools.net>

Two week notice

1 message

Kristen Richards <richards.kf@yahoo.com>
To: Audrey Myers <ajmyers@rbbschools.net>

Wed, May 22, 2024 at 6:48 AM

COPY

Hi Audrey

I have decided to resign from my position as a school bus monitor at rbb schools. My last day of work will be may 22, 2024. I appreciate the opportunity!
Thank you!

Kristen Richards

Today's Date: 5-21-24

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Om P Patel Nickname:

Address:

Phone #: 812-679-3905 Email Address: Oppatel26@rbbschools.net

New or Current Position of Employment: Latchkey Assistant

Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☑ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? Prior Position

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination	5-22-24	LKS-EPS017	
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Future changes < Set Inactive Term date Term code

Extended Leave Begin* ☐ FMLA

Extended Leave End* *Long Term Sub Name

School Assigned: EPS Door Access ☐ YES ☒ NO removed #43732

Hours Per Day: 3 hrs Notes (include daily schedule): 3-6 pm

Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 13.00

Postion %	Position Account Codes	Sub Code
100%	0300-33930.00-120.00-0000-6151	00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: Updated on PCS 5-22-24 DLL

Employee ID # 150472

Original Start Date at RBBCSC: 2-7-24

Recommended for Superintendent's approval by: Brenda Whitaker (Principal/Supervisor Signature) Date: 5-22-24

Recommended for School Board appoval by: (Superintendent's Signature) Date: 5-22-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 5-21-24

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Emma Grimes Nickname:
Address:
Phone #: 765-720-7258 Email Address: egrimes@rbbschools.net

1C COPY

New or Current Position of Employment: Latchkey Assistant
Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: Summer School Sub/IA

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5-22-24	LKS-EPS012	

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EPS
Hours Per Day: 2 hrs
Days Per School Year:
Notes (include daily schedule): 6:30-8:30 am
Door Access: ☐ YES ☒ NO

For Admin Office Use Only

Teacher Level (BS/MS)	Postion %	Position Account Codes	Sub Code
Step (ex. A)	Latchkey only	0300-33930.00-120.00-0000-LKS1	00
Pay Rate: 17.00			

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible
Other Current Positions: SSTS-EPS001 SSIA-EPS005
Treasurer's Notes: Updated on PCS 5/22/24 DH

Employee ID #: 150202
Original Start Date at RBBCSC: 12-16-21

Recommended for Superintendent's approval by: Principal/Supervisor Signature Date: 5-22-24

Recommended for School Board appoval by: Superintendent's Signature Date: 5-22-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

EDGEWOOD SCHOOLS

Susan Shockney <sshockney@rbbschools.net>

Re: Latchkey

1 message

COPY

Emma Grimes <egrimes@rbbschools.net> Wed, May 22, 2024 at 3:51 PM
To: Susan Shockney <sshockney@rbbschools.net>

Yes, that is correct.

On Wed, May 22, 2024 at 3:44 PM Susan Shockney <sshockney@rbbschools.net> wrote:

> Emma,
>
> It is my understanding that you are resigning from your role in Latchkey as of today, May 22, 2024, and that your employment will continue through the summer as an IA and Sub Teacher for summer school only until June 20, 2024. Can you please confirm?
>
> Thanks!

Susan Shockney
Human Resources - Benefits
sshockney@rbbschools.net
School Service Center
600 S. Edgewood Dr.
Ellettsville, IN 47429
t. (812) 876-7100 x2172
f. (812) 876-7020
www.rbbschools.net
Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS

Today's Date: 05/16/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Alicia Dirk Nickname:

Address:

Phone #: Email Address: adirk@rbbschools.net

COPY

New or Current Position of Employment: Asst. Principal

Who previously held this Position?

Select one: ☐ Certified ☐ Classified ☑ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? 7-1-19 to 6-30-21 Prior Position Teacher

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	06/30/2024	ADM004	

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Future changes set ✓ inactive ✓ term date + code

Extended Leave Begin*: Extended Leave End*: ☐ FMLA

*Long Term Sub Name:

School Assigned: EHS Door Access ☐ YES ☑ NO

Hours Per Day: Notes (include daily schedule): #4400

Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS): Step (ex. A): Pay Rate: 90,000

Postion %	Position Account Codes	Sub Code
100%	0101-24100.00-110.40-0000-60140	.40

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions:

Treasurer's Notes: updated on PCS 5-22-24 ~~DLT~~

Employee ID # 5589

Original Start Date at RBBCSC: 8/16/2019

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date: 05/16/2024

Recommended for School Board appoval by: _____ Superintendent's Signature Date: 5-22-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval. Updated 01/2020

601 S. Edgewood Dr.
Ellettsville, IN 47429
May 16, 2024

COPY

Mr. Ackerman,

I would like to submit my resignation as assistant principal at Edgewood High School. My last date to serve in this position is June 30, 2024.

Best,

Alicia Nohe-Dirk

Today's Date: 05/23/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Lydia Lawrence Nickname:
Address: 4078 N. Brookwood Dr., Bloomington, IN 47404
Phone #: 317-691-2361 Email Address: llawrence@rbbschools.net

New or Current Position of Employment: 1st Grade Teacher
Who previously held this Position:

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Employee Prior Position

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

[redacted] ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	06/30/2024	1ST-EPS005	SIECA-EPS001

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EPS
Hours Per Day: 8
Days Per School Year: 185

Notes (include daily schedule):

Door Access ☑ YES ☐ NO #4408

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 54,600
Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Postion %	Position Account Codes	Sub Code
100%	0101-11100.00-110.30-0000-61	51 .30

COPY

Other Current Positions: SIECA-EPS001
Treasurer's Notes: $250 (split) updated MPCS 5-24-24 DH

Employee ID #: 1501610
Original Start Date at RBBCSC: 8/10/21

Recommended for Superintendent's approval by: Brenda Whitaker (Principal/Supervisor Signature) Date: 5/23/24

Recommended for School Board appoval by: (Superintendent's Signature) Date: 5-24-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

May 23, 2024

COPY

Dear Mrs. Whitaker,

I am writing to let you know that I have decided to take a step back from teaching at the end of this school year. I have been in the classroom for 17 years and am going to take a break and try something different, helping with a family business. I have loved working at Edgewood Primary. It was a goal of mine for many years, and I'm so glad I accomplished that goal! My own children love attending school here and we wouldn't want them anywhere else.

I am forever grateful for the growth I went through here, the relationships built, and memories I'll take with me. Thank you for stretching me and guiding me, and placing me on a wonderful team who became like family.

Thank you for everything,

Lydia Lawrence

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

Resign
☑ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Kimberly Crawford Nickname: Kim
Address: 2825 E Hunters Glen, Bloomington, Indiana 47401
Phone #: 812-219-8544 Email Address: kcrawford@rbbschools.net
COPY

New or Current Position of Employment: Elementary Grade Level Chair
Who previously held this Position?

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO
If Yes, when? Current Prior Position: 5th Grade Teacher

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA KS/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/31/2024	GCECA-EIS003	

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*		☐ FMLA
Extended Leave End*		*Long Term Sub Name

School Assigned: Els
Hours Per Day:
Days Per School Year:
Notes (include daily schedule):
Door Access ☐ YES ☐ NO

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 2,200
Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Postion %	Position Account Codes	Sub Code
ECA-GC	0101-33400.00-142.30-0000-6153	.30

Other Current Positions: 5TH-EIS002 BWECA-EIS003
Treasurer's Notes: updated on pcs 6/4/24 DH

Employee ID # 11511
Original Start Date at RBBCSC: 8/15/2005

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) 5/31/24 (Date)

Recommended for School Board appoval by: _____ (Superintendent's Signature) 6-4-24 (Date)

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

EDGEWOOD SCHOOLS

Susan Shockney <sshockney@rbbschools.net>

Re: Grade Level Chair Resignation

1 message

Kim Crawford <kcrawford@rbbschools.net>
To: Susan Shockney <sshockney@rbbschools.net>

Thu, Jun 6, 2024 at 8:57 PM

COPY

Sadly they picked Cierra over me. Sigh... so I guess. Not my choice, but oh well.

Kim Crawford
Fifth Grade Teacher
Edgewood Intermediate School
(812)876-2219

On Wed, Jun 5, 2024 at 1:06 PM Susan Shockney <sshockney@rbbschools.net> wrote:

Kim,

It is my understanding that you are stepping down as an Elementary Grade Level Chair at EIS. Would you please confirm?

Thank you!

Susan Shockney
Human Resources - Benefits
sshockney@rbbschools.net
School Service Center
600 S. Edgewood Dr.
Ellettsville, IN 47429
t. (812) 876-7100 x2172
f. (812) 876-7020
www.rbbschools.net

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS

Resign

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☑ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Theresa Steele Nickname:
Address: 533 W Blackfoot Drive, Ellettsville, Indiana 47429
Phone #: 812-876-1748 Email Address: tsteele@rbbschools.net

New or Current Position of Employment: Elementary Grade Level Chair COPY
Who previously held this Position:

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: Speech Pathologist.

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/31/2024	GCECA-EIS004	

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*			☐ FMLA
Extended Leave End*		*Long Term Sub Name	

School Assigned: EIS Door Access ☑ YES ☐ NO
Hours Per Day: Notes (include daily schedule):
Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 2,200
Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible
Other Current Positions: SPEECH-EIS001
Treasurer's Notes: Updated on Pes 6/4/24 DB

Postion %	Position Account Codes	Sub Code
ECA GC	0101-33400.00-142.30-0000-6153	.30

Employee ID #: 4097
Original Start Date at RBBCSC: 8/19/1991

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date: 5/31/24

Recommended for School Board appoval by: _____ Superintendent's Signature Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

EDGEWOOD SCHOOLS

Susan Shockney <sshockney@rbbschools.net>

Re: Elementary Grade Level Chair resignation

1 message

COPY

Theresa Steele <tsteele@rbbschools.net> Wed, Jun 5, 2024 at 3:50 PM
To: Susan Shockney <sshockney@rbbschools.net>
Cc: Roxann Finch <rfinch@rbbschools.net>

Yes, that is correct.

On Wed, Jun 5, 2024 at 1:06 PM Susan Shockney <sshockney@rbbschools.net> wrote:

> Theresa,
>
> It is my understanding that you are stepping down as an Elementary Grade Level Chair at EIS. Would you please confirm?
>
> Thank you!
>
> **Susan Shockney**
> *Human Resources - Benefits*
> sshockney@rbbschools.net
> School Service Center
> 600 S. Edgewood Dr.
> Ellettsville, IN 47429
> t. (812) 876-7100 x2172
> f. (812) 876-7020
> www.rbbschools.net
>
> Richland-Bean Blossom Community School Corporation
> EDGEWOOD SCHOOLS

Resign

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☑ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

COPY

Name: James Hornick Nickname: Jim
Address: 8418 N Jenner Drive, Ellettsville Indiana 47429
Phone #: 812-325-7480 Email Address: jhornick@rbbschools.net

New or Current Position of Employment: Elementary Grade Level Chair
Who previously held this Position:

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: 3rd grade Teacher/Mentor

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	05/31/2024	GCECA-EIS001	

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EIS
Hours Per Day:
Days Per School Year:

Door Access ☑ YES ☐ NO

Notes (include daily schedule):

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 2,200

Postion %	Position Account Codes	Sub Code
GradeChair	0101-33400.00.142.30.0000-6153	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: 3RD-EIS002 TECHECA-EIS001

Treasurer's Notes: Updated on PCS 6/4/24 JRL

Employee ID #: 11407
Original Start Date at RBBCSC: 8/16/2005

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 5/31/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

EDGEWOOD SCHOOLS

Susan Shockney <sshockney@rbbschools.net>

Re: Grade Level Chair resignation

1 message

COPY

Jim Hornick <jhornick@rbbschools.net>
To: Susan Shockney <sshockney@rbbschools.net>

Wed, Jun 5, 2024 at 2:13 PM

Yes, I will not be the grade level chair next year.

Jim

> On Jun 5, 2024, at 1:01 PM, Susan Shockney <sshockney@rbbschools.net> wrote:
>
> Jim,
>
> It is my understanding that you are stepping down as an Elementary Grade Level Chair committee at EIS. Would you please confirm?
>
> Thank you!

Susan Shockney
Human Resources - Benefits
sshockney@rbbschools.net
School Service Center
600 S. Edgewood Dr.
Ellettsville, IN 47429
t. (812) 876-7100 x2172
f. (812) 876-7020
www.rbbschools.net

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS

Today's Date: 05/24/2024

EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Chloe Wirt Nickname:

Address:

Phone #: Email Address:

COPY

New or Current Position of Employment: Coffee Corral Staff

Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☑ HS Student ☑ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? Current Prior Position: Coffee Corral Staff

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/24/2024	CC-EHS008	hired temporarily (Student)

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Future changes set

Extended Leave Begin*: ☐ FMLA

Extended Leave End*: *Long Term Sub Name:

School Assigned: EHS Door Access ☐ YES ☑ NO

Hours Per Day: Notes (include daily schedule):

Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 7.25

Postion %	Position Account Codes	Sub Code
100%	001-1455.00-120.00-0000-61446	.00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: Updated on PCS 5/28/24 SB

Employee ID #: 150416

Original Start Date at RBBCSC: 7/25/23

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date: 05/28/2024

Recommended for School Board appoval by: _____ Superintendent's Signature Date: 5-28-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/24/2024

EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Owen Snyder Nickname:

Address:

Phone #: Email Address:

(c) COPY

New or Current Position of Employment: Coffee Corral Manager

Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☑ HS Student ☑ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? Current Prior Position: Coffee Corral Manager

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA KS/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/24/2024	CCM-EHS003	hired temporarily (student)

future changes set

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA *Long Term Sub Name:

School Assigned: EHS Door Access ☐ YES ☑ NO

Hours Per Day: Notes (include daily schedule):

Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: stipend 600.00

Postion %	Position Account Codes	Sub Code
100%	0101-11430.00-142.00-0000-61146	.00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: updated on PCS 5/28/24 DH

Employee ID # 150348

Original Start Date at RBBCSC: 2/14/23

Recommended for Superintendent's approval by: [signature] Principal/Supervisor Signature Date: 05/28/2024

Recommended for School Board appoval by: [signature] Superintendent's Signature Date: 5-29-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/24/2024

EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Emmalyne Brown Nickname:

Address:

Phone #: Email Address:

COPY

New or Current Position of Employment: Coffee Corral Staff

Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☑ HS Student ☑ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? Current Prior Position: Coffee Corral Staff

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/24/2024	CC-EHS004	hired temporarily (student)

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Future changes set

Extended Leave Begin*: Extended Leave End*: ☐ FMLA

*Long Term Sub Name:

School Assigned: EHS Door Access ☐ YES ☑ NO

Hours Per Day:

Days Per School Year:

Notes (include daily schedule):

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 7.25

Postion %	Position Account Codes	Sub Code
100%	0101-11455.00.120.00.0000-6146	.00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: Updated on PCS 5/28/24 ~~DKS~~

Employee ID #: 150349

Original Start Date at RBBCSC: 2/7/23

Recommended for Superintendent's approval by: Principal/Supervisor Signature Date: 05/28/2024

Recommended for School Board appoval by: Superintendent's Signature Date: 5-28-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/24/2024

EDGEWOOD SCHOOLS

APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Mae Armstrong Nickname:

Address:

Phone #: Email Address:

COPY

New or Current Position of Employment: Coffee Corral Staff

Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☑ HS Student ☑ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: Coffee Corral Staff

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/24/2024	CC-EHS005	hired temporarily (Student)

future changes set

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* ☐ FMLA

Extended Leave End* *Long Term Sub Name

School Assigned: EHS Door Access ☐ YES ☑ NO

Hours Per Day: Notes (include daily schedule):

Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 7.25

Postion %	Position Account Codes	Sub Code
100%	0101-11455.00-120.00-0000-61460	.06

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: Updated on PCS 5/28/24 ~~DG~~

Employee ID # 150405

Original Start Date at RBBCSC: 7/25/23

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date 05/29/2024

Recommended for School Board appoval by: _____ Superintendent's Signature Date 5-28-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/24/2024

EDGEWOOD SCHOOLS

APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Addison Carter Nickname:

Address:

Phone #: Email Address:

COPY

New or Current Position of Employment: Coffee Corral Staff

Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☑ HS Student ☑ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? Current Prior Position: Coffee Corral Staff

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA KS/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/24/2024	CC-EHS003	hired temporarily (student)

Future changes set

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA

*Long Term Sub Name:

School Assigned: EHS

Hours Per Day:

Days Per School Year:

Notes (include daily schedule):

Door Access ☐ YES ☑ NO

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 7.25

Postion %	Position Account Codes	Sub Code
100%	0101-11455.00-120.000000-60146	.00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: Updated on PCS 5/28/24 DR

Employee ID # 150357

Original Start Date at RBBCSC: 2/14/23

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date: 05/28/2024

Recommended for School Board appoval by: _____ Superintendent's Signature Date: 5-28-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/24/2024

EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Patrick Campbell Nickname:

Address:

Phone #: Email Address:

COPY

New or Current Position of Employment: Coffee Corral Staff

Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☑ HS Student ☑ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? Current Prior Position: Coffee Corral Staff

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/24/2024	CC-EHS009	hired temporarily (Student)

Future changes set

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA

Extended Leave End*: *Long Term Sub Name:

School Assigned: EHS Door Access ☐ YES ☑ NO

Hours Per Day: Notes (include daily schedule):

Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 7.25

Postion %	Position Account Codes	Sub Code
100%	0101-11455.00-120.00-0000-61146	.00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: Updated on PCS 5/28/24 ~~DRS~~

Employee ID #: 150397

Original Start Date at RBBCSC: 7/25/23

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 05/28/2024

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 5-28-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/24/2024

EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Stephen Clement Nickname: Landon

Address:

Phone #: Email Address:

COPY

New or Current Position of Employment: Coffee Corral Staff

Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☑ HS Student ☑ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? current Prior Position: Coffee Coral Staff

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA KS/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA L.I	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/24/2024	CC-EHS011	hired temporarily (Student)

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Future changes set

Extended Leave Begin*: Extended Leave End*: ☐ FMLA

*Long Term Sub Name:

School Assigned: EHS

Hours Per Day:

Days Per School Year:

Notes (include daily schedule):

Door Access ☐ YES ☑ NO

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 7.25

Postion %	Position Account Codes	Sub Code
100%	0101-11455.00-120.00-0000-61446	-00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes:
Updated on PCS 5/28/24 DG

Employee ID # 150431

Original Start Date at RBBCSC: 8/16/23

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date: 05/28/2024

Recommended for School Board appoval by: _____ Superintendent's Signature Date: 5-28-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/24/2024

EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Olivia Lloyd Nickname:

Address:

Phone #: Email Address:

COPY

New or Current Position of Employment: Coffee Corral Staff

Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☑ HS Student ☑ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? Current Prior Position: Coffee Corral Staff

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA LI	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/24/2024	CC-EHS007	hired temporarily (Student)

Future changes set

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA

*Long Term Sub Name:

School Assigned: EHS Door Access ☐ YES ☑ NO

Hours Per Day: Notes (include daily schedule):

Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS): Step (ex. A): Pay Rate: 7.25

Postion %	Position Account Codes	Sub Code
100%	0101-11455.00-120.00-0000-0146	.00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: Updated on PCS 5/28/24 DH

Employee ID #: 150417

Original Start Date at RBBCSC: 7/25/23

Recommended for Superintendent's approval by: [signature] Principal/Supervisor Signature Date: 05/28/2024

Recommended for School Board appoval by: [signature] Superintendent's Signature Date: 5-28-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/24/2024

EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Taylor Rogers Nickname: "Brianne"

Address:

Phone #: Email Address:

COPY

New or Current Position of Employment: Coffee Corral Staff

Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☑ HS Student ☑ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? current Prior Position: Coffee Corral Staff

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/24/2024	CC-EHS002	hired temporarily (student)

Future changes set

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA

*Long Term Sub Name:

School Assigned: EHS

Hours Per Day:

Days Per School Year:

Door Access ☐ YES ☑ NO

Notes (include daily schedule):

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 7.25

Postion %	Position Account Codes	Sub Code
100%	0101-11455.00-120.00-0000-6146	.00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: Updated on PCS 5/28/24 DR

Employee ID #: F0398

Original Start Date at RBBCSC: 7/25/23

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 05/28/2024

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 5-29-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/29/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Nicholas A McBride Nickname: Nick
Address: 4278 W Harrington St. Bloomington, IN 47404
Phone #: 812-929-4853 Email Address: nmcb565656@gmail.com

COPY

New or Current Position of Employment: Technology Intern.
Who previously held this Position:

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? _____ Prior Position _____

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	04.04.24	TECH-SSC0016	Technology Intern

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* _____ ☐ FMLA
Extended Leave End* _____ *Long Term Sub Name _____

School Assigned: IT Dept.
Hours Per Day: _____
Days Per School Year: _____

Notes (include daily schedule): #4423

Door Access ☐ YES ☑ NO

For Admin Office Use Only

Teacher Level (BS/MS): _____
Step (ex. A): _____
Pay Rate: 16.25

Postion %	Position Account Codes	Sub Code
100%	0300-25810.00-120.00-570S-0000	.00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions: _____

Treasurer's Notes: Updated on PCS 6/4/24 DH

Employee ID # 150249
Original Start Date at RBBCSC: 6/21/22

Recommended for Superintendent's approval by: Rick Routon (Principal/Supervisor Signature) 05/29/2024 (Date)

Recommended for School Board appoval by: _____ (Superintendent's Signature) 6-4-24 (Date)

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

LETTER OF RESIGNATION

Nicholas McBride
4278 W Harrington Street
Bloomington, IN, 47404

COPY

April 24, 2024

Richland Bean Blossom School Corporation
600 S. Edgewood Dr. Ellettsville, IN 47429

To whoever this may concern,

I am writing to inform you of my resignation from my intern position from RBB school corporation, effective April 4, 2024.

Thank you,

Nicholas McBride

Nicholas McBride

Today's Date: 05/29/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

COPY

Name: Katelyn Shanklin Nickname:
Address: 4829 N. Palisade Dr., Bloomington, IN 47404
Phone #: 804-399-7822 Email Address: kshanklin@rbbschools.net

New or Current Position of Employment: ESSER III IA SEL / Latchkey . Staff Sub
Who previously held this Position:

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☑ NO

If Yes, when? Current Employee Prior Position

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA KS/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☑ IA (Other)

Does the new IA have an Associates degree or higher? ☑ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination	05/22/2024	IAESSERIII-EPS001	/ LKSIA-EPS002
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA
*Long Term Sub Name:

School Assigned: EPS
Hours Per Day: 6
Days Per School Year: 180

Notes (include daily schedule): Position was terminated

Door Access ☑ YES ☐ NO

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 15.75 Latchkey

Postion %	Position Account Codes	Sub Code
IA	7923-11100.00-120.50-0000.6151	.50
AS needed	0300-33930.00-120.00.0000-6151	.00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: updated on PCS 6/4/24 JM

Employee ID #: 150454
Original Start Date at RBBCSC: 11/16/23

Recommended for Superintendent's approval by: Principal/Supervisor Signature Date: 5/30/24

Recommended for School Board appoval by: Superintendent's Signature Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

COPY

Name: Jennifer Hunckler Nickname:
Address: 4819 N Manchester Ct., Bloomington, Indiana 47404
Phone #: 812-322-8110 Email Address: jhunckler@rbbschools.net

New or Current Position of Employment: SPED IA Connections
Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☑ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/31/2024	IA-EIS012	

(If Termination or Resignation from RBB - please list all positio... that need to be termed)

Future changes set in K.

Extended Leave Begin*: Extended Leave End*: ☐ FMLA
*Long Term Sub Name:

School Assigned: EIS
Hours Per Day: 29 1/2 per week
Days Per School Year: 180

Notes (include daily schedule): #4422

Door Access ☐ YES ☑ NO

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 16.25

Postion %	Position Account Codes	Sub Code
100%	0101-12210.00-120.50-0000-6153	.50

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:
Treasurer's Notes: no coverage
Updated on PCS 6/4/24 DH

Employee ID # 5911
Original Start Date at RBBCSC: 12/9/2019

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date 5/31/24

Recommended for School Board appoval by: _____ Superintendent's Signature Date 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

EDGEWOOD SCHOOLS

Roxann Finch <rfinch@rbbschools.net>

Fwd: Next year

1 message

COPY

Katy Key <kkey@rbbschools.net>
To: Roxann Finch <rfinch@rbbschools.net>

Fri, May 31, 2024 at 9:27 AM

---------- Forwarded message ---------
From: **Jennifer Hunckler** <jhunckler@rbbschools.net>
Date: Fri, May 31, 2024 at 9:16 AM
Subject: Next year
To: Andy Scholl <ascholl@rbbschools.net>, Katy Key <kkey@rbbschools.net>

Mr. Scholl and Mrs. Key,

I would like to inform you of my intention to resign from Inclusion Assistant at Edgewood Intermediate School.

I had every intention of returning to EIS next school year, however, our family is heading for new adventures and new opportunities have recently presented themselves!

As we are moving further south into our newly constructed home, we will be enrolling our oldest at an in-district school and Colton was accepted into The Project School. We have had his name in their lottery and he was chosen! We feel this might be a good fit (due to his unique disabilities) and did not want to pass on this opportunity to try something new.

I was also offered a full-time position at The Project School, which will benefit our family financially as well as keeping us on the same schedules.

I appreciate the opportunities you have given me during my time at EIS. Thank you so much for the opportunity to work in this position and the support you have offered for Colton. I have greatly enjoyed my time with the EIS team, and have learned many invaluable skills I will take with me throughout my career.

Best,

Jennifer Hunckler

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

Resign
☑ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

COPY

Name: Caitlin Julian Nickname:
Address: 4427 N Hull Drive, Bloomington, Indiana 47404
Phone #: 812-360-9266 Email Address: cjulian@rbbschools.net

New or Current Position of Employment: School Improvement Committee
Who previously held this Position:

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: SPED Teacher EIS

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/31/2024	SIECA-EIS005	

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EIS Door Access ☑ YES ☐ NO
Hours Per Day: Notes (include daily schedule):
Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS)	Postion %	Position Account Codes	Sub Code
Step (ex. A)	ECA SI	0101-33400.00-142.30-0000-	6153
Pay Rate: 500.00			

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: SPED-EIS005 SST-EIS001 BM ECA-EIS009

Treasurer's Notes: Updated on PCS 6/4/24 DM

Employee ID # 5660
Original Start Date at RBBCSC: 8/3/2016

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 5/31/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

EDGEWOOD SCHOOLS

Susan Shockney <sshockney@rbbschools.net>

Re: EIS School Improvement Committee

1 message

COPY

Susan Shockney <sshockney@rbbschools.net> Wed, Jun 5, 2024 at 12:26 PM
To: Caitlin Julian <cjulian@rbbschools.net>
Cc: Roxann Finch <rfinch@rbbschools.net>

Thanks! It is a different position on the extra duty positions schedule so I just had to confirm the resignation from the school improvement committee.

Susan Shockney
Human Resources - Benefits
sshockney@rbbschools.net
School Service Center
600 S. Edgewood Dr.
Ellettsville, IN 47429
t. (812) 876-7100 x2172
f. (812) 876-7020
www.rbbschools.net
Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS

On Wed, Jun 5, 2024 at 12:04 PM Caitlin Julian <cjulian@rbbschools.net> wrote:

I am going from the school improvement committee to a grade level chair, which will sit in on the school improvement committee.
Sent from my iPhone

> On Jun 5, 2024, at 11:59 AM, Susan Shockney <sshockney@rbbschools.net> wrote:
>
> Caitlin,
>
> It is my understanding that you are stepping down from the school improvement committee at EIS. Would you please confirm?
>
> Thank you!

Resign

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☑ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: John Kerr Nickname:

Address: 4625 N Calumet Ct, Bloomington, Indiana 47404

Phone #: 812-340-0571 Email Address: jkerr@rbbschools.net

COPY

New or Current Position of Employment: School Improvement Committee

Who previously held this Position?

Select one: ☑ Certified ☐ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position STEM Teacher & Coach

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/31/2024	SIECA-EIS004	

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*			☐ FMLA
Extended Leave End*		*Long Term Sub Name	

School Assigned: EIS

Hours Per Day:

Days Per School Year:

Door Access ☑ YES ☐ NO

Notes (Include daily schedule):

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 500.00

Postion %	Position Account Codes	Sub Code
ECA SI	0101-33400.00.142.30.0000-6453	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: STEM TC-A11001 Robotics ECA-EIS001 TENBECA-001

Treasurer's Notes: Updated on PES 6/4/24 DQ

Employee ID #: 5013998

Original Start Date at RBBCSC: 8/1/2014

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) 5/31/24 (Date)

Recommended for School Board appoval by: _____ (Superintendent's Signature) 6-4-24 (Date)

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

EDGEWOOD SCHOOLS

Susan Shockney <sshockney@rbbschools.net>

Re: School Improvement Committee

1 message

COPY

John Kerr <jkerr@rbbschools.net> Wed, Jun 5, 2024 at 1:41 PM
To: Susan Shockney <sshockney@rbbschools.net>

Yes. I am switching to the HS so I will need to be removed from the SIP for EIS.

John Kerr
STEAM Coach
Edgewood Intermediate School
Robotics Coach

On Wed, Jun 5, 2024 at 11:58 AM Susan Shockney <sshockney@rbbschools.net> wrote:

> John,
>
> It is my understanding that you are stepping down from the school improvement committee at EIS. Would you please confirm?
>
> Thank you!

Susan Shockney
Human Resources - Benefits
sshockney@rbbschools.net
School Service Center
600 S. Edgewood Dr.
Ellettsville, IN 47429
t. (812) 876-7100 x2172
f. (812) 876-7020
www.rbbschools.net

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS

Resign

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☑ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

COPY

Name: Katie Thompson Nickname:
Address: 3389 S Duncan Road, Bloomington, Indiana 47403
Phone #: 812-361-1115 Email Address: kthompson@rbbschools.net

New or Current Position of Employment: School Improvement Committee
Who previously held this Position:

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: 3rd Grade Teacher

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	5/31/2024	SIECA-EIS003	

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EIS Door Access ☑ YES ☐ NO
Hours Per Day: Notes (include daily schedule):
Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 500.00

Postion %	Position Account Codes	Sub Code
ECA-GC	0101-33400.00-142.30-0000-6153	-30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible
Other Current Positions: 3RD-EIS005
Treasurer's Notes: updated on PCS 6/4/24 DG

Employee ID #: 5670
Original Start Date at RBBCSC: 8/3/2016

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 5/31/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

EDGEWOOD SCHOOLS

Susan Shockney <sshockney@rbbschools.net>

Re: EIS School Improvement Committee resignation

1 message

COPY

Katie Thompson <kthompson@rbbschools.net>
To: Susan Shockney <sshockney@rbbschools.net>
Cc: Roxann Finch <rfinch@rbbschools.net>

Wed, Jun 5, 2024 at 2:30 PM

Yes I believe that's correct.

Katie Thompson
Third Grade Teacher
Edgewood Intermediate School

> On Jun 5, 2024, at 1:15 PM, Susan Shockney <sshockney@rbbschools.net> wrote:
>
> Katie,
>
> It is my understanding that you are stepping down from the school improvement committee at EIS. Would you please confirm?
>
> Thank you!

Susan Shockney
Human Resources - Benefits
sshockney@rbbschools.net
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EDGEWOOD SCHOOLS

√ inactive
√ term date
√ term code

Effingham-Beall Blossom Community School Corporation
EDGEWOOD SCHOOLS
Caring. Daring. Preparing.

APPOINTMENT SHEET

COPY

Date: 06/10/2024

Name: Farris (Last Name) Chelsea (First) (Middle) (Maiden)

Address: 231 N Beechwood Dr (Street) Ellettsville (City) IN (State) 47429 (Zip)

Contact Info: 812-369-2141 (Cell#/Home#) crshields92@yahoo.com (Email Address)

Previous Employment with School Corporation: ☐ YES ☐ NO

If yes, When: _____ Job Classification: _____

New or Current Position Type of Employment: 1A 2nd Grade (ex. Teacher, Custodian, IA etc.)

Replacement For: _____ (Name of Employee in this Position Previously)

Check One: ☐ Certified ☒ Classified ☐ Administrator

	New Hire	Start Date
	New Position	Start Date
New Position #:	Transfer	Transfer Date
New Position #: (If Multiple)	Change (pay only, hours, etc.)	Change Date
Current Position#:	Termination	Term Date
Old Position#(s): 1AESSER111-EPS003	Resignation 06/10/2024	Resign Date
(If Transfer/Resignation/Termination)	Retirement	Retirement Date
	Extended Leave*	Begin Date
		End Date
	*Long Term Sub Name:	

DOOR ACCESS* ☐ YES ☐ NO

*Special Notes: #44468 removed

School Assigned (ex. EPS):	EPS
Hours Per Day:	
Days Per School Year:	
TEACHERS	
Level (ex. BS/MS)	
Step (ex. A)	
Pay Rate: (Salary or Per Hour Rate)	14.50

BENEFITS ☐ YES ☑ NO

PERF ELIGIBLE ☐

TRF ELIGIBLE ☐

Position %	Position Account Codes:	Sub Code
	Acct#: 7923-11100.00-120.50-0000-6151	
	Acct#:	
	Acct#:	

EMP#:	150284
Org Start Date at RBBCSC:	8/9/22

Treasurer Notes: Updated on PCS 6/10/24 DH

Recommended for Superintendent's approval by: _____ Principal / Supervisor Signature _____ 6/10/24 (Date)

For Admin. Office Use Only:

Recommended for board approval by: _____ Superintendent's Signature _____ 6-10-24 (Date)

*****Submit completed form to the Corporation Treasurer/Admin Staff. The form will then be sent by the Corp. Treasurer to the Superintendent and School Board for Final Approval.*

****Updated 1-3-23

EDGEWOOD SCHOOLS

Matt Wooden <mwooden@rbbschools.net>

Resignation

Chelsea Farris <cfarris@rbbschools.net> Mon, Jun 10, 2024 at 10:00 AM
To: Matt Wooden <mwooden@rbbschools.net>

I, Chelsea Farris, will be resigning from my Instructional Assistant position at EPS for the 2024-2025 school year. I will be taking on a new role as a mom of twins!
[Quoted text hidden]

Today's Date: 05/14/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Katelyn Myers Nickname:

Address:

Phone #: Email Address: kmyers@rbbschools.net

COPY

New or Current Position of Employment: Science Teacher

Who previously held this Position?

Select one: ☑ Certified ☐ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? current Prior Position

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*	08/13/2024	8THSC-EJHS001	☑ FMLA
Extended Leave End*		*Long Term Sub Name	

School Assigned: EJHS

Hours Per Day: 7.5

Days Per School Year: 185

Notes (include daily schedule): Maternity Leave

Door Access ☑ YES ☐ NO

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 50,100

Postion %	Position Account Codes	Sub Code
100%	0101-11200.00-110.30-0000-6147	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: HPECA-EJHS003 (Split) TRACKGECA-EJHS001

Treasurer's Notes: Updated on PCS 5/15/24 KL

Employee ID # 150246

Original Start Date at RBBCSC: 08/09/2022

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) 5-14-24 (Date)

Recommended for School Board appoval by: _____ (Superintendent's Signature) 5-17-24 (Date)

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 06/11/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS

COPY

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

APPOINTMENT SHEET

Name: Deboran Taylor Nickname: Debbie

Address: 302 Cedar View Ln Bedford, IN 47421

Phone #: 812-606-7265 Email Address: dtaylor@rbbschools.net

New or Current Position of Employment: Sub Driver

Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? _____ Prior Position _____

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	06-11-2024	DRTP-SSC026	

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* _____ ☐ FMLA

Extended Leave End* _____ *Long Term Sub Name _____

School Assigned: TRANS Door Access ☑ YES ☐ NO

Hours Per Day: 5.5 Notes (include daily schedule): _____

Days Per School Year: 186

For Admin Office Use Only

Teacher Level (BS/MS) _____

Step (ex. A) _____

Pay Rate: 21.75

Postion %	Position Account Codes	Sub Code
100%	0300-27100.00-120.00-5905-0000	00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions: _____

Treasurer's Notes: Updated on PCS 6/13/24 ~~JH~~

Employee ID # 5972

Original Start Date at RBBCSC: 08/25/2020

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date: 06/11/2024

Recommended for School Board appoval by: _____ Superintendent's Signature Date: 6-13-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024


VZW Wi-Fi
6:43 AM
92%
DT
Debbie
Copy
Hey there. I have been placed on medication that prevents me from driving any more. I will miss talk and the kids
Ok thanks I will officially resign you tomorrow
Thank you

Today's Date: 06/11/24

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS

Copy

APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Calie Belcher Nickname: _____

Address: 1021 W Howe St., Bloomington, IN 47403

Phone #: 812-345-5455 Email Address: caliebelcher11@gmail.com

New or Current Position of Employment: Special Education Teacher

Who previously held this Position? _____

Select one: ☑ Certified ☐ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? _____ Prior Position _____

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation	06/11/24	PT-EECC002	

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*			☐ FMLA
Extended Leave End*		*Long Term Sub Name	

School Assigned: EECC

Hours Per Day: _____

Days Per School Year: _____

Door Access ☐ YES ☐ NO

Notes (include daily schedule): _____

For Admin Office Use Only

Teacher Level (BS/MS): _____

Step (ex. A): _____

Pay Rate: 48,000

Postion %	Position Account Codes	Sub Code
50%	0101-12810.00-110.30-0000-6144	.30
50%	5465-12810.00-110.30-0000-6144	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: _____

Treasurer's Notes: Updated on PCS 6/13/24 DH

Employee ID # 150289

Original Start Date at RBBCSC: 8/15/22

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) 06/11/2024 (Date)

Recommended for School Board appoval by: _____ (Superintendent's Signature) 6-13-24 (Date)

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Copy

Resignation Letter

Calie Belcher

1021 W Howe St

Bloomington, IN 47403

June 10, 2024

Richland Bean Blossom Community School Corporation

Attn: Heather Kensek, Jennifer Anderson

7700 W Reeves Rd

Bloomington, IN 47429

Dear Mrs. Kensek and Mrs. Anderson,

Please accept this formal notice of my resignation from the position of Special Education Teacher for EECC at Richland Bean Blossom Community School Corporation, effective as of the end of my 2023-2024 school year contract.

After careful consideration, I have made the decision to resign. Working for RBBCSC has been a wonderful experience that has afforded me many valuable opportunities to learn and grow, and I am very grateful to have been part of this organization.

I will do all in my power to minimize any inconveniences caused to anyone at RBBCSC by my resignation, during my remaining time.

I wish you and RBBCSC continued growth and success in the future.

Sincerely,

Calie Belcher

D. Personnel

Today's Date: 05/20/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Beulah Martin Nickname:

Address:

Phone #: Email Address:

COPY

New or Current Position of Employment: Lunch Room Assistant - EIS

Who previously held this Position? Madeline Arquette

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? current Prior Position: Nutrition Services Sub

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer	08/07/2024		NSRS-A11004
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*		☐ FMLA	
Extended Leave End*		*Long Term Sub Name	

School Assigned: EIS Door Access ☑ YES ☐ NO

Hours Per Day: 3 Notes (include daily schedule): EIS Back Kitchen door

Days Per School Year: 180 10:30 a.m.-1:30 p.m.

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: $14.53

Postion %	Position Account Codes	Sub Code
New Role change	0800-31200.00-120.00-0000-6153	06

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: updated on PCS 5/20/24 ~~DBT~~

Employee ID # 35317

Original Start Date at RBBCSC: 4-20-11

Recommended for Superintendent's approval by: Vickie Coffey — Principal/Supervisor Signature — Date: 05/20/2024

Recommended for School Board appoval by: — Superintendent's Signature — Date: 5-20-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School IA

Today's Date: 05/15/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Amy Shepherd Nickname:
Address: 109 Pine Cone Court, Ellettsville, IN 47429
Phone #: 317-512-1987 Email Address: ashepherd@rbbschools.net

COPY

New or Current Position of Employment: IA for Summer School
Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO
If Yes, when? Current Employee Prior Position SPED IA Journeys (Self Contained)

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☑ IA (Other)

[redacted] ☐ YES ☑ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	6-3-24	SSIA-EPS003	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EPS Door Access ☑ YES ☐ NO
Hours Per Day: 4.5 Notes (include daily schedule): Summer School 6/3/24-6/20/24 8:00am-12:30pm M-Th
Days Per School Year:

Summer Only **For Admin Office Use Only**

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: Summer rate 15.75

Position %	Position Account Codes	Sub Code
	0101-14100.00-120.50.0000-6051	.50

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible
Other Current Positions: IA-EPS012
Treasurer's Notes: Updated on PCS 5/20/24 ~~TL~~

Employee ID #: 5617
Original Start Date at RBBCSC: 10/12/15

Recommended for Superintendent's approval by: Principal/Supervisor Signature Date: 6/17/24

Recommended for School Board appoval by: Superintendent's Signature Date: 5-20-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School IA

Today's Date: 05/15/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Samantha Neville Nickname:
Address: 4012 N. White St., Ellettsville, IN 47429
Phone #: 812-344-7492 Email Address: sneville@rbbschools.net

COPY

New or Current Position of Employment: IA for Summer School
Who previously held this Position:

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO
If Yes, when? Current Employee Prior Position: IA Kindergarten

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☑ IA (Other)

[redacted] ☑ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	6/3/24	SSIA-EPS002	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA
*Long Term Sub Name:

School Assigned: EPS
Hours Per Day: 4.5
Days Per School Year:
Notes (include daily schedule): Summer School 6/3/24-6/20/24 8:00am-12:30pm M-Th
Door Access ☑ YES ☐ NO

Summer Only

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Summer rate
Pay Rate: 16.00

Postion %	Position Account Codes	Sub Code
↓	0101-14100.00-120.50-0000-6151	.50

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible
Other Current Positions: IA-EPS003
Treasurer's Notes: updated on PCS 5/20/24 ~~JM~~

Employee ID #: 150184
Original Start Date at RBBCSC: 9/3/21

Recommended for Superintendent's approval by: Brenda Marbaker (Principal/Supervisor Signature) Date: 5/17/24

Recommended for School Board appoval by: (Superintendent's Signature) Date: 5/20/24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School IA

Today's Date: 05/15/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Susan Hazel Nickname:
Address: 6230 W. State Road 48, Bloomington, IN 47404
Phone #: 812-340-0621 Email Address: shazel@rbbschools.net

COPY

New or Current Position of Employment: IA for Summer School
Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Employee Prior Position: Title I HQ IA

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☑ IA (Other)

[redacted] ☑ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	6-3-24	SSIA-EPS001	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EPS Door Access ☑ YES ☐ NO
Hours Per Day: 4.5 Notes (include daily schedule): Summer School 6/3/24-6/20/24 8:00am-12:30pm M-Th
Days Per School Year:

For Admin Office Use Only

Summer only code + rate

Teacher Level (BS/MS):
Step (ex. A):
Summer rate
Pay Rate: 16.75

Postion %	Position Account Codes	Sub Code
	0101-14100.00.120.50-000-6151	.50

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions: IA II-EPS001

Treasurer's Notes:
updated on PCS 5/20/24 DH

Employee ID #: 5686
Original Start Date at RBBCSC: 8/22/16

Recommended for Superintendent's approval by: Principal/Supervisor Signature Date: 5/17/24

Recommended for School Board appoval by: Superintendent's Signature Date: 5-20-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School IA

Today's Date: 05/15/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Audrey Hauser Nickname:
Address: 1850 W. Valley View Dr., Ellettsville, IN 47429
Phone #: 317-652-5894 Email Address: ahauser@rbbschools.net

COPY

New or Current Position of Employment: IA for Summer School
Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Employee Prior Position IA 1st grade / Latch Key

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☑ IA (Other)

[redacted] ☑ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	6-3-24	SSIA-EPS004	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EPS
Hours Per Day: 4.5
Days Per School Year:

Door Access ☑ YES ☐ NO

Notes (include daily schedule): Summer School 6/3/24-6/20/24 8:00am-12:30pm M-Th

Summer only

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Summer rate
Pay Rate: 15.75

Postion %	Position Account Codes	Sub Code
	0101-14100.00-120.50-0000-6151	50

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions: IA-EPS004 LICSIA-EPS022

Treasurer's Notes: Updated on PCS 5/20/24 ~~JD1~~

Employee ID # 150473
Original Start Date at RBBCSC: 2/12/24

Recommended for Superintendent's approval by: Principal/Supervisor Signature Date: 5-17-24

Recommended for School Board appoval by: Superintendent's Signature Date: 5-20-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School / Teacher Sub IA

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

Today's Date: 05/15/2024

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Emma Grimes Nickname:
Address: 1652 S. Curry Pike, Bloomington, IN 47403
Phone #: 765-720-7258 Email Address: egrimes@rbbschools.net

COPY

New or Current Position of Employment: IA for Summer School/Teacher Substitute for Summer School

Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Employee Prior Position Latchkey

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☑ IA (Other)

[redacted] ☑ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	6-3-24	SSIA-EPS005	
New Hire Start	6-3-24	SSTS-EPS001	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EPS
Hours Per Day: 4.5
Days Per School Year:

Door Access ☑ YES ☐ NO

Notes (include daily schedule): Summer School 6/3/24-6/20/24 8:00am-12:30pm M-Th, Teacher sub for 2nd grade 6/3/24 & 6/4/24, Sub for 1st grade 6/18/24 & 6/19/24

For Admin Office Use Only

Summer only codes

Teacher Level (BS/MS):
Step (ex. A):
Summer School rate / Teacher Sub rate
Pay Rate: same / 17.00

Position %	Position Account Codes	Sub Code
Summer School	0101-14100.00-120.50-0000-6151	.50
Teacher Sub	0101-14100.00-130.00-0000-6151	.00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions: LKS-EPS012

Treasurer's Notes: updated on PCS 5/20/24 DH

Employee ID #: 150202
Original Start Date at RBBCSC: 12-16-21

Recommended for Superintendent's approval by: [signature] Principal/Supervisor Signature Date: 5/17/24

Recommended for School Board appoval by: [signature] Superintendent's Signature Date: 5-20-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School / Camp Invention IA

Today's Date: 05/15/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Lorna Dhom Nickname:
Address: 644 Orchard Heights Dr., Spencer, IN 47460
Phone #: 812-606-0816 Email Address: ldhom@rbbschools.net COPY

New or Current Position of Employment: Health Aide for Summer School and Camp Invention
Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Employee Prior Position

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

[redacted] ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	6-3-24	SSN-EPS-001	
New Hire Start	6-24-24	CIN-EPS001	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA *Long Term Sub Name:

School Assigned: EPS
Hours Per Day: 4.5/8
Days Per School Year:

Notes (include daily schedule):
Summer School 6/3/24-6/11/24 8:00am-12:30pm M-Th
Camp Invention 6/24/24-6/27/24 8:00am-4:00pm M-Th

Door Access ☑ YES ☐ NO

For Admin Office Use Only

Teacher Level (BS/MS): Summer only
Step (ex. A):
Pay Rate: 15.75 (Summer School rate same Camp Invention rate)
Benefits: ☐ TRF Eligible ☑ PERF Eligible ☐ Not Eligible

Postion %	Position Account Codes	Sub Code
Summer School	0101-21340.00-120.00-0000-6151	.00
Camp Invention		

Other Current Positions:

Treasurer's Notes:
Updated on PCS 5/20/24 DH

Employee ID #: 5816
Original Start Date at RBBCSC: 9/17/2018

Recommended for Superintendent's approval by: Brenda Whitaker (Principal/Supervisor Signature) 5/17/24 (Date)

Recommended for School Board appoval by: (Superintendent's Signature) 5-20-24 (Date)

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School Teacher

Today's Date: 05/15/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Sara Mobley Nickname:
Address: 8444 N. Red Hill Road, Ellettsville, IN 47429
Phone #: 812-322-4661 Email Address: smobley@rbbschools.net

COPY

New or Current Position of Employment: Kindergarten Teacher for Summer School
Who previously held this Position?

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO
If Yes, when? Current Employee Prior Position: Kindergarten Teacher

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

[redacted] ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	6-3-24	SST-EPS001	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*			☐ FMLA
Extended Leave End*		*Long Term Sub Name	

School Assigned: EPS
Hours Per Day: 4.5
Days Per School Year:

Door Access ☑ YES ☐ NO
Notes (include daily schedule): Summer School 6/3/24-6/20/24 8:00am-12:30pm M-T

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: Summer rate $40 an hour
Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Summer only

Position %	Position Account Codes	Sub Code
→	0101-14100.00.110.30-0000-6151	.30

Other Current Positions: KG-EPS003 GC ECA-EPS002
Treasurer's Notes: Updated on PCS 5/20/24 DD

Employee ID #: 5153
Original Start Date at RBBCSC: 8-11-2008

Recommended for Superintendent's approval by: Principal/Supervisor Signature — Date: 5/17/24
Recommended for School Board appoval by: Superintendent's Signature — Date: 5-20-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School Teacher

Today's Date: 05/20/2019

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Deborah Tanner Nickname:
Address: 3044 N Andy Way, Bloomington, Indiana 47404
Phone #: 812-598-8607 Email Address: dtanner@rbbschools.net

COPY

New or Current Position of Employment: Summer School Teacher
Who previously held this Position?

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: 3rd Grade Teacher - EIS

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	6/3/2024	SST-EIS004	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA
*Long Term Sub Name:

School Assigned: EIS
Hours Per Day: 4 1/2 hours per day
Days Per School Year: 12
Notes (Include daily schedule):
Door Access ☑ YES ☐ NO

Summer School

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: $40 per hr

Position %	Position Account Codes	Sub Code
1	0101-14100.40-110.30-0000-6453	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible
Other Current Positions: 3RD-EIS006
Treasurer's Notes:
updated on PCS 5/20/24 CL

Employee ID #: 150269
Original Start Date at RBBCSC: 8/9/2022

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) 5/20/24 (Date)

Recommended for School Board appoval by: _____ (Superintendent's Signature) 5-20-24 (Date)

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School Teacher

Today's Date: 05/15/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Jennifer Mauntel Nickname:
Address: 4310 Kemp Road Apt. 103, Bloomington, IN 47404
Phone #: 812-631-3600 Email Address: jmauntel@rbbschools.net

COPY

New or Current Position of Employment: 2nd Grade Teacher for Summer School
Who previously held this Position:

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Employee Prior Position: Special Education Teacher

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

[redacted] ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	6-3-24	SST-EPS004	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EPS
Hours Per Day: 4.5
Days Per School Year:

Door Access ☑ YES ☐ NO
Notes (include daily schedule): Summer School 6/3/24-6/20/24 8:00am-12:30pm M-T

Summer Only

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Summer rate
Pay Rate: $40 an hour

Postion %	Position Account Codes	Sub Code
1	0101-14100.00-110.30-01000-6151	130

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible
Other Current Positions: SPED-EPS002
Treasurer's Notes: Updated on PCS 5/20/24 DH

Employee ID #: 150250
Original Start Date at RBBCSC: 8/9/22

Recommended for Superintendent's approval by: Brenda Mahaker (Principal/Supervisor Signature) Date: 6/17/24

Recommended for School Board appoval by: (Superintendent's Signature) Date: 5-20-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School Teacher

Today's Date: 05/15/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Laticia Kerr Nickname:
Address: 5001 W. DeAnn Dr., Bloomington, IN 47404
Phone #: 812-340-0676 Email Address: lkerr@rbbschools.net

COPY

New or Current Position of Employment: 2nd Grade Teacher for Summer School
Who previously held this Position?

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Employee Prior Position 2nd grade Teacher

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

[redacted] ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	6-3-24	SST-EPS003	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EPS
Hours Per Day: 4.5
Days Per School Year:
Notes (include daily schedule): Summer School 6/3/24-6/20/24 8:00am-12:30pm M-Th
Door Access ☑ YES ☐ NO

Summer Only

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Summer rate
Pay Rate: $40 an hour
Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Postion %	Position Account Codes	Sub Code
↳	0101-14100.00-110.30-0000-6151	.30

Other Current Positions: 2nd-EPS007 GCECA-EPS004
Treasurer's Notes: updated on PS 5/20/24 DL

Employee ID #: 1234
Original Start Date at RBBCSC: 8/9/2013

Recommended for Superintendent's approval by: Principal/Supervisor Signature Date: 5/17/24

Recommended for School Board appoval by: Superintendent's Signature Date: 5-20-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School Teacher

Today's Date: 05/20/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Caitlin Julian Nickname:
Address: 4427 N Hull Drive, Bloomington, Indiana 47404
Phone #: 812-360-9266 Email Address: cjulian@rbbschools.net

QC COPY

New or Current Position of Employment: Summer School Teacher
Who previously held this Position?
Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire
Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO
If Yes, when? Current Prior Position: Inclusion Teacher Special Education -EIS

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	6/3/2024	SST-EIS001	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EIS Door Access ☑ YES ☐ NO
Hours Per Day: 4 1/2 hours per day Notes (include daily schedule):
Days Per School Year: 12

Summer School Only

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: $40 per hr.

Postion %	Position Account Codes	Sub Code
	0101-14100.00-110.30-0000-6453	130

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible
Other Current Positions: SPED-EIS005 BW ECA-EIS009 SIG ECA-EIS005
Treasurer's Notes: Updated on PCS 5-20-24

Employee ID #: 5660
Original Start Date at RBBCSC: 8/3/2016

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 5/20/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 5-20-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School Teacher

Today's Date: 05/20/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Sara Jallal-Azizi Nickname:
Address: 1507 W Edinburgh Bend, Bloomington, Indiana 47403
Phone #: 812-361-1090 Email Address: sjallal@rbbschools.net

COPY

New or Current Position of Employment: Summer School Teacher
Who previously held this Position?

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: 4th Grade Teacher - EIS

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	6/3/2024	SST-EIS003	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EIS
Hours Per Day: 4 1/2 hours per day
Days Per School Year: 12

Door Access ☑ YES ☐ NO

Notes (include daily schedule):

Summer School Only

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 40.00 per hr.

Postion %	Position Account Codes	Sub Code
→	0101-14100.00-110.30-0000-6053	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible
Other Current Positions: 4TH EIS004 SCECH EIS002 (split 3ways)
Treasurer's Notes: updated on PCS 5/20/24 DRH

Employee ID #: 5855
Original Start Date at RBBCSC: 8/6/2019

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 5/20/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 5-20-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School Teacher

Today's Date: 05/15/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Autum Daugherty Nickname:
Address: 636 E. Musket Dr., Ellettsville, IN 47429
Phone #: 812-369-6124 Email Address: adaugherty@rbbschools.net

COPY

New or Current Position of Employment: 1st Grade Teacher for Summer School
Who previously held this Position?

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO
If Yes, when? Current Employee Prior Position: 2nd grade Teacher

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

[redacted] ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	6-3-24	SST. EPS002	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*		☐ FMLA	
Extended Leave End*		*Long Term Sub Name	

School Assigned: EPS Door Access ☑ YES ☐ NO
Hours Per Day: 4.5 Notes (include daily schedule): Summer School 6/3/24-6/20/24 8:00am-12:30pm M-Th
Days Per School Year:

Summer Only **For Admin Office Use Only**

Teacher Level (BS/MS):
Step (ex. A):
Summer rate
Pay Rate: $40 an hour

Position #	Position Account Codes	Sub Code
↳	0101-14100.00-110.30-0000-10151	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible
Other Current Positions: 2nd-EPS003
Treasurer's Notes: updated on PCS 5/20/24 DLS

Employee ID #: 150203
Original Start Date at RBBCSC: 8/9/22

Recommended for Superintendent's approval by: Principal/Supervisor Signature — 5/17/24 Date
Recommended for School Board appoval by: Superintendent's Signature — 5-20-24 Date

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval. Updated 01/2024

Summer School Teacher

Today's Date: 05/20/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Lisa Bruns Nickname:

COPY

Address: 4143 Meadowvale Drive, Bloomington, Indiana 47404

Phone #: 812-369-8091 Email Address: lbruns@rbbschools.net

New or Current Position of Employment: Summer School Teacher

Who previously held this Position?

Select one: ☑ Certified ☐ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: Music Teacher -EIS

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	6/3/2024	SST-EIS002	Through 6-14-2024
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* Extended Leave End* ☐ FMLA

*Long Term Sub Name

School Assigned: EIS

Hours Per Day: 4 1/2 hours per day

Days Per School Year: 12

Notes (include daily schedule): Summer School!

Door Access ☑ YES ☐ NO

For Admin Office Use Only

Teacher Level (BS/MS)

Step (ex. A)

Pay Rate: Summer School rate 40.00 per hr

Postion % only

Position Account Codes	Sub Code
0101-14100.00-110.30-0000-6153	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: MUSIC-EIS001 MUSIC ECA-615001

Treasurer's Notes: updated on PCS 5/20/24 DH

Employee ID # 3544199

Original Start Date at RBBCSC: 8/3/2015

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature 5/20/24 Date

Recommended for School Board appoval by: _____ Superintendent's Signature 5-20-24 Date

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School IA

Today's Date: 05/21/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Amanda Lawson Nickname:
Address: 7831 N Wexford Ct., Bloomington, Indiana 47408
Phone #: 812-360-8098 Email Address: alawson@rbbschools.net

COPY

New or Current Position of Employment: Summer School Instructional Assistant
Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO
If Yes, when? Current Prior Position: SPED IA Connections

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☑ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☑ NO (GF on higher scale)

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	6/03/2024	SSIA-EIS001	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA *Long Term Sub Name:

School Assigned: EIS
Hours Per Day: 4 1/2 hours per day
Days Per School Year: 12
Notes (include daily schedule):
Door Access ☑ YES ☐ NO

Summer School only

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 16.75

Postion %	Position Account Codes	Sub Code
	0101-14100.00-12050-0000-6153	.50

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible
Other Current Positions: IA-EIS013
Treasurer's Notes: Updated on PCS 5-22-24 ~~DH~~

Employee ID #: 5797
Original Start Date at RBBCSC: 3/08/2021

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date: 5/21/24

Recommended for School Board appoval by: _____ Superintendent's Signature Date: 5-22-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval. Updated 03/2024

Today's Date: 05/17/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Susan Demoss Nickname:

Address:

Phone #: Email Address:

©COPY

New or Current Position of Employment: AP Proctor

Who previously held this Position?

Select one: ☑ Certified ☐ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? until 5-26-23 Prior Position: Teacher-EIS 5th grade

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	5/6/2024	TP-EHS003	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* ☐ FMLA

Extended Leave End* *Long Term Sub Name

School Assigned: EHS Door Access ☐ YES ☑ NO

Hours Per Day: Notes (Include daily schedule):

Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Postion %	Position Account Codes	Sub Code
100%	0101-11300.00-130.00.0000-	0146 .00

Pay Rate: 20.00 an hour

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes:
updated on PCS 5-22-24 ~~DH~~

Employee ID # 854

Original Start Date at RBBCSC:

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date 05/21/2024

Recommended for School Board appoval by: _____ Superintendent's Signature Date 5-22-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/22/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Cindy Bentley Nickname:
Address: 9010 W Hedrick Road, Gosport, Indiana 47433
Phone #: 812-821-5689 Email Address: cbentley@rbbschools.net

COPY

New or Current Position of Employment: Summer School Health Aide
Who previously held this Position:

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: Health Assistant

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	6/12/2024	SSN-EIS001	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA
*Long Term Sub Name:

School Assigned: EIS
Hours Per Day: 4 1/2 hours per day
Days Per School Year: 6

Door Access ☑ YES ☐ NO
Notes (include daily schedule):

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 17.00

Postion %	Position Account Codes	Sub Code
100%	0101-21340.00.120.00-0000-61453	.00

Benefits: ☐ TRF Eligible ☑ PERF Eligible ☐ Not Eligible
Other Current Positions: HA-EIS001
Treasurer's Notes: Updated on PCS 5/22/24 DRL

Employee ID #: 691
Original Start Date at RBBCSC: 8/22/1996

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) 5/22/24 (Date)

Recommended for School Board appoval by: _____ (Superintendent's Signature) 5-24-24 (Date)

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School IA

Today's Date: 05/21/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Andrea Andrews Nickname:
Address: 325 Poplar Drive, Ellettsville, Indiana 47429
Phone #: 812-360-9418 Email Address: aandrews@rbbschools.net

COPY

New or Current Position of Employment: Summer School IA
Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: Library Assistant

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☑ IA (Other)

Does the new IA have an Associates degree or higher? ☑ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	6/03/2024	SSIA-EIS 002	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EIS
Hours Per Day: 4 1/2 hours per day
Days Per School Year: 12
Notes (include daily schedule):
Door Access ☑ YES ☐ NO

Summer School Only

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 16.75
Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible
Other Current Positions: LA-EIS001

Postion %	Position Account Codes	Sub Code
	0101-14100.00-120.50-0000-6153	.50

Treasurer's Notes:
Updated on PCS 5-22-24 ~~TH~~

Employee ID #: 5495
Original Start Date at RBBCSC: 7/28/2015

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date: 5/21/24

Recommended for School Board appoval by: _____ Superintendent's Signature Date: 5-22-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 06/04/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☑ Carryover ECA position each year until employee terms?

Name: Jennifer Tague Nickname:
Address: 1833 N Limestone Drive Ellettsville, IN 47429
Phone #: 812-320-0338 Email Address:

COPY

New or Current Position of Employment: Maintenance Part Time SUB
Who previously held this Position:

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: Bus Driver

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	6-4-24	MNT-SSC010 PT	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: Admin/Maint. Door Access ☑ YES ☐ NO
Hours Per Day: Notes (include daily schedule):
Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Maint. Sub rate
Pay Rate: 16.25

Postion %	Position Account Codes	Sub Code
Maint Sub	0300-26200.00-120.00-5705-0000	00

Benefits: ☐ TRF Eligible ☑ PERF Eligible ☐ Not Eligible
Other Current Positions: DRTP-SSC008
Treasurer's Notes:
Hours as needed updated on PCS 6/4/24 JBL

Employee ID #: 35388
Original Start Date at RBBCSC: 8/5/22

Recommended for Superintendent's approval by: [signature] Principal/Supervisor Signature Date: 6-4-24

Recommended for School Board appoval by: [signature] Superintendent's Signature Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School Teacher

Today's Date: 05/29/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Christopher Driver Nickname:

Address:

Phone #: Email Address: cdriver@rbbschools.net

COPY

New or Current Position of Employment: Summer School Teacher

Who previously held this Position?

Select one: ☑ Certified ☐ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? current Prior Position Science Teacher

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	05/29/2024	SST-EHS001	
New Position Start	to 6/26/24		
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* ☐ FMLA

Extended Leave End* *Long Term Sub Name

School Assigned: EHS Door Access ☑ YES ☐ NO

Hours Per Day: 4 Notes (include daily schedule):

Days Per School Year:

Summer School only

Teacher Level (BS/MS):

Step (ex. A):

Summer School rate

Pay Rate: $40

For Admin Office Use Only

Position #	Position Account Codes	Sub Code
→	0101-14300.00-110.30-0000-61446	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: SC-EHS004 F139ECM-EHS001

Treasurer's Notes:

Updated on PCS 5/29/24 ~~DRH~~

Employee ID # 150241

Original Start Date at RBBCSC: 8/9/22

Recommended for Superintendent's approval by: [signature] Principal/Supervisor Signature Date: 05/29/2024

Recommended for School Board appoval by: [signature] Superintendent's Signature Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School Teacher

Today's Date: 05/29/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

COPY

Name: Casey Geer Nickname:
Address:
Phone #: Email Address: cgeer@rbbschools.net

New or Current Position of Employment: Summer School Teacher
Who previously held this Position:

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: Math Teacher

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	05/29/2024	SST-EHS002	
New Position Start	to 6/26/24		
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EHS
Hours Per Day:
Days Per School Year:

Door Access ☑ YES ☐ NO

Notes (include daily schedule):

Teacher Level (BS/MS): Summer School only
Step (ex. A):
Pay Rate: Summer School rate $40

For Admin Office Use Only

Postion %	Position Account Codes	Sub Code
→	0101-14300.00-110.30-0000-61460	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: MATH-EHS002

Treasurer's Notes:
Updated on PCS 5/29/24 DBJ

Employee ID #: 150147
Original Start Date at RBBCSC: 8/10/21

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date: 05/29/2024

Recommended for School Board appoval by: _____ Superintendent's Signature Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Summer School Teacher

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

COPY

Name: Stephanie Noth Nickname:
Address: 9129 N Texas Ridge Road, Gosport, Indiana 47433
Phone #: 317-410-7920 Email Address: snoth@rbbschools.net

New or Current Position of Employment: Summer School Teacher
Who previously held this Position? Lisa Bruns will be on vacation the last week on summer school

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO
If Yes, when? Current Prior Position 3rd-5th High Ability Teacher

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA KS/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	6/17/2024	SST-EIS005	
Transfer	to 6/20/24		
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*			☐ FMLA
Extended Leave End*		*Long Term Sub Name	

School Assigned: EIS
Hours Per Day: 4 1/2 hours per day
Days Per School Year: 4

Door Access ☑ YES ☐ NO
Notes (include daily schedule): Only doing the last week of summer school because Lisa Bruns will be on vacation.

Summer School code only

Teacher Level (BS/MS):
Step (ex. A):
Summer School rate
Pay Rate: $40

For Admin Office Use Only

Postion #	Position Account Codes	Sub Code
→	0101-HH00.00-110.30-0000-6153	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: 3RD/4TH/5TH/EIS001 SIECA-EIS002

Treasurer's Notes: updated on PCS 6/4/24 ~~SDI~~

Employee ID # 3546399
Original Start Date at RBBCSC: 10/12/2015

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date 5/31/24

Recommended for School Board appoval by: _____ Superintendent's Signature Date 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

SummerSchool IA

Today's Date: 05/24/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

COPY

Name: Jessica Posey Nickname:
Address: 352 E Briarwood Lane, Ellettsville, Indiana 47429
Phone #: 812-606-2551 Email Address: jposey@rbbschools.net

New or Current Position of Employment: Summer School IA 2024
Who previously held this Position:

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: SPED 4th Grade Inclusion

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA KS/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☑ SPED IA 1:1	☑ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☑ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	6/3/2024	SSIA-EIS003	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EIS
Hours Per Day: 4 1/2 hours per day
Days Per School Year: 12

Door Access ☑ YES ☐ NO

Notes (include daily schedule):

Summer School only

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 15.75

Position %	Position Account Codes	Sub Code
→	0101-14100.00-120.50-0000-16	53 .50

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions: IA-EIS004

Treasurer's Notes:
updated on POS 5/24/24 DH

Employee ID # 150407
Original Start Date at RBBCSC: 8/9/2023

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date: 5/24/24

Recommended for School Board appoval by: _____ Superintendent's Signature Date: 5-24-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

New 24-25

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS

APPOINTMENT SHEET

☑ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

COPY

Name: James Hornick Nickname: Jim

Address: 8418 N Jenner Drive, Ellettsville Indiana 47429

Phone #: 812-325-7480 Email Address: jhornick@rbbschools.net

New or Current Position of Employment: School Improvement Committee

Who previously held this Position? Katie Thompson

Select one: ☑ Certified ☐ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position 3rd Grade Teacher

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	8/5/2024	SIECA-EIS003	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*			☐ FMLA
Extended Leave End*		*Long Term Sub Name	

School Assigned: EIS

Hours Per Day:

Days Per School Year:

Notes (include daily schedule):

Door Access ☑ YES ☐ NO

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 500.00

Postion %	Position Account Codes	Sub Code
ECA GC	0101-33400.00-142.30-0000-6153	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: 3RD-EIS002 TECHCECA-EIS001

Treasurer's Notes: Updated on PCS 6/4/24 DH

Employee ID # 11407

Original Start Date at RBBCSC: 8/16/2005

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date: 5/31/24

Recommended for School Board appoval by: _____ Superintendent's Signature Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

New 24-25

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☑ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

COPY

Name: Caitlin Julian Nickname:
Address: 4427 N Hull Drive, Bloomington, Indiana 47404
Phone #: 812-360-9266 Email Address: cjulian@rbbschools.net

New or Current Position of Employment: Elementary Grade Level chair
Who previously held this Position? Theresa Steele

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position SPED Teacher EIS

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	8/5/2024	GCECA-EIS004	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* ☐ FMLA
Extended Leave End* *Long Term Sub Name

School Assigned: EIS Door Access ☑ YES ☐ NO
Hours Per Day
Days Per School Year
Notes (include daily schedule):

For Admin Office Use Only

Teacher Level (BS/MS)
Step (ex. A)
Pay Rate: 2,200

Postion %	Position Account Codes	Sub Code
ECA GC	0101-33400.00-142.30-0000.6153	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: SPED-EIS005 SST-EIS001 BW ECA-EIS009

Treasurer's Notes: Updated on PCS 6/4/24 DBL

Employee ID # 5660
Original Start Date at RBBCSC: 8/3/2016

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) 5/31/24 (Date)

Recommended for School Board appoval by: _____ (Superintendent's Signature) 6-4-24 (Date)

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

New 24-25

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☑ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Susan Keller Nickname:
Address: 4946 N White River Drive, Bloomington, Indiana 47404
Phone #: 812-219-7692 Email Address: skeller@rbbschools.net

COPY

New or Current Position of Employment: School Improvement Committee
Who previously held this Position? John Kerr

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: PE/Wellness Teacher EIS

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	8/5/2024	SIECA-EIS004	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EIS Door Access ☑ YES ☐ NO
Hours Per Day: Notes (include daily schedule):
Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 500.00

Postion %	Position Account Codes	Sub Code
ECA SI	0101-33400.00-142.30.0000-61453	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible
Other Current Positions: PEW-EIS001 BWECA-EIS011
Treasurer's Notes: Updated onPCS 6/4/24 DG

Employee ID #: 529799
Original Start Date at RBBCSC: 8/12/2013

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 5/31/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

New 24-25

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☑ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Lucy Mobley Nickname:
Address: 4350 N Ridgewood Drive, Bloomington, Indiana 47404
Phone #: 812-345-7523 Email Address: lmobley@rbbschools.net

COPY

New or Current Position of Employment: School Improvement Committee
Who previously held this Position? Caitlin Julian

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO
If Yes, when? Current Prior Position 4th Grade Teacher

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	8/5/2024	SIECA-EIS005	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*			☐ FMLA
Extended Leave End*		*Long Term Sub Name	

School Assigned: EIS Door Access ☑ YES ☐ NO
Hours Per Day: Notes (include daily schedule):
Days Per School Year:

For Admin Office Use Only

	Postion %	Position Account Codes	Sub Code
Teacher Level (BS/MS)			
Step (ex. A)	ECA SI	0101-33400.00-142.30-0000-6153	.30
Pay Rate: 500.00			

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible
Other Current Positions: 4TH-EIS008
Treasurer's Notes: Updated on PCS 6/4/24 DH

Employee ID # 540899
Original Start Date at RBBCSC: 8/3/2015

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) 5/31/24 (Date)

Recommended for School Board appoval by: _____ (Superintendent's Signature) 6-4-24 (Date)

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval. Updated 01/2024

New 24-25

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☑ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

COPY

Name: Cierra Simmons Nickname:
Address: 1402 Buckskin Trace, Martinsville, Indiana 46151
Phone #: 765-546-1856 Email Address: csimmons@rbbschools.net

New or Current Position of Employment: Elementary Grade Level Chair
Who previously held this Position? Kim Crawford

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position 5TH Grade Teacher / Bradford Woods ECA

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	8/5/2024	GCECA-EIS003	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* Extended Leave End* ☐ FMLA *Long Term Sub Name

School Assigned: EIS
Hours Per Day:
Days Per School Year:

Door Access ☑ YES ☐ NO

Notes (include daily schedule):

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 2,200

Postion %	Position Account Codes	Sub Code
ECA-GC	0101-33400.00-142.30-0000-16153	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: 5Th-EIS001 BWECA-EIS004 $ CECA-EIS002 (split 3ways)

Treasurer's Notes: updated on PCS 6/4/24 ~~TBA~~

Employee ID # 5656
Original Start Date at RBBCSC: 8/3/2016

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 5/31/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

New 24-25

Today's Date: 05/31/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☑ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Sarah Smock Nickname:

Address: 8311 W Hinds Road, Bloomington, Indiana 47403

Phone #: 765-499-1143 Email Address: ssmock@rbbschools.net

COPY

New or Current Position of Employment: Elementary Grade Level Chair

Who previously held this Position? Jim Hornick

Select one: ☑ Certified ☐ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: 3rd Grade Teacher / Mentor

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	8/5/2024	GCECA-EIS001	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA *Long Term Sub Name:

School Assigned: EIS Door Access ☑ YES ☐ NO

Hours Per Day: Notes (include daily schedule):

Days Per School Year:

For Admin Office Use Only

Teacher Level (BS/MS): Step (ex. A): Pay Rate: 2,200

Postion %	Position Account Codes	Sub Code
ECA GC	0101-33400.00-142.30-0000-6453	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: 3RD-EIS008

Treasurer's Notes: updated on PCS 6/14/24

Employee ID #: 1183999

Original Start Date at RBBCSC: 8/11/2008

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 5/31/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/21/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Linda Ray Nickname:
Address: 1563 Fox Run Court Spencer IN 47460
Phone #: 812-320-0830 Email Address: sue8ray@yahoo.com

New or Current Position of Employment: Nutrition Service Substitutue
Who previously held this Position: Leslie Gastineau

COPY

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☑ NO

If Yes, when? Prior Position

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	07/15/2024	NSRS-A11004	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* ☐ FMLA
Extended Leave End* *Long Term Sub Name

School Assigned: JR
Hours Per Day: 5.75
Days Per School Year: 180

Notes (include daily schedule): All Kitchen doors including HS #21
7:45 a.m.-1:30 p.m.

Door Access ☑ YES ☐ NO

#4460

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 12.00

Postion %	Position Account Codes	Sub Code
100%	0800-31200.00-130.00-5705-0000	00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: Updated on PCS 5-22-24 DC

Employee ID #:
Original Start Date at RBBCSC:

Recommended for Superintendent's approval by: Vickie Coffey — Principal/Supervisor Signature — Date: 05/21/2024

Recommended for School Board appoval by: — Superintendent's Signature — Date: 5-22-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Linda Sue Ray

1563 Fox Run Court, Spencer Indiana 47460
812-320-0830
sue8xray@yahoo.com

EXPERINCE:

2018 – 2024

Catalent Pharmaceutical

Document Management QA

- Managed all incoming and outgoing documents from every department in secondary manufacturing areas, engineering, primary manufacturing, and many others that required archiving logbooks of any paper documents.
- I worked with excel and other programs associated with the roll.
- I was responsible for creating new updated logbooks for all manufacturing area's in a timely manner.

Production Controller

- I managed inventory in manufacturing areas.

Packaging

- This is a GMP approved company.

2018 – 2024
Part time jobs along the way.

Bath and body works part time seasonal.
Culver's part time and a second evening job.

2016-2018
Receptionist for a Doctor's office

- My responsibilities include secretarial, computer, phone, faxing, checking patients in and out, taking payments, and many more. I work in a very fast pace office with six providers.

2005-2016
IU Health Bloomington Hospital
Bloomington IN
Patient care technician, Unit coordinator and EKG monitor.

ECA

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
Caring. Daring. Preparing.

APPOINTMENT SHEET

COPY

Date: 05/16/2024

Name: Edgeworth (Last Name) Jared (First) (Middle) (Maiden)

Address: (Street) (City) IN (State) 47429 (Zip)

Contact Info: 812-322-6720 (Cell#/Home#) jarededgeworth@me.com (Email Address)

NEW HIRE INFO:

ECA Position Type of Employment: SCBECA-EHS001 Soccer-Boys Coach
(ex. Softball Coach, Swim Coach etc.) Needs to Match ECA Schedule Position Titles

Replacement For: Gabriel Turner
(Name of Employee in this Position Previously)

New Hire Start Date or School Year: 2024-2025 SY

Resignation Date:

Termination Date:

ECA New Position #: SCBECA-EHS001

New Position #: (If Multiple)

Current Position#:

Old Position#(s):

(If Transfer/Resignation/Termination)

Carryover Position for each year until Employee Terms ☑ YES ☐ NO

		Account Code	Sub Code
Certified (Has a Teacher Contract)	☐	0101-33400.00-142.30-0000-	Sub .30
Classified (Non-Cert)	☑	0101-33400.00-120.00-0000- 61146	Sub .00

DOOR ACCESS* ☑ YES ☐ NO

***Special Notes:**

#4461

School Assigned (ex. EPS):	EHS
Contract Amount to Pay:	4,000
Employee #	150490

Treasurer Notes:
Updated on PCS 5/17/24 DR

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) 5/16/24 (Date)

For Admin. Office Use Only:

Recommended for board approval by: _____ (Superintendent's Signature) 5-17-24 (Date)

*****Submit completed form to the Corporation Treasurer/Admin Staff. The form will then be sent by the Corp. Treasurer to the Superintendent and School Board for Final Approval.*

****Updated 1-3-23

Today's Date: 05/28/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☑ Carryover ECA position each year until employee terms?

Name: Meighan Scott-Jackson Nickname:
Address: 4763 E. Donnington Dr., Bloomington, IN 47401
Phone #: 812-391-3411 Email Address: mscott@rbbschools.net

New or Current Position of Employment: K-12 Readiness Coach
Who previously held this Position? Just a change in title

Select one: ☐ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO
If Yes, when? Currently employed Prior Position 6-8 STEAM Coach

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer	August 1, 2024	K-12RC-A11001	STEAM - EJHS001
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* ☐ FMLA
Extended Leave End* *Long Term Sub Name

School Assigned: All buildings
Hours Per Day: 8
Days Per School Year: 183
Door Access ☑ YES ☐ NO
Notes (include daily schedule): Will need access to all buildings

Teacher Level (BS/MS): New code
Step (ex. A)
Pay Rate: 68,100

For Admin Office Use Only

Postion %	Position Account Codes	Sub Code
100%	1702-22120.00-110.30-5705-0000	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible
Other Current Positions: SIECA-EJHS006
Treasurer's Notes: updated on PCS 6/4/24

Employee ID # 5949
Original Start Date at RBBCSC: 8/3/2020

Recommended for Superintendent's approval by: Jennifer Barrett (Principal/Supervisor Signature) Date: 5-28-24

Recommended for School Board appoval by: (Superintendent's Signature) Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

COPY

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
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May 28, 2024

Re: STEAM Coach Employment Changes

Dear Dr. Sanders and the RBBCSC Board of School Trustees,

In the 2024-25 school year, you will see some changes to the STEAM coach roles at Edgewood Schools. These changes are being implemented to align with our strategic goals and better utilize our staff's expertise. John Kerr will be moving into a full-time teaching position with half his day at EHS instructing Computer Science and Engineering classes, one-quarter of his schedule will be coaching across the district, with the final one-quarter of his day being spent at EJHS instructing a Computer Science elective course.

Furthermore, Meighan Scott and Mariah Bruce will be taking on new roles as K-12 Readiness Coaches. This change is not just a title shift, but a strategic move to enhance our readiness for the High Reliability Schools process. As K-12 Readiness Coaches, their responsibilities will extend beyond a single building. They will be instrumental in our transition to a new instructional framework and growth-focused evaluation tool, providing professional development and instructional support to teachers in multiple buildings. This change will significantly contribute to the overall readiness of our students and teachers.

We sincerely appreciate your unwavering support and understanding as we navigate these changes. Your continued guidance is invaluable to us.

Best,

Jennifer Barrett

Jennifer Barrett

Director of Teaching, Learning, and Ready Schools

Today's Date: 05/28/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☑ Carryover ECA position each year until employee terms?

Name: John Kerr Nickname:

Address: 4625 N. Calumet Ct., Bloomington, IN 47404

Phone #: 812-340-0571 Email Address: jkerr@rbbschools.net

(c) COPY

New or Current Position of Employment: 1/2 EHS Computer Science/Engineering Teacher, 1/4 K-12 Coach, 1/4 EJHS Computer Science Teacher

Who previously held this Position? EHS position - new, Coach - John Kerr, EJHS position - new

Title: STEM Teacher + Coach

Select one: ☑ Certified ☐ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Currently employed Prior Position K-5 STEAM Coach

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer	August 1, 2024	STEMTC-A11001	STEAM-E15001
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA

*Long Term Sub Name:

School Assigned: All buildings Door Access ☑ YES ☐ NO

Hours Per Day: 8 Notes (include daily schedule): Will need access to all buildings

Days Per School Year: 183

New Codes ✓

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 51,600

Postion %	Position Account Codes	Sub Code
.50	1702-11420.00-110.30-0000-61146	.50
.25	1702-11420.00.110.30-0000-61147	.30
.25	1702-11420.00.110.305705-0000	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: TENBECA-001 RoboticsECA-E15001

Treasurer's Notes: updated on PCS 6/4/24 ~~DH~~

Employee ID #: 5013998

Original Start Date at RBBCSC: 8-1-14

Recommended for Superintendent's approval by: Jennifer Barrett (Principal/Supervisor Signature) Date: 5-28-24

Recommended for School Board appoval by: (Superintendent's Signature) Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
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May 28, 2024

Re: STEAM Coach Employment Changes

Dear Dr. Sanders and the RBBCSC Board of School Trustees,

In the 2024-25 school year, you will see some changes to the STEAM coach roles at Edgewood Schools. These changes are being implemented to align with our strategic goals and better utilize our staff's expertise. John Kerr will be moving into a full-time teaching position with half his day at EHS instructing Computer Science and Engineering classes, one-quarter of his schedule will be coaching across the district, with the final one-quarter of his day being spent at EJHS instructing a Computer Science elective course.

Furthermore, Meighan Scott and Mariah Bruce will be taking on new roles as K-12 Readiness Coaches. This change is not just a title shift, but a strategic move to enhance our readiness for the High Reliability Schools process. As K-12 Readiness Coaches, their responsibilities will extend beyond a single building. They will be instrumental in our transition to a new instructional framework and growth-focused evaluation tool, providing professional development and instructional support to teachers in multiple buildings. This change will significantly contribute to the overall readiness of our students and teachers.

We sincerely appreciate your unwavering support and understanding as we navigate these changes. Your continued guidance is invaluable to us.

Best,

Jennifer Barrett

Jennifer Barrett

Director of Teaching, Learning, and Ready Schools

Today's Date: 05/28/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: eRin Hanson Nickname:

Address:

Phone #: Email Address:

COPY

New or Current Position of Employment: SPED IA Connections

Who previously held this Position?

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? current Prior Position: SPED IA 1:1

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA KS/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☑ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☑ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer	8/7/2024	IA-EJHS002	IA-EJHS008
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA

Extended Leave End*: *Long Term Sub Name:

School Assigned: EJHS Door Access ☑ YES ☐ NO

Hours Per Day: Notes (include daily schedule): Will need to add line to position control due to increased numbers.

Days Per School Year:

code change

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

IA rate

Pay Rate: 16.75

Postion %	Position Account Codes	Sub Code
100%	0101-12210.00-120.50.0000-16147	.50

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions: MNT-SSC008PT

Treasurer's Notes: updated on PCS 6/4/24 DBL

Employee ID #: 5728

Original Start Date at RBBCSC: 8/2/17

Recommended for Superintendent's approval by:
Principal/Supervisor Signature Date

Recommended for School Board appoval by:
Superintendent's Signature Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Change

Today's Date: 06/03/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

COPY

Name: Layne Howard Nickname:
Address:
Phone #: Email Address: lhoward@rbbschools.net

New or Current Position of Employment: Certified Social Worker
Who previously held this Position? New

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: Classified Social Worker

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA KS/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer	7/1/2024	SW-EHS001	SW-TMS001
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*			☐ FMLA
Extended Leave End*		*Long Term Sub Name	

School Assigned: EHS
Hours Per Day:
Days Per School Year: 195

Door Access ☑ YES ☐ NO

Notes (include daily schedule):

code change

Teacher Level (BS/MS): MS
Step (ex. A): D
Pay Rate: 55,970.27

For Admin Office Use Only

Position %	Position Account Codes	Sub Code
→	7964-21130.00-110.54-0000-60146	.54

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible Change from noncert to cert. update to Trf.

Other Current Positions:

Treasurer's Notes: updated on PCS 6/4/24 DH

Employee ID # 150290
Original Start Date at RBBCSC: 8/18/22

Recommended for Superintendent's approval by: [signature] Principal/Supervisor Signature Date: 6/3/24

Recommended for School Board appoval by: [signature] Superintendent's Signature Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval. Updated 01/2024

Today's Date: 05/28/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☑ Carryover ECA position each year until employee terms?

Name: Mariah Bruce Nickname:
Address: 5548 W. Redbud Dr., Ellettsville, IN 47429
Phone #: 812-340-0474 Email Address: mbruce@rbbschools.net

COPY

New or Current Position of Employment: K-12 Readiness Coach
Who previously held this Position? Just a change in title

Select one: ☐ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Currently employed Prior Position K-5 STEAM Coach

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer	August 1, 2024	K-12 RC-A11002	STEAM - EPS001
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA
*Long Term Sub Name:

School Assigned: All buildings
Hours Per Day: 8
Days Per School Year: 183

Door Access ☑ YES ☐ NO
Notes (include daily schedule): Will need access to all buildings

New Code ☺

For Admin Office Use Only

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 65,100

Postion %	Position Account Codes	Sub Code
100%	1702-22120.00-110-30-5705-0000	-30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: SIECA-E1S007

Treasurer's Notes: Updated on PCS 6/4/24 ~~TBD~~

Employee ID # 3540099

Original Start Date at RBBCSC: 8-1-14

Recommended for Superintendent's approval by: Jennifer Barrett (Principal/Supervisor Signature) Date: 5-28-24

Recommended for School Board appoval by: (Superintendent's Signature) Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
Caring. Daring. Preparing.

COPY

May 28, 2024

Re: STEAM Coach Employment Changes

Dear Dr. Sanders and the RBBCSC Board of School Trustees,

In the 2024-25 school year, you will see some changes to the STEAM coach roles at Edgewood Schools. These changes are being implemented to align with our strategic goals and better utilize our staff's expertise. John Kerr will be moving into a full-time teaching position with half his day at EHS instructing Computer Science and Engineering classes, one-quarter of his schedule will be coaching across the district, with the final one-quarter of his day being spent at EJHS instructing a Computer Science elective course.

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We sincerely appreciate your unwavering support and understanding as we navigate these changes. Your continued guidance is invaluable to us.

Best,

Jennifer Barrett

Director of Teaching, Learning, and Ready Schools

Today's Date: 06/04/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☑ Carryover ECA position each year until employee terms?

Name: Teresa Smith Nickname:

Address:

Phone #: Email Address: tsmith@rbbschools.net

New or Current Position of Employment: SPED IA 1:1 EHS

Who previously held this Position?

Select one: ☐ Certified ☐ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Current Prior Position: IA SPED 1:1 EJHS

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☑ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer	06/04/2024	IA-EHS009	IA-EJHS006
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA

Extended Leave End*: *Long Term Sub Name:

School Assigned: EHS Door Access ☑ YES ☐ NO

Hours Per Day: Notes (include daily schedule):

Days Per School Year:

For Admin Office Use Only — New Code

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 17.25

Postion %	Position Account Codes	Sub Code
100%	0101-12330.00-120.50.0000-6146	.50

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: Updated on PCS 6/4/24

Employee ID #: 1494

Original Start Date at RBBCSC: 9/5/2000

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature Date: 06/04/2024

Recommended for School Board appoval by: _____ Superintendent's Signature Date: 6-4-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/29/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

COPY

Name: Mandi Turner Nickname:
Address:
Phone #: 812-318-8420 Email Address:

New or Current Position of Employment: Cook/Cashier
Who previously held this Position? Karey Dammer

Select one: ☐ Certified ☑ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? Yes Current Prior Position: Substitute Nutrition Services

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer	06/02/2024	CKC-EIS001	NSRS-A11002
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: ☐ FMLA
Extended Leave End*: *Long Term Sub Name:

School Assigned: EIS
Hours Per Day: 5.75
Days Per School Year: 180

Door Access ☑ YES ☐ NO

Notes (include daily schedule): All Kitchen doors including HS #21
7:45 a.m.-1:30 p.m.

For Admin Office Use Only

New Code

Teacher Level (BS/MS):
Step (ex. A):
Pay Rate: 13.75

Postion %	Position Account Codes	Sub Code
100%	0800-31200.00-120.00-0000-6153	00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes:
updated on PCS 6/4/24 DH

Employee ID #: 150405
Original Start Date at RBBCSC: 11/24/24

Recommended for Superintendent's approval by: Vickie Coffey (Principal/Supervisor Signature) 05/29/2024 (Date)

Recommended for School Board appoval by: (Superintendent's Signature) 6-4-24 (Date)

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 06/07/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Erin Proebstle Nickname:
Address:
Phone #: 260-330-4806 Email Address: eproebstle04@yahoo.com

COPY

New or Current Position of Employment: 1st Grade Teacher
Who previously held this Position? Lydia Lawrence

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☑ NO

If Yes, when? _____ Prior Position _____

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

[redacted] ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	08/05/2024	1ST-EPS005	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* _____ ☐ FMLA
Extended Leave End* _____ *Long Term Sub Name _____

School Assigned: EPS
Hours Per Day: 8
Days Per School Year: 185
Notes (include daily schedule):
Door Access ☑ YES ☐ NO

For Admin Office Use Only

Teacher Level (BS/MS): BS
Step (ex. A): A
Pay Rate: 45,600

Postion %	Position Account Codes	Sub Code
100%	0101-11100.00-110.30.0000-6151	.30

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: _____

Treasurer's Notes: Updated on PCS 6/10/24 DH

Employee ID # _____
Original Start Date at RBBCSC: _____

Recommended for Superintendent's approval by: [signature] Principal/Supervisor Signature — Date: 6/10/24

Recommended for School Board appoval by: [signature] Superintendent's Signature — Date: 6-10-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

ERIN PROEBSTLE

eproebstle04@yahoo.com
~~eproebstle04@yahoo.com~~
2603304806
Bloomington, Indiana 47401

PROFESSIONAL SUMMARY

Compassionate, creative, and energetic educator with proven skills in teaching diverse subjects who is effective at keeping classrooms organized and students on-task to facilitate effective learning. Diligent and adaptable in meeting individual student needs with warm, safe educational environments.

COPY

SKILLS

Experience in Leadership
Relationship Building
Strong Work Ethic
Friendly, Positive Attitude
Organizational Skills
Conflict Resolution
Effective Communication

EDUCATION

Indiana University Bloomington
Bloomington, IN • Expected in 05/2024

Bachelor of Science: Elementary Education

Northfield Jr-Sr High School
Wabash, IN • 06/2019

High School Diploma

WORK HISTORY

Indiana University Bloomington - Student Teaching
Bloomington, IN • 01/2024 - Current

- Works with classroom teacher to learn about current standards and best practices.
- Facilitates small group activities and one-on-one instruction to meet individual student needs.
- Cultivates positive relationships with administration, teaching staff, and students.
- Promotes a positive learning environment by establishing clear expectations, enforcing classroom rules, and fostering open communication.

Kroger - Supervisor
Bloomington, Indiana • 08/2021 - Current

- Monitors productivity to provide constructive feedback and coaching.
- Reviews completed work to verify consistency, quality and conformance.
- Identifies and addresses needs of customers promptly and efficiently.
- Establishes and enforces clear goals and expectations
- Maintains positive working relationship with fellow staff and management.

Indiana National Guard - Recruit Sustainment Detachment Cadre | Truck Drive
Muncie, IN • 03/2018 - Current

- Supports and develops individuals' mental and physical health based on needs and abilities before Basic Combat Training.
- Collaborates with individuals with many identities.
- Leads lower enlisted soldiers using clear instructions and expectations.

New Position

Today's Date: 05/13/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Taylor Pelletier Nickname:
Address: 4783 N. Harrington Ct., Bloomington, IN 47404
Phone #: 812-606-8582 Email Address: tepelletier@rbbschools.net

RECEIPT

New or Current Position of Employment: Marketing Intern - UpSkill
Who previously held this Position? New

Select one: ☐ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☑ HS Student ☑ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☑ NO

If Yes, when? _____ Prior Position _____

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	08/07/2024	Marketing Intern - EHS001	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* _____ ☐ FMLA
Extended Leave End* _____ *Long Term Sub Name _____

School Assigned: EHS
Hours Per Day: 2 hours/day
Days Per School Year: 183
Notes (include daily schedule): Periods 6 and 7 each day
Door Access ☐ YES ☑ NO

For Admin Office Use Only

Teacher Level (BS/MS) _____
Step (ex. A) _____
Pay Rate: 14.00

Postion %	Position Account Codes	Sub Code
100%	0101-11430.00-120.00-0000-0146	00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☒ Not Eligible

Other Current Positions: _____

Treasurer's Notes: updated on PCS 5-14-24 ~~SH~~

Employee ID # _____
Original Start Date at RBBCSC: _____

Recommended for Superintendent's approval by: Jennifer Barnett (Principal/Supervisor Signature) Date: 5-13-24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 5-14-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 05/29/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Ashlee Hearth Nickname:

Address:

Phone #: 812-585-4546 Email Address: ashtay2015@hotmail.com

COPY

New or Current Position of Employment: Substitute Nutrition Services

Who previously held this Position? Mandi Turner

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☐ NO

If Yes, when? Prior Position

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	07/15/2024	NSRS-A11002	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*			☐ FMLA
Extended Leave End*		*Long Term Sub Name	

School Assigned: EIS

Hours Per Day: 5.75

Days Per School Year: 180

Notes (include daily schedule): All Kitchen doors including HS #21
7:45 a.m.-1:30 p.m.

Door Access ☑ YES ☐ NO

For Admin Office Use Only

Teacher Level (BS/MS):

Step (ex. A):

Pay Rate: 12.00

Postion %	Position Account Codes	Sub Code
100%	0800-31200.00-130.00-5705-0000	.00

Benefits: ☐ TRF Eligible ☐ PERF Eligible ☑ Not Eligible

Other Current Positions:

Treasurer's Notes: Updated on PCS 6/4/24 DH

Employee ID #:

Original Start Date at RBBCSC:

Recommended for Superintendent's approval by: Vickie Coffey (Principal/Supervisor Signature) 05/29/2024 (Date)

Recommended for School Board appoval by: (Superintendent's Signature) 6-4-24 (Date)

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

ASHLEE HEARTH

COPY

Profile

Graduated High School at Penn Foster High School with a GPA of 3.8. I have been a Mom for a little over 5 years. I am also a stay at home Mom since 2020 & small business owner since 2021 & I homeschooled my daughter since 2021.

812-585-4546

ashtay2015@hotmail.com

9470 West State Road 48
Bloomington, IN 47404

EXPERIENCE

AH & COMPANY - ROOFING

Office Assistant/Clerical

2016 - 2017

- Responsible for sales, inventory and supply management
- Served as service-contact for record filing and augmentation
- Managed public image of business
- Conducted online business for long distance customers

INDIANA GEOLOGICAL SURVEY

Volunteer

June 2017 - July 2017

- collects and preserves geologic specimens and data

BOSTON SCIENTIFIC

Product Builder II -Trained in 3 departments & over 10+ stations

2017 - 2020

- Leader over department & communicating with Engineers about consistency of materials & equipment
- Provided cross training to employees.
- Fully adhere to procedures in relation to production methods & completion of data entries.
- Responsible for manufacturing consistently high-quality product in accordance with Boston Scientific manufacturing procedures

EDUCATION

HIGH SCHOOL

Edgewood High School

2010 - 2012

HIGH SCHOOL

Penn Foster High School Diploma

October 2015 - April 2016

SKILLS

- Computer literacy
- Cross training employees
- Previous experience in a Medical Device Manufacturing environment
- Excellent attention to detail
- Data Entry
- Team-Leadership
- Paperwork management
- Filing processes
- e-commerce & dropshipping
- Small Business management

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
Caring. Daring. Preparing.

APPOINTMENT SHEET

COPY

Date: 06/10/2024

Name: Worthington (Last Name) Jennifer (First) (Middle) (Maiden)

Address: (Street) (City) (State) (Zip)

Contact Info: (Cell#/Home#) jworthington@rbbschools.net (Email Address)

Previous Employment with School Corporation: ☐ YES ☐ NO

If yes, When: Job Classification:

New or Current Position Type of Employment: IA 2nd Grade (HQ)
(ex. Teacher, Custodian, IA etc.)

Replacement For: Chelsea Farris
(Name of Employee in this Position Previously)

Check One: ☐ Certified ☒ Classified ☐ Administrator

New Hire ____ Start Date
New Position ____ Start Date
Transfer 06/10/2024 Transfer Date
Change (pay only, hours, etc.) ____ Change Date
Termination ____ Term Date
Resignation ____ Resign Date
Retirement ____ Retirement Date
Extended Leave* ____ Begin Date
____ End Date
*Long Term Sub Name: ____

New Position #: IA-EPS007
New Position #: (If Multiple) ____
Current Position#: IAT1-EPS002
Old Position#(s): ____
(If Transfer/Resignation/Termination) ____

DOOR ACCESS* ☐ YES ☐ NO

*Special Notes:

School Assigned (ex. EPS):	EPS
Hours Per Day:	6
Days Per School Year:	180
TEACHERS	
Level (ex. BS/MS)	
Step (ex. A)	
Pay Rate: (Salary or Per Hour Rate)	17.25

BENEFITS ☑ YES ☐ NO Code change → life/LTD

PERF ELIGIBLE ☐
TRF ELIGIBLE ☐

Position %	Position Account Codes:	Sub Code
100%	Acct#: 0101-11100.00-120.50-0000-6151	.50
	Acct#:	
	Acct#:	

JJ 6-10-24

EMP#:	11508
Org Start Date at RBBCSC:	10/05/2007

Treasurer Notes:
updated on PCS 6/10/24 DH

Recommended for Superintendent's approval by: Principal/Supervisor Signature (Date) 6/10/24

For Admin. Office Use Only:

Recommended for board approval by: Superintendent's Signature (Date) 6-10-24

*****Submit completed form to the Corporation Treasurer/Admin Staff. The form will then be sent by the Corp. Treasurer to the Superintendent and School Board for Final Approval.*

****Updated 1-3-23

Today's Date: 06/11/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS

Copy

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

APPOINTMENT SHEET

Name: Jenna Clark Nickname: _____

Address: 7374 S Ketcham Rd, Bloomington, IN 47403

Phone #: 812-272-1889 Email Address: clark.j@alumni.iu.edu

New or Current Position of Employment: Assistant Principal

Who previously held this Position? Alicia Dirk.

Select one: ☑ Certified ☐ Classified ☑ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☑ NO

If Yes, when? _____ Prior Position _____

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	7/22/2024	ADM004	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: _____ ☐ FMLA

Extended Leave End*: _____ *Long Term Sub Name: _____

School Assigned: EHS

Hours Per Day: 8

Days Per School Year: 205

Door Access ☑ YES ☐ NO

Notes (include daily schedule): _____

For Admin Office Use Only

Teacher Level (BS/MS): _____

Step (ex. A): _____

Pay Rate: $93,000

Postion %	Position Account Codes	Sub Code
100%	0101-24100.00-110.40-0000-61460	.40

Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Other Current Positions: _____

Treasurer's Notes: Updated on PCS 6/13/24 ~~DH~~

Employee ID #: _____

Original Start Date at RBBCSC: _____

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 06/12/2024

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-13-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Jenna Clark

COPY

7374 South Ketcham Rd
Bloomington, IN 47403
(812) 272-1889
clark.j@alumni.iu.edu

Objective

Seeking a secondary administration role where I can utilize my skill set and implement data driven decisions to enhance student success and school performance.

EXPERIENCE

Bloomington High School North, Bloomington, IN - *Assistant Principal*

JULY 2023 - PRESENT

- Serve as lead administrator for student discipline, attendance, and supports for 10th grade
- Oversee the organization and personnel within the special education and counseling departments
- Provide consistent supervision of lunches, passing periods, extracurricular events
- Oversee the ENL and language proficiency programs
- Coordinate and write 504 plans for 10th grade students

Bedford North Lawrence High School, Bedford, IN- *Assistant Principal*

JULY 2021-JUNE 2023

- Assisted the school principal in all areas of school management
- Advised and support students as necessary in the area of academics, social emotional needs, attendance, and discipline
- Collaborated with teachers, counselors, and support staff to manage the Star Plus (PLATO) credit recovery program using Edmentum Courseware
- Served as the school testing coordinator
- Coordinated the Stellar Scholars Early College Program and Indiana College Core program
- Worked with teachers and counselors to build and refine the master schedule
- Served as PAR in ACR and other IEP meetings
- Lead teachers and school staff in an advisory program redesign

Richland-Bean Blossom Community School Corporation

EDGEWOOD HIGH SCHOOL

Caring. Daring. Preparing.

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TO: Dr. Sanders

FROM: Dirk Ackerman

DATE: June 12, 2024

RE: Recommendation for Jenna Clark, Assistant Principal

I would like to recommend Jenna Clark as the Assistant Principal at Edgewood High School. Jenna will replace Alicia Dirk.

I am very excited to make this recommendation to the board. Jenna has an impressive background in counseling and brings three years of experience as a high school assistant principal. Additionally, she has served as a career pathways district coordinator and a virtual learning director.

With the new graduation requirements, Jenna's diverse experiences will provide invaluable knowledge and expertise as we implement new strategies and requirements to better prepare students for the future.

We are eagerly anticipating Jenna's arrival at Edgewood Schools, confident in the positive impact she will make on our staff and students.

Thank you in advance for your consideration of this recommendation.

Attachments:
Jenna Clark Resumé and Appointment Sheet

Principal · Mr. Dirk Ackerman · dackerman@rbbschools.net
Assistant Principals · Ms. Alicia Dirk · Mr. Jordan Key
Counselors · Mr. Dennis Faust · Mrs. Amy Winkler · Ms. Zoé Vriesman
Social Worker · Ms. Layne Howard
Athletic Director · Mr. Jerry Bland · Assistant Athletic Director · Mr. Sam Jones

601 South Edgewood Drive · Ellettsville, IN 47429 (812) 876-2277 · rbbschools.net

Contract Addendum

Copy

This contract addendum alters the basic teacher contract for the employment of **Jenna Clark** as an **Administrator** by the Board of School Trustees of the Richland-Bean Blossom Community School Corporation by the consent of the parties in the manner permitted by Indiana Code 20-28-8-2.

1. Parties to this Contract and Definition of Terms
   The parties to this Contract are the:
   "Administrator" meaning **Jenna Clark**; and the "Board" meaning the Board of School Trustees acting as the governing body of the Richland-Bean Blossom Community School Corporation.

   The term "school year" as used in the Contract means a period beginning on July 1 of one calendar year and concluding on June 30 of the following calendar year.

2. Assignment
   Administrator agrees to serve at the pleasure of the Board with a current assignment of **Assistant Principal of Edgewood High School**. This assignment is subject to change upon approval by the Board.

3. Salary and Benefits
   As consideration for the performance of the duties and meeting the qualifications established by this Contract, the Board agrees that the Administrator shall receive the following:

   a. Salary
      The Administrator shall be paid

      $93,000 for the School Year beginning **July 1, 2024 and ending June 30, 2025**

   b. Other Benefits
      The Administrator shall be entitled to any other benefits including early retirement established by the Board of all certified employees of the Board covered by the Master Contract with Teachers. In addition the Board shall contribute to the premiums for health and dental coverage as outlined in the 2023-24 plan document.

4. Duties
   The Administrator shall faithfully perform all duties assigned by the Superintendent.

5. Defense and Indemnification for Acts in Performance of Duties
   The Board agrees to provide the Administrator with legal counsel selected and paid for by the Board and to defend and indemnify and hold the Administrator harmless for all claims, demands and judgments arising out of the performance of his duties set out in paragraph 4 of this Contract to the fullest extent permitted by law.

Copy

6. Extension of the Length of this Contract
   The School Year shall consist of **205** days including the 185 scheduled teacher days. The contract term shall be **July 1, 2024** through **June 30, 2025**. The parties agree that absent their agreement to the contrary, Indiana Code 20-28-8-3 provides for the terms of any extension of the length of this Contract.

7. Entire Contact of Parties

The parties agree that this amendment to the Regular Teacher's Contract therefore contains all the agreed terms of employment of the Administrator by the Board and will not be modified except in a written document making specific reference to this Contract and the specific provision to be modified. Both parties shall approve modifications to this Contract in the same manner that this Contract was approved. This Contract supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter.

If required for purposes of compliance with a standard or request of the State Board of Accounts of the State of Indiana, the parties agree that they will execute one or more one-year or multi-year standard teacher contracts to implement the terms of this contract.

8. Contract as a Public Record
   The parties agree that this Contract is a public record under the Indiana Public Records Law, Indiana Code 5-14-3, and Indiana Code 20-28-8 pertaining to administrator contracts generally.

AGREED THIS THE **17th** DAY OF **June, 2024**.

Approved by:

Superintendent

_____

Richland-Bean Blossom CSC

Administrator

_____

Jenna Clark

BOARD OF SCHOOL TRUSTEES

Richland-Bean Blossom CSC

_____

President

Attest: _____

Secretary

Today's Date: 06/12/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

Copy

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Susan Shockney Nickname: _____

Address: _____

Phone #: _____ Email Address: _____

New or Current Position of Employment: HR/Benefits Coordinator

Who previously held this Position? _____

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? _____ Prior Position: Current

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)	7/1/2024	EBS-SSC001	
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: _____ ☐ FMLA

Extended Leave End*: _____ *Long Term Sub Name: _____

School Assigned: SSC

Hours Per Day: 8

Days Per School Year: Year Round

Door Access ☑ YES ☐ NO

Notes (include daily schedule): _____

For Admin Office Use Only

Teacher Level (BS/MS): _____

Step (ex. A): _____

Pay Rate: $25.00 per hr

Postion %	Position Account Codes	Sub Code
100%	0300-25150-00-120.00-5705-0000	00

Benefits: ☐ TRF Eligible ☑ PERF Eligible ☐ Not Eligible

Other Current Positions: _____

Treasurer's Notes:

Change from salary and exempt to hourly and non-exempt
updated on POS 6/13/24 DH

Employee ID # 35230

Original Start Date at RBBCSC: 2/4/13

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 6/12/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-17-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

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Today's Date: 06/12/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Jonathon Keifer Nickname: _____

Address: _____

Phone #: _____ Email Address: _____

New or Current Position of Employment: Payroll Specialist

Who previously held this Position? _____

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? _____ Prior Position: Current

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)	7/1/2024	PR-SSC001	
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: _____ ☐ FMLA

Extended Leave End*: _____ *Long Term Sub Name: _____

School Assigned: SSC

Hours Per Day: 8

Days Per School Year: Year Round

Door Access ☑ YES ☐ NO

Notes (include daily schedule): _____

For Admin Office Use Only

Teacher Level (BS/MS): _____

Step (ex. A): _____

Pay Rate: $24.52 per hr

Postion %	Position Account Codes	Sub Code
100%	0300-25150.00-120.00-5705-0000	.00

Benefits: ☐ TRF Eligible ☑ PERF Eligible ☐ Not Eligible

Other Current Positions: _____

Treasurer's Notes:

Change from salary and exempt to hourly and non-exempt
Updated on PCS 6/3/24 DH

Employee ID # 5940

Original Start Date at RBBCSC: 3/30/20

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 6/12/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-13-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

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Today's Date: 06/12/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Robin May Nickname: _____

Address: _____

Phone #: _____ Email Address: _____

New or Current Position of Employment: Executive Sectretary/Deputy Treasurer

Who previously held this Position? _____

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? _____ Prior Position: Current

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)	7/1/2024	ESDT-SSC001	
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*			☐ FMLA
Extended Leave End*		*Long Term Sub Name	

School Assigned: SSC Door Access ☑ YES ☐ NO

Hours Per Day: 8 Notes (include daily schedule):

Days Per School Year: Year Round

For Admin Office Use Only

	Postion %	Position Account Codes	Sub Code
Teacher Level (BS/MS)			
Step (ex. A)	100%	0300-23210.00-120.00-57050000	.00
Pay Rate: $25.49 per hr			

Benefits: ☐ TRF Eligible ☑ PERF Eligible ☐ Not Eligible

Other Current Positions: _____

Treasurer's Notes:

Change from salary and exempt to hourly and non-exempt

updated on PCS 6/13/24 DH

Employee ID # 1243

Original Start Date at RBBCSC: 10/19/1998

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 6/12/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-13-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 06/12/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS

APPOINTMENT SHEET

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☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Jennifer Johnson Nickname: _____

Address: _____

Phone #: _____ Email Address: _____

New or Current Position of Employment: Data Specialist / Corporation Testing Coordinator

Who previously held this Position? _____

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? _____ Prior Position: Current

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)	7/1/2024	DS/CTC-SSC001	
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* _____ ☐ FMLA

Extended Leave End* _____ *Long Term Sub Name _____

School Assigned: SSC

Hours Per Day: 8

Days Per School Year: Year Round

Door Access ☑ YES ☐ NO

Notes (include daily schedule): _____

For Admin Office Use Only

Teacher Level (BS/MS): _____

Step (ex. A): _____

Pay Rate: $25.25 per hr

Postion %	Position Account Codes	Sub Code
50%	0300-23290.00-120.00-5705-0000	.00
33%	0101-21810.00-120.00-5705-0000	.00
7%	0101-22400.00-120.00-5705-0000	.00
10%	0101-21810.00-120.00-0000-8888	.00

Benefits: ☐ TRF Eligible ☑ PERF Eligible ☐ Not Eligible

Other Current Positions: _____

Treasurer's Notes:

Change from salary and exempt to hourly and non-exempt
updated on PCS 6/13/24 DH

Employee ID # 1119

Original Start Date at RBBCSC: 5/1/2008

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 6/12/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-13-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 06/12/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS

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APPOINTMENT SHEET

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Jared Sanders Nickname: _____

Address: _____

Phone #: _____ Email Address: _____

New or Current Position of Employment: Technology Support Specialist

Who previously held this Position? _____

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? _____ Prior Position: Current

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)	7/1/2024	Tech-SSC001	
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: _____ ☐ FMLA

Extended Leave End*: _____ *Long Term Sub Name: _____

School Assigned: SSC

Hours Per Day: 8

Days Per School Year: Year Round

Door Access ☑ YES ☐ NO

Notes (include daily schedule): _____

For Admin Office Use Only

Teacher Level (BS/MS): _____

Step (ex. A): _____

Pay Rate: $22.12 per hr

Postion %	Position Account Codes	Sub Code
100%	0300-25810.00-120.00.5705-0000	.00

Benefits: ☐ TRF Eligible ☑ PERF Eligible ☐ Not Eligible

Other Current Positions: _____

Treasurer's Notes: Change from salary and exempt to hourly and non-exempt

Updated on PCS 6/13/24 ~~DR~~

Employee ID # 150364

Original Start Date at RBBCSC: 4/10/23

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 6/12/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-13-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 06/12/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

Copy

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Ashley Davis Nickname: _____

Address: _____

Phone #: _____ Email Address: _____

New or Current Position of Employment: Technology Support Specialist

Who previously held this Position? _____

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? _____ Prior Position: Current

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)	7/1/2024	Tech-SSC003	
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: _____ ☐ FMLA

Extended Leave End*: _____ *Long Term Sub Name: _____

School Assigned: SSC

Hours Per Day: 8

Days Per School Year: Year Round

Door Access ☑ YES ☐ NO

Notes (include daily schedule): _____

For Admin Office Use Only

Teacher Level (BS/MS): _____

Step (ex. A): _____

Pay Rate: $24.52 per hr

Postion %	Position Account Codes	Sub Code
100%	0306-25810.00-120.00-5705-0000	.00

Benefits: ☐ TRF Eligible ☑ PERF Eligible ☐ Not Eligible

Other Current Positions: _____

Treasurer's Notes:

Change from salary and exempt to hourly and non-exempt
updated on PCS 6/13/24 DH

Employee ID # 150192

Original Start Date at RBBCSC: 10/25/21

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 6/12/24

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-13-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 06/12/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

Copy

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Nader Araman Nickname: _____

Address: _____

Phone #: _____ Email Address: _____

New or Current Position of Employment: Technology Support Specialist

Who previously held this Position? _____

Select one: ☐ Certified ☑ Classified ☐ Administrator

Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO

If Yes, when? _____ Prior Position: Current

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start			
Transfer			
Change (pay, hrs, etc.)	7/1/2024	Tech-SSC004	
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* _____ ☐ FMLA

Extended Leave End* _____ *Long Term Sub Name _____

School Assigned: SSC Door Access ☑ YES ☐ NO

Hours Per Day: 8 Notes (include daily schedule): _____

Days Per School Year: Year Round

For Admin Office Use Only

Teacher Level (BS/MS): _____

Step (ex. A): _____

Pay Rate: $24.52 per hr

Postion %	Position Account Codes	Sub Code
100%	0300-25810.00-120.00-5705-0000	00.

Benefits: ☐ TRF Eligible ☑ PERF Eligible ☐ Not Eligible

Other Current Positions: _____

Treasurer's Notes:

Change from salary and exempt to hourly and non-exempt
Updated on PCS 6/13/24 DH

Employee ID # 150207

Original Start Date at RBBCSC: 1-3-22

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) 6/12/24 (Date)

Recommended for School Board appoval by: _____ (Superintendent's Signature) 6-13-24 (Date)

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Today's Date: 06/13/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
APPOINTMENT SHEET

COPY

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

Name: Thomas Newton Nickname:
Address: 5426 N 225 W, West Lafayette, IN 47906
Phone #: 765-427-4194 Email Address: tnewton@rbbschools.net
New or Current Position of Employment: Math Teacher
Who previously held this Position? Mick Hammett
Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire
Does appointee have previous or current employment with our school corporation? ☑ YES ☐ NO
If Yes, when? Current Prior Position: ECA - Basketball

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start			
New Position Start	8/5/2024	MATH-EHS004	
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin*: Extended Leave End*: ☐ FMLA
*Long Term Sub Name:

School Assigned: EHS
Hours Per Day:
Days Per School Year:
Door Access ☑ YES ☐ NO
Notes (include daily schedule):

For Admin Office Use Only

Teacher Level (BS/MS): BS
Step (ex. A): A
Pay Rate: 45,600
Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Postion %	Position Account Codes	Sub Code
100%	0101-11300.00-110.30-0000-61146	.30
ECA code change →	0101-33400.00-142.30-0000-61146	.30

Other Current Positions: BBVAECA-EHS001
Treasurer's Notes: Updated on PCS 6/13/24 DB

Employee ID #:
Original Start Date at RBBCSC:

Recommended for Superintendent's approval by: _____ (Principal/Supervisor Signature) Date: 06/13/2024

Recommended for School Board appoval by: _____ (Superintendent's Signature) Date: 6-13-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD HIGH SCHOOL
Caring. Daring. Preparing.

COPY

TO: Dr. Sanders

FROM: Dirk Ackerman

DATE: June 12, 2024

RE: Recommendation for Tommy Newton, Math teacher

I would like to recommend Tommy Newton as the new math teacher at Edgewood High School. Tommy will replace Mick Hammett.

Tommy has worked with Edgewood High School students for the past two years as an assistant boys' basketball coach. He does an excellent job working with the team's players and has an easygoing personality that has been a valuable asset to Matt Wadsworth's coaching staff.

This past year, Tommy was a student teacher in Kyle Walter's classroom. Kyle was very impressed with Tommy's pedagogical knowledge and ability to work with students of all levels.

Thank you in advance for your consideration of this recommendation.

Attachments:
Tommy Newton Resumé and Appointment Sheet

Principal · Mr. Dirk Ackerman · dackerman@rbbschools.net
Assistant Principals · Ms. Alicia Dirk · Mr. Jordan Key
Counselors · Mr. Dennis Faust · Mrs. Amy Winkler · Ms. Zoé Vriesman
Social Worker · Ms. Layne Howard
Athletic Director · Mr. Jerry Bland · Assistant Athletic Director · Mr. Sam Jones

601 South Edgewood Drive · Ellettsville, IN 47429 (812) 876-2277 · rbbschools.net

Thomas James Newton

COPY

Current Address
721 N Indiana Avenue
Bloomington, IN 47408

Thomasnewton3838@gmail.com
(765) 427-4194 cell

Permanent Address
5426 North 225 West
West Lafayette, IN 47906

EDUCATION

Indiana University: School of Education Bloomington, IN

Started: August 2020
Finish: May 2024

Major: Secondary Mathematics Education

Academic Honors: Graduated with high distinction | GPA: 3.872
Scholarships: | IU Provost Scholarship | Thomas Hyatt Scholarship | National Elks Foundation Scholarship

Work Experience

Edgewood High School, *August 2021-May 2024*
Assistant Varsity Basketball Coach

- Helped orchestrate daily practices for a group of 26 high school boy basketball players
- Implemented the "One Word" into our basketball program for all players and coaches
- Scouted half of the opponents that we play throughout the year using Hudl technology
- Ran multiple kid's camps including 30-60 student athletes from 2nd-8th grades for 4 consecutive days
- Operated the Edgewood Basketball twitter account publicizing our team and the culture that we are building

Richland Bean Blossom School Corporation, *April 2024-May 2024*
Substitute Teacher

- Taught a geometry section for an entire week to 6 different classes including honors and regular courses
- Taught different subjects and age ranges including high school and middle school students

Edgewood High School, *January 2024-April 2024*
Student Teacher

- Planned lessons for algebra 1 and geometry classes for 3 months which included teaching over 80 different students
- Attended PDL meetings on Wednesday morning to cooperate with other teachers on the material we will teach
- Assessed student learning in comparison with the class learning goals to determine effective teaching strategies

Harrison High School, *November 2020-February 2021*
Freshman Basketball Coach

- Coached a group of 14-year-old boys the game of basketball and developed their abilities to be a part of a team
- Developed characteristics such as leadership, sportsmanship, communication and work ethic through the game of basketball

Reference

Matt Wadsworth, Edgewood High School — mwadsworth@rbbschools.net — (317) 402-2933
Head Boys Basketball Coach

Kyle Walter, Edgewood High School — kwalter@rbbschools.net — (765) 720-0119
High School Mathematics Teacher

Megan Stelly, Edgewood High School — mestelly@rbbschools.net — (337) 308-6111
High School Mathematics Teacher

INTERESTS

Story Telling | Golf | Saint Louis Cardinals | Landscaping | Coaching Basketball

Today's Date: 06/03/2024

Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS

Copy

☐ ECA POSITION (select if applicable)
☐ Carryover ECA position each year until employee terms?

APPOINTMENT SHEET

Name: Gabbi Jenkins (Gabriella) Nickname:
Address: 2716 S Rogers Street, Bloomington, Indiana 47403
Phone #: 502-381-8685 Email Address: gabbijenkins162gamil.com

New or Current Position of Employment: 3rd Grade Teacher
Who previously held this Position? New

Select one: ☑ Certified ☐ Classified ☐ Administrator
Check if applicable: ☐ Substitute ☐ HS Student ☐ Temporary Hire

Does appointee have previous or current employment with our school corporation? ☐ YES ☑ NO

If Yes, when? Prior Position

Select ONE Assignment for all IA appointments:

☐ IA 4 Yr Olds	☐ IA 2nd Grade	☐ IA 6th Grade	☐ SPED IA Connections	☐ SPED IA
☐ IA K5/KG	☐ SPED IA 3rd Grade	☐ SPED IA 7th Grade	☐ SPED IA Journeys	☐ Title I HQ IA
☐ IA KG	☐ SPED IA 4th Grade	☐ SPED IA 8th Grade	☐ SPED IA Pathways	☐ IA Floater (ELEM)
☐ IA 1st Grade	☐ SPED IA 5th Grade	☐ SPED IA Inclusion HS	☐ SPED IA 1:1	☐ IA (Other)

Does the new IA have an Associates degree or higher? ☐ YES ☐ NO

	Date	Position #	Old Position #(s) (if applicable)
New Hire Start	8/5/2024	3RD-EIS007	
New Position Start			
Transfer			
Change (pay, hrs, etc.)			
Termination			
Resignation			

(If Termination or Resignation from RBB - please list all positions that need to be termed)

Extended Leave Begin* ☐ FMLA
Extended Leave End* *Long Term Sub Name

School Assigned: EIS
Hours Per Day: 8
Days Per School Year: 185

Door Access ☑ YES ☐ NO

Notes (include daily schedule):

For Admin Office Use Only

Teacher Level (BS/MS): BS
Step (ex. A): A
Pay Rate: 45,000
Benefits: ☑ TRF Eligible ☐ PERF Eligible ☐ Not Eligible

Postion %	Position Account Codes	Sub Code
100%	0101-11100.00-110.30.0000-6153	.30

Other Current Positions:

Treasurer's Notes: updated on PCS 6/13/24 ~~TH~~

Employee ID #
Original Start Date at RBBCSC:

Recommended for Superintendent's approval by: _____ Principal/Supervisor Signature — Date: 6/3/24

Recommended for School Board appoval by: _____ Superintendent's Signature — Date: 6-13-24

Email completed form to appt-sheet@rbbschools.net for Superintendent and School Board approval.

Updated 01/2024

Copy

Gabbi Jenkins

2716 S Rogers Street
Bloomington, IN 47403
(502)-381-8685
gabbijenkins16@gmail.com

EDUCATION

Indiana University, Bloomington, IN - *Bachelor of Education (2020)*

Major: Elementary Education

Minor: Psychology

GPA: 3.84

Indiana University, Bloomington, IN - *Master of Education Candidate*

Program: M.S.Ed. Educational Leadership

Anticipated completion: Undetermined

TEACHING EXPERIENCE

Edgewood Primary 1st Grade - *Ellettsville, IN* AUGUST - NOVEMBER 2020

- Planned units
- Taught full days independently
- Collaborated with four other grade level teachers to create lesson plans based on student needs
- Engaged in professional development opportunities weekly

Edgewood Primary Kindergarten - *Ellettsville, IN* JANUARY - MARCH 2020

- Learned and practiced effective classroom management skills
- Created Social Studies lessons based on feedback from student interviews
- Planned four lessons to teach full class based on student understanding from interviews

Lakeview Elementary 5th Grade - *Bloomington, IN* AUGUST - DECEMBER 2019

- Assessed student knowledge through formative assessment interviews in math and science
- Created lessons based on feedback from formative assessment interviews
- Taught lessons to full class based on what was learned in interviews

Clear Creek Elementary 1st Grade - *Bloomington, IN* JANUARY - APRIL 2019

- Planned and conducted weekly writing and literacy lessons with case study student
- Read aloud and taught reading strategy for full class
- Led small group reading lessons with 3-6 students

Binford Elementary ESL Tutor - *Bloomington, IN* JANUARY - APRIL 2018

- Helped 3rd grade student navigate homework in English with her 1st language being Arabic
- Guided 3rd grade student in reading and math exercises

St. Charles School 2nd Grade - *Bloomington, IN* SEPTEMBER - NOVEMBER 2017

- Aided 2nd grade teacher in classroom for two hours each week assisting students with work and grading papers
- Gained management skills, teaching techniques, and lesson ideas to help future classroom be most empowering

St. Charles School 5th Grade P.E. Class - *Bloomington, IN* NOVEMBER 2017

- Taught a full 30 minute P.E. class with 25 fifth graders independently
- Practiced skills to manage and instruct students through physical activity and games
- Gained experience in a P.E. setting which adds versatility to my teaching capabilities

WORKING EXPERIENCE

Indiana University Assistant Softball Coach - *Bloomington, IN* AUG. 2021 - MAY 2024

- Coached 18-22 student-athletes per season
- Organized and executed practice and camp plans regularly for groups as small as 2 and as large as 150 kids (K-12)
- Served as Win The Day Softball Camp Director operating K-12 camps
- Oversaw, organized and directed Lil' Sis K-6 Mentor Program
- Communicated program happenings weekly to community families and alumni base
- Conducted Time Management Plan meetings with 2-3 Freshmen per year weekly

Copy

AWARDS AND HONORS

NFCA Midwest Regional Coaching Staff of the Year - *Spring 2023*

Scholastic Achievement Award - *Spring 2018, 2019, 2020, 2021*

Academic All-Big Ten - *Spring 2018, 2019, 2020, 2021*

Big Ten Distinguished Scholar - *Spring 2018, 2019, 2020, 2021*

Aline Robinson Award Winner - *Spring 2018, 2019*

NFCA All-Midwest Region - *Spring 2018, 2021*

All-Big Ten - *Spring 2018, 2021*

E. Donations

Richland-Bean Blossom Community School Corporation

EDGEWOOD HIGH SCHOOL

Caring. Daring. Preparing.

TO: RBBCSC Board of Trustees

FROM: Dirk Ackerman

DATE: June 11, 2024

RE: Acceptance of Tri-Kappa Donation

Edgewood High School has received a generous $200 donation from Tri-Kappa to support our Arts and STEAM programs. We are deeply grateful for Tri-Kappa's commitment to enhancing the educational experiences of our students.

We extend our heartfelt thanks to Tri-Kappa for their generosity and dedication to our school community. Their contributions make a positive difference in our students' academic and personal development.

Principal · Mr. Dirk Ackerman · dackerman@rbbschools.net
Assistant Principals · Ms. Alicia Dirk · Mr. Jordan Key
Counselors · Mr. Dennis Faust · Mrs. Amy Winkler · Ms. Zoé Vriesman
Social Worker · Ms. Layne Howard
Athletic Director · Mr. Jerry Bland · Assistant Athletic Director · Mr. Sam Jones

601 South Edgewood Drive · Ellettsville, IN 47429 (812) 876-2277 · rbbschools.net

5. Assistant Superintendent's Report

6. Discussion of 2024 GO Bond Issuance

7. Consideration to Approve the 2024-2025 Classified Handbook and Rates

Memo to Board Members

Matt Irwin, Assistant Superintendent - RBBCSC

June 17th, 2024 Board Meeting

Consideration to Approve the 24-25 Classified Handbook & Rates

This is just the yearly renewal of the classified handbook for this upcoming year. I have included all changes in red or with strikethrough if it is being deleted. I had Ferguson Law review it again to double check that it is consistent with laws and Board policy. I also talked with several individuals to gain feedback on things that came up this past school year with it. I looked for places we needed to clarify practices and also some of the changes in red are a result of finding efficiencies or to alleviate areas of concern that have come up. One of the more noticeable changes was adding an extra E-learning/ Flex day to transportation and nutrition services staff (to make 3 days) because they have very little opportunity to make up for that lost time and many times end up using their regular paid leave. We don't want this employee group to unnecessarily take on a financial burden. Other than that this is a very similar document as to what was board approved last year.

Richland-Bean Blossom Community School Corporation

EDGEWOOD SCHOOLS

Caring. Daring. Preparing.

CLASSIFIED PERSONNEL EMPLOYMENT HANDBOOK

2024-2025

PENDING RBBCSC Board Approved on June 17, 2024

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Welcome to the Richland-Bean Blossom Community School Corporation

Welcome to a new school year at Richland-Bean Blossom Community School Corporation! We are proud of the reputation and success of our students, staff and community. We believe this success was achieved because of the dedication and hard work of all of our employees. We are grateful for your team effort and shall count on you to support our continuing school improvement efforts.

Your Classified Personnel Employment Handbook is designed to inform you of our general employment expectations, fringe benefit programs, and employment policies. It is your responsibility to become knowledgeable of this information. Each new employee will have a pre-employment orientation with their immediate supervisor, the payroll department or the Benefits Coordinator.

If after your conference, you have questions regarding the information in your handbook, or believe you have not received the benefits outlined within, please contact your Building Principal, Supervisor or our Payroll/Business Department.

I hope your employment is rewarding, and I wish you the best of luck in your career with Richland-Bean Blossom Community School Corporation.

Matt Irwin

Matt Irwin
Assistant Superintendent

This handbook should not be construed to create or be a part of a contract between the Richland-Bean Blossom Community School Corporation ("RBBCSC") and any classified employee. The provisions contained herein may be amended or deleted at any time by RBBCSC. All classified personnel of RBBCSC are at-will employees.

NON-DISCRIMINATION POLICY

Richland-Bean Blossom Community School Corporation does not discriminate on the basis of race, color, religion, gender, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Inquiries regarding compliance may be directed to Jerry Sanders, Superintendent, or Matt Irwin, Assistant Superintendent, 600 S. Edgewood Drive, Ellettsville, IN 47429, phone (812) 876-7100, or fax (812) 876-7020.

GENERAL EMPLOYMENT EXPECTATIONS

Many factors are considered when RBBCSC selects a new employee. One of the primary considerations is the ability to get along with co-workers and supervisors, and the ability to project a positive image to our students, parents, and the community.

The following employment rules and procedures represent our general employment expectations. More specific rules and procedures will be discussed with you by your supervisor and will vary depending on your work assignment and location.

GENERAL EMPLOYMENT RULES

1. Report to work every scheduled workday unless you have a personal illness, an approved paid leave day, vacation day, or a death in your family.
2. Do your job to the best of your ability.
3. Work as a "Team Player" with all school personnel.
4. Follow Corporation employment policies and procedures printed in this handbook and the Board policies, which can be found at https://go.boarddocs.com/in/rbbcsc/Board.nsf/Public?open&id=policies.

A. Rules of Conduct

Rules are needed in any organization so that the operation runs smoothly. The following rules exist because they are essential for the safety, welfare, morale, and general well-being of our students and co-workers. A violation of one or more of these rules may result in a reprimand, suspension, or dismissal. The following behaviors may subject an employee to immediate dismissal or other disciplinary action without previous warning:

- falsifying employment application;
- refusal to do the job assigned, willful disobedience of job instructions and/or orders, deliberate inefficiency/slow work production;
- severe and/or persistent incompetence;
- fighting, immoral behavior, or indecency;
- intoxication or drinking on duty;
- use, sale, or possession of controlled substances on the job or use of tobacco products, including e-cigarettes, is prohibited;
- gambling on RBBCSC' premises;
- engaging in horseplay or other acts endangering self, other employees, students or in violation of safety regulations;
- deliberate or intentional release of confidential information;
- deliberate destruction, damage, or defacement of RBBCSC' property or equipment;
- use of obscene or abusive language, repeated use of profanity;

- theft; attempted theft;
- falsification of payroll sheets, or other RBBCSC' records, including, but not limited to, writing time in or out on another employee's payroll sheet, lying to a supervisor;
- soliciting or accepting gifts other than those of small intrinsic value;
- absent without notice or approval of supervisor;
- excessive absenteeism or tardiness, unauthorized absence, failure to notify supervisor of absence, quitting early without permission;
- a threat of any act that would endanger life or property;
- threatening, intimidating, or coercing others (including, but not limited to students, parents, visitors, co- workers, or supervisors);
- discourteous, unethical, or insubordinate conduct with others (including, but not limited to, students, parents, visitors, co-workers, or supervisors);
- substandard work performance, negligence, loafing or sleeping on the job, misuse of work time;
- failure to report job-related injuries;
- posting non-approved material on bulletin boards or removing posted material without authorization;
- unauthorized solicitation, in any form, of other employees, students or visitors;
- failure to report an arrest to immediate supervisor within twenty-four (24) hours;
- any act or form of behavior not herein specifically listed which violates the intent of rules as stated in the above section and other acts, incidents, or conduct, which may adversely affect the efficient operation of Richland-Bean Blossom Community School Corporation or in any way jeopardize the safety, welfare, morale, or general well-being of employees, students, or visitors. The rules stated above are meant as a guide. Other conduct deemed out of compliance with the mission of Richland-Bean Blossom Community School Corporation, though not listed, may be grounds for disciplinary action or dismissal.

Discipline Procedure: In the event it is necessary to take disciplinary action, your direct supervisor, the building principal, or the Superintendent/Assistant Superintendent may follow these steps to encourage improvement for an employee who has shown poor work habits or prohibited conduct:

Step 1	Discussion with your supervisor (verbal warning), Or written warning;
Step 2	Final warning/Suspension;
Step 3	Discharge (termination).

The main purpose of having a disciplinary procedure is to give a valued employee an opportunity to correct and improve their work situation. In some instances, suspension or termination without prior warning may be imposed due to the seriousness of any individual offense, due to insubordination or in situations where the best interest of children necessitates an administrative decision to remove an employee from the school atmosphere. Thus, RBBCSC reserves the right to suspend or terminate any employee without prior notice, and without utilizing the step procedure outlined above.

GENERAL EMPLOYMENT PROCEDURES

Attendance: Employees who will be absent or late are expected to notify their supervisor as soon as possible and always before the start time of their workday. Supervisors will give classified employees instructions, names and numbers of cell phone contact and/or voicemail procedures that should be followed. Employees are expected to explain why they will be absent or late and when they expect to return to work. It is the employee's responsibility to ensure proper notification is given.

Poor attendance on the job may result in termination of employment.

Pay Days: Employees are paid within 10 business days following a ten-fourteen (10-14) day work period. A work period begins at the conclusion of the previous work period and ends ten to fourteen (10-14) days later. Employees will only be paid when their time cards have been approved by the building principal or supervisor. It is your responsibility to review the portion of the Time Report that records the hours you have worked each pay period.

**Any employee will be ineligible for any pay raise or movement on a particular schedule if their overall evaluation is less than effective or they are on an improvement plan.

Dress Code
All staff is expected to dress in a professional and acceptable manner at all times.

*Custodial and maintenance crews will wear school provided attire on all work days unless previously specified by their supervisor

Classified Staff – Time Cards/Frontline verification: Employees who are required to record all hours worked on a Time Card must "clock-in" at the beginning of each shift and must "clock-out" at the end of each shift. All employees are required to sign in to Frontline with their user name and password to request leave days, absences, or notification of any time off work that will be recorded. Employee use of Frontline is mandatory and not recording time off may result in termination. Knowingly signing in for or punching another employee's time card, having your own time card punch in or being signed in by another employee, or falsification in any manner of Time Cards is a serious matter and a violation of rules that may result in disciplinary action up to and including termination of employment.

Failure to use the RBBCSC recording system "clocking in", creates an atmosphere of distrust and can result in disciplinary action or termination.

Unpaid Personal Leave of Absence: Absenteeism can be one of the most serious problems any organization can face. It is harmful to both the employer and employee. RBBCSC considers repeated or habitual absences to be unacceptable and may result in disciplinary action. However, we realize that there will be some exceptions, such as extended illness, that require special consideration.

RBBCSC does not routinely grant unpaid personal leaves of absence. All available leave days must be used prior to a day without pay is considered unless otherwise granted by RBBCSC. The personnel office will deduct available leave days in this order: paid leave - then vacation. RBBCSC may grant an unpaid personal leave of absence on an individual basis. The decision to grant an unpaid leave will be based on the length of requested leave, the length of service, the level of job performance, and the overall operational needs of RBBCSC. A leave of absence request less than 1 year must be approved by the Superintendent. A leave of absence request greater than 1 year must be approved by the school board. Some leaves may be unavoidable and covered by *The Family Medical Leave Act of 1993*. Please see pages 9-10 of your handbook for a description of this provision.

Without an approved leave, workdays "Without Pay" may result in termination of employment.

Probation: Employees new to RBBCSC shall serve approximately eight (8) weeks of probationary employment (forty workdays). During probation, paid leave shall not be available. After completion of probation, the employee is awarded paid leave on a pro-rated basis (schedule attached – Page 12). Each employee and their supervisor will be informed of their new benefits by the business office when a new employee successfully completes their probationary status.

The Superintendent or Assistant Superintendent has the discretion to grant a leave day during probationary period.

Days and Hours Worked and Overtime: Employees are assigned a regular job with regular hours and workdays. Occasionally illness, absence, vacation or other circumstances make it necessary to transfer an employee to another position or adjust their hours. Employees may be transferred to another location or have their hours adjusted at any time at the discretion of their supervisor and/or the Superintendent/Assistant Superintendent.

In some cases employees are asked to work "Special Events" which would pay them overtime if they have already worked the 40-hour week. In the event that RBBCSC can't find workers to cover the events, the Supervisor may have employees work a "flex week" to make sure the event is covered. Example: Bill will not work on Monday, but he will work Tuesday through Saturday (40 hours) to cover the Saturday "Special Event". Overtime is calculated for each work week within a single pay period.

Leaving Campus: Employees are required to remain on campus for their entire shift except during lunch break or when specifically authorized to leave campus by the Principal/Supervisor.

Pay/Compensatory Time for Approved Overtime: This will be 1 1/2 times regular hourly rate/time. No overtime shall be worked except in cases of emergency. Overtime pay must be approved in advance by the Superintendent or Assistant Superintendent. Compensatory time is figured on a forty (40) hour work week at time-and-a-half, and only if forty (40) hours were actually worked (straight time only not if the work week contains any holidays, paid leave, bereavement, vacation days, or compensatory time taken). Compensatory time may accumulate only to forty (40) hours. Board Policy #4413 and Fair Labor Standards Act, Policy 6700.

Cancelled Workdays: Employees will only be paid for days worked unless otherwise noted by an emergency action taken by the Board or Superintendent. An employee absent or missing time due to inclement weather (when school is closed or delayed) may use available leave time of their choice.

Return to Work Policy: If an employee is absent from work for 5 consecutive days due to medical reasons, injury, or health concerns, the employee is required to contact the personnel office to inform administration of when and in what capacity the employee is able to return to work with no restrictions. At the time of that meeting, the employee is required to provide medical clearance from a licensed physician that shows, in writing, that the employee is allowed to work with no restrictions or whether they are able to return to work on a limited basis. Administration may need to consider whether it is possible for the employee to return to work on a limited basis. ~~If the employee is able to return with restrictions, see "Early Return-To-Work Statement" located under **Worker's Compensation** on pages 8-9 of the RBBCSC Classified Handbook.~~ No employee is allowed to return to work without proper notification of why there was an absence from work, or to what degree the employee is able to perform the expected duties of their job.

Paid Holidays: Employees that work on a 12-month year-round basis will have the full schedule of paid holidays as outlined below. Employees that work on a less than 12-month year-round basis will have the paid holidays that are notated with a (*)

SCHEDULE OF PAID HOLIDAYS

Labor Day (*)
Thanksgiving Day (*)
Thanksgiving Friday (*)
Christmas Eve Day
Christmas Day (*)
New Year's Day (*)
Day before or after New Year's Day (Supt. Direction)
Independence Day
Memorial Day (*)

Employees must work their scheduled workday before and after a paid holiday or be on **PAID** leave to receive holiday pay.

Employees who work a portion of their scheduled workday the day before or after a holiday will be paid for the same number of hours for the holiday as they were paid on the day they did not work a full shift.
*Holiday Pay is not applicable to temporary positions, substitutes, lunch room assistants & student workers.

Leave & Vacation Days: If you are on uncompensated leave as of July 1 in any given year, you will receive your annual allotment of leave days when you have returned to active work status for 15 workdays. This provision also includes any employee who receives vacation days on June 1.

Paid Leave: After the customary 40-workday probationary period, paid leave days shall be granted on a pro-rated basis for that year. Paid leave is not vacation leave. Vacation leave is a separate category of benefit. Paid leave days are for illness of the employee, family members, or for personal business that cannot be done outside of the workday.

12-month employees hired prior to June 21, 2021: 15 paid leave days per year.
12-month employees hired on or after June 21, 2021: 10 paid leave days per year.

Part-Time 12-month employees hired prior to June 21, 2021: 14 paid leave days per year
Part-Time 12-month employees hired on or after June 21, 2021: 5 paid leave days per year

Non 12-month employees hired prior to June 21, 2021: 11 paid leave days per year
Non 12-month employees hired on or after June 21, 2021: 5 paid leave days per year

**Transportation and Nutrition Services staff will have available three (3) E-Learning Paid Days to be used only during E-Learning days/Flex Waiver Days that would count towards their normal working day schedule. These days do not accumulate.

If the annual allocation is not used, it will be added to accumulated leave not to exceed one hundred eighty (180) days. If three (3) or more consecutive days will be missed for anything other than health reasons, the leave must be submitted well in advance to seek approval from the immediate supervisor. All leaves for health reasons lasting five (5) or more days will need to be accompanied by a doctor's statement. All approvals are not automatic and notification of your supervisor is to be made as far in advance as possible. The needs of RBBCSC will be considered of primary importance.

*Paid leave days may be taken in full or half (1/2) day increments only.
*Part-Time employees paid leave days may only be taken in full day increments unless specifically authorized in special situations or by their building administrators or director
*Paid leave is not paid out at separation unless otherwise specified in retirement benefit language
*Paid leave cannot be used for non-working days
*Paid leave days are not applicable to temporary positions, substitutes, lunch room assistants & student workers.

Bereavement Leave:
Bereavement leave for death in the immediate family shall be granted for a period not to exceed seven (7) consecutive calendar days (this would mean through a weekend / weekend days are not paid and would not be put into frontline). Immediate family shall be defined as spouse, child, step-child, ward, parents, step-parents, parents-in-law, siblings, grandchild, son-in-law, or daughter-in-law. This leave will commence within fourteen (14) days of the date of the death.

Two (2) days shall be granted for bereavement leave for grandparents, aunt, uncle, niece, nephew, brother-in-law, sister-in-law of employee or spouse or any other relative of the employee whom the employee counts as a dependent. If out of state travel is required for attendance at the funeral, the employee may receive three (3) days rather than two (2) days of leave. This leave must occur within fourteen (14) days of the date of the death.

Notice of bereavement leave/verification must be in writing and given to the employee's immediate supervisor/building principal as soon as possible. The written notice must include the relationship to the deceased family member.

Jury Duty/Trial Witness Leave: Employees who are called upon to serve our community as a jury member or as a trial witness shall be paid for that service. Employees must verify with court documentation. Employee cannot receive double payment from the school and from jury duty.

Paid Vacation Leave: Vacation with pay for all full-time personnel who work on a twelve (12) month basis is awarded following completion of one year of work. An employee who's one year is after June 1 will be awarded a prorated number of days for the first year. Subsequent awards of vacation time will be awarded in the summer when all other employees receive their vacation award. Personnel working on less than a twelve (12) month basis, or who work part-time only, are not subject to vacation pay unless otherwise noted in an individual employment contract. The schedule of paid vacation leave is listed in the table below. Only an individual employment contract can supersede the language in this provision. Vacation days require the prior approval of the Superintendent or designee.

Vacation days may accumulate up to 20 days. Any days over that will be rolled to paid leave accumulation on June 1st of every year prior to loading of new days, and shall be subject to the paid leave day restrictions and conditions. Any current classified employees, will have their vacation days capped at the number of which they currently have over 20 as of May 31st, 2021.

- Any personnel receiving vacation days who retires or separates from RBBCSC for any reason will have that year's vacation leave prorated to the nearest half day based on time served for the current year.

SCHEDULE OF VACATION LEAVE

SCHOOL YEARS OF EXPERIENCE	Vacation DAYS
Summer Following 1st Year	10 days
10+ Years (by 6/1/21).	15 days
15+ Years (by 6/1)	15 days
25+ Years (by 6/1/21)	20 days

Health Insurance: The SCIST (South Central Indiana School Trust) Health Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week to be eligible for coverage in one of the health insurance plans offered by RBBCSC unless otherwise noted to the individual employee. RBBCSC shall contribute a set amount per year toward the cost of an insurance plan elected by these employees. The employee shall pay the difference. These health insurance rates can be viewed by the employee by reaching out to the HR/Benefits Specialist. This includes any HSA contributions that the board has approved for eligible employees in HSA eligible plans. For the current year that is $300 for an employee only eligible plan and $800 for an employee plus eligible plan. No contribution will be made for employees who enroll after January 1 of the insurance year.

Dental Insurance: The SCIST (South Central Indiana School Trust) Dental Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week to be eligible for coverage in one of the dental insurance plans offered by the RBBCSC, unless otherwise noted to the individual employee. RBBCSC shall contribute a set amount per year toward the cost of an insurance plan elected by these employees. The employee shall pay the difference. These dental rates can be viewed by the employee by reaching out to the HR/Benefits Specialist.

Vision Insurance: The SCIST (South Central Indiana School Trust) Vision Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week, to be eligible for coverage in the vision insurance plan (VSP) offered by RBBCSC, unless otherwise noted to the individual employee. The employee pays 100% of the cost. These vision rates can be viewed by the employee by reaching out to the HR/Benefits Specialist.

Term-Life Insurance: The Board will provide a term life insurance policy with a benefit valued at $50,000 (30 hours or more weekly). The Board shall pay all but one dollar ($1.00) of the annual premium.

Long-Term Disability Insurance: The Board will provide a long-term disability insurance policy (30 hours or more weekly). The Board shall pay all but one dollar ($1.00) of the annual premium.

Workman's Compensation: When an accident/injury arises out of and in the course of duty, an employee may be eligible for Workman's Compensation benefits. The accident/injury must occur after a healthy employee has arrived at the employee's workstation and is in their normal course of work. The employee will not be eligible if the injury occurs on the way to work or if the injury had been sustained during an activity before the scheduled work day. **An accident/injury must be reported to your supervisor immediately or the claim may be denied**. The supervisor will call the insurance triage telephone number and fill out the appropriate accident/injury report, which should be forwarded to Central Office immediately. An employee cannot return to work without a doctor's release indicating no restrictions or limited work restrictions of duty after an employee seeks medical attention for an accident/injury that occurs during the course of normal work duties.

An employee must follow the instructions or recommendation of their supervisor when advised to seek medical attention. A refusal to follow a reasonable request by an immediate supervisor can be grounds for termination.

Before any medical attention is provided by the occupational health clinic designated by the school corporation, the employee **may be required to submit to a drug and alcohol screening**. This screening is to protect the individual from potential harmful effects of any medical procedure or possible drug interactions during their visit. If the employee refuses the drug screening or tests positive for alcohol or an unauthorized or illegal substance, the school corporation may assume no liability in connection to the accident, injury or ongoing health problems of the employee. Depending on the nature of a positive test for alcohol, unauthorized or an illegal substance, the employee may also be terminated immediately.

Any employee found falsifying or making misleading statements in connection to a workman's compensation claim will be subject to a possible insurance fraud investigation, which could include immediate termination and/or arrest.

The State Board of Accounts has ruled, based on the Official Opinion of the Attorney General No. 134 of 1945, that an employee would be entitled to receive only the difference between the amount received under the Workman's Compensation Act and the full benefit otherwise provided by local board regulations.

If the employee uses an accrued sick day and receives full pay from the School Corporation, then the Workman's Compensation benefit must be turned over to the School Corporation.

Double payment or overlapping payment of compensation on account of the same injury is not authorized. If the employee receives no sick leave pay from the RBBCSC, the employee retains the Workman's Compensation check.

Family and Medical Leave Policy: Richland-Bean Blossom Community School Corporation has adopted the following Family and Medical Leave Policy in compliance with federal and state law. All employees who have been with the RBBCSC for at least twelve (12) months and who have worked at least 1,250 hours in such 12-month period are eligible for up to twelve (12) weeks of Leave in each Leave Year (as defined below) for certain qualifying circumstances with continuation of health insurance and other benefits and restoration to the same or an equivalent position upon return from Leave.

Family and Medical Leave is available for employees who experience the birth, adoption or placement of a child for foster care ("Family Leave") or for an employee's serious health condition or the serious health condition of the employee's spouse, parent or child ("Medical Leave"). A serious health condition means an illness or injury that requires hospitalization or the services of a healthcare provider for three (3) or more days for the same condition. A "Leave Year" is a rolling twelve (12) month period measured backward from the date the leave is used. Leave under this policy will be unpaid, except that employees will be required to use accumulated vacation, personal, and sick days for a Medical Leave and must use accumulated personal and vacation days for a Family Leave. All paid days used will count against the twelve (12 weeks) available Leave. Unused family and medical leave days do not accumulate from year to year.

A request for Leave must be made in writing thirty days (30) before the requested start date when the need for Leave is foreseeable. Notice of less than thirty (30) days is permissible only if the need for Leave is not known thirty (30) days prior to the requested start date, in which case the employee must give notice as soon as the employee learns of the need for Leave. Failure to give notice as required hereunder may result in postponement of the starting date of the Leave for up to thirty days (30). In certain serious health conditions, the School District may require the employee to provide medical certification of the need for Leave, which certification shall set for the expected dates or duration of medical treatment and that the employee cannot perform with the employee's normal duties or that the employee is needed to care for a spouse, child, or parent with a serious health condition. The School District reserves the right to request a second medical opinion in addition to the employee's medical certification, and if necessary, a third

medical opinion in the event of a conflict. Employees returning from Medical Leave must provide certification from the healthcare provider that the employee is capable of performing his or her job functions.

Medical insurance coverage, under the school's group health plan for employees on Leave will be continued, provided that the employee pays the employee portion of the insurance premium. If an employee fails to pay the required premium within thirty days (30) after it is due, insurance coverage may be canceled, but it will be reinstated upon the employee's return from Leave. In certain circumstances, the School District reserves the right to advance an employee's portion of the insurance premium to prevent cancellation of the employee's insurance, provided that the employee shall repay such advanced premiums upon return from Leave. Holidays will not be paid to the employee when the employee is on unpaid leave.

FMLA Notice of Expectations

1. The first twelve (12) weeks of an FMLA leave will be counted towards an employee's annual FMLA entitlement.
2. The twelve (12) month period to determine annual entitlement will be a rolling twelve (12) month period measured backwards from the date leave is used.
3. An employee may substitute paid leave in the following manner:
   a. Maternity leave – an employee may substitute paid leave as outlined in the negotiated Agreement (certified employees) or the employee handbook (classified employees).
   b. Adoption leave – an employee may substitute paid leave as outlined in the negotiated Agreement (certified employees) or the employee handbook (classified employees).
4. During the first twelve (12) weeks of a leave (paid or unpaid), health, dental, life, and long-term disability insurance, in which the employee may be enrolled, will continue as if they are working. The employee will be responsible for payment of premiums in the same manner. If an employee continues to be on an approved unpaid leave at the conclusion of the first twelve (12) week period, the employee granted such a leave shall have the right to maintain during the remainder of the leave insurance benefits at the employee's sole expense. Please contact Personnel for more details.
5. Failure to return to work after an unpaid portion of an FMLA leave will result in an employee being charged for any health, dental or life insurance premiums paid by the employer during the unpaid portion of the leave.
6. Upon an employee's return to work a fitness for duty certificate must be presented. This would be for return from leave for an employee's own serious illness.
7. An employee granted a leave under the FMLA provisions will be returned to the same assignment or one that is comparable and equal in benefits as determined by the administration.
8. An employee would be required to notify their building principal or supervisor of the employee's intention to return to work. This should be done at least two weeks prior to returning.
9. Complete the medical certification form to certify a serious health condition for an employee or qualifying family member. Failure to do so will be cause to deny leave until certification is provided (not required for maternity leave).

Transfers/Substitutes/New Hires: An applicant is not considered employed until they have cleared the SafeHiring Solutions screening process, completed their pre-employment orientation and have reported to work for their first day as an employee. Substitutes should not assume they will receive regular

employment or are full time employees until they have been notified of their full-time status during a pre-employment orientation meeting. New hires may be subject to immediate termination if a criminal conviction or notification of criminal proceedings is found on any background check or it is determined that any information was withheld during the hiring process that may be considered material after employment has started.

If a current employee requests a transfer, they need to place their request in writing to their building principal or immediate supervisor. Administration reserves the right to decide placement at any time for every classified employee regardless of years of experience or current position.

Background Verifications: All applicants are required to utilize the on-line background process before RBBCSC approves a recommendation of employment. RBBCSC reserves the right not to employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee. RBBCSC reserves the right to obtain criminal record information on any employee at any time.

All classified employees will be required to follow the on-line background process with initial employment and no more than 5 years after their previous background verification.

Retiree Insurance: Newly retiring full-time employees that meet ALL the following requirements are eligible to continue on with our insurance at their sole cost.

- The retiree must be at least age 55 before their retirement date, but not yet eligible for Medicare coverage
- The retiree must complete 20 years of creditable employment with a public employer and 10 of those years must have been completed immediately preceding their retirement date.
- The retiree must have 15 years of participation in PERF or ISTERF prior to their retirement date

*Retiree must request continuation of coverage within 90 days of their retirement date.

Coverage ends when the retiree becomes eligible for Medicare coverage:

A retired employee who is eligible for continued insurance coverage may elect to have the employee's spouse covered under the health insurance program at the time the employee retires. If a retired employee's spouse pays the amount the retired employee would have been required to pay for coverage, the spouse's subsequent eligibility to continue insurance under this section is not affected by the death of the retired employee. The surviving spouse's eligibility ends on the earliest of the following:

(1) When the spouse becomes eligible for Medicare coverage.
(2) Two (2) years after the date of the employee's death.
(3) The date of the spouse's remarriage.

Leave Days awarded after 40 probationary days have been worked.

12 Month Employees	FT/ PT	Eligible Non-12 Month Employees	
Hire Month	Paid Leave	Hire Month	Paid Leave
July	10/ 5	July	5
August	10 / 5	August	5
September	10 / 5	September	5
October	8 / 4	October	4
November	8 / 4	November	4
December	7 / 4	December	4
January	6 / 3	January	3
February	5 / 3	February	3
March	4 / 2	March	2
April	3 / 2	April	2
May	2 / 1	May	1
June	1 / 1	June	5 for following school year

Retirement Savings Plan.

1. Effective with the 2004-05 school year, all PERF covered classified employees shall have the option of investing in the Section 403(b) Plan to the maximum allowable under Federal law. Effective with the 2004-05 school year, the Board will match such PERF covered classified employee contributions in a qualified Section 401(a) Annuity Plan ("401(a) Plan") maintained by the Board on behalf of the PERF covered classified employee on a dollar for dollar basis according to the following schedule:

   A. PERF Covered Classified Employees – up to two tenths percent (.002%) but no less than fifty dollars ($50.00) of the PERF covered classified employee's salary as reflected on the salary schedule annually.

   B. PERF Covered Classified Employees employed on or after May 30, 2004 – a contribution of fifty dollars ($50.00) annually.

   This Section 401(a) account shall be in addition to the Section 401(a) accounts established for the retirement buyout dollars in Section C above.

2. Employees hired before May 30, 2004, shall be one hundred percent (100%) vested in any contributions made by the Board on the employee's behalf to the Section 401(a) Plan. Employees hired after May 30, 2004, shall be one hundred percent (100%) vested in any contributions made by the Board on the employee's behalf to the Section 401(a) Plan when the employee has ten (10) completed years of service. A PERF covered classified employee who is not fully vested in this program and who voluntarily resigns shall not retain any prior partial vesting rights if ever rehired by the Board.

Retirement Pay Buyout

1. **Retirement Pay Buyout For PERF Covered Classified Employees Hired Prior to May 30, 2004.**

   Upon receipt of the Senate Bill 199 bond proceeds, all PERF covered classified employees hired before May 30, 2004, with an Unused Leave Accumulation of one hundred (100) days or more, the Board will buy all unused leave days at the end of the school year at the rate of thirty-five dollars ($35.00) per day. The money shall be deposited into the PERF covered classified employee's Section 401(a) account. Thereafter, the Board will buy a PERF covered classified employee's unused annual leave days in excess of one hundred (100) days, until such time as the Board has bought a total of eighty (80) additional leave days from the PERF covered classified employee, and deposit such money into the PERF covered classified employee's Section 401(a) account ***by August 1***. In no case will the Board reimburse the PERF covered classified employee for more than one hundred and eighty (180) cumulative leave days. However, the PERF covered classified employee may accumulate an unlimited number of days for leave purposes.

   At the time the PERF covered classified employee retires, the Board will buy the PERF covered classified employee's unused accumulated leave days, up to one hundred (100) days, at $35.00 per day.

2. **Retirement Pay Buyout for PERF Covered Classified Employees Hired After May 30, 2004**

   PERF covered classified employees hired after May 30, 2004 may accumulate up to one hundred (100) unused leave days. Once a PERF covered classified employee has accumulated one hundred (100) unused leave days, the Board will buy back unused leave days at the end of each school year at the rate of thirty-five dollars ($35.00) per day to a maximum of eighty (80) days and deposit such money into the PERF covered classified employee's Section 401(a) account. At retirement up to 100 days will be paid at a rate of thirty-five dollars ($35.00) per day. In no case will the Board reimburse the PERF covered classified employee for more than one hundred and eighty (180) cumulative leave days, however the PERF covered classified employee may accumulate an unlimited number of days for leave purposes.

Internal Complaints' Procedure

Richland-Bean Blossom Community School Corporation aims to provide an efficient, helpful and courteous environment to all staff. If any member of our staff needs to make a complaint about their environment, please contact the Assistant Superintendent or Superintendent giving details of the nature of the complaint, dates and staff involved. The Assistant Superintendent or Superintendent will contact the appropriate Supervisor, who will investigate the matter and respond.

An acknowledgement of receipt of the complaint will be sent within two working days and, normally, a response will be made within ten working days of receipt of the complaint.

The Superintendent will be informed of any complaints made.

Employee Verification of Pre-Employment Orientation and annual update form

- I have received a copy of the 2024-2025 Classified Employee Handbook.
- I have carefully and thoroughly read all policies and procedures including grounds for dismissal and/or disciplinary action.
- I have had an opportunity to have my questions answered with regards to the classified handbook, insurance coverage, benefits and over-time pay.

Print employee name: _____

_____ _____

Employee Signature Date

_____ _____

Payroll/Supervisor/Administrator Date

Pay Scales

(BOARD APPROVAL 11/2023)

Custodial Staff

Hired Prior to 7/1/10		Hired After 7/1/10	
		Year 0	$16.25
		Years 1-2	$16.50
		Years 3-4	$17.00
		Years 5-9	$18.00
Years 10-14	$20.00	Years 10+	$19.00
Years 15-19	$20.63		
Years 20-24	$20.96		
Years 25+	$21.48		

Head Custodians receive a $2,500 stipend each year starting with the 2023-2024 SY

Maintenance Staff

Year 0	$21.00
Years 1-2	$21.50
Years 3-4	$22.25
Years 5-9	$23.25
Years 10+	$24.75

Maintenance Sub - $16.25

Transportation

Bus Monitor		Driver	
Years 0-4	$15.00	Year 0	$21.00
Years 5+	$15.25	Years 1-2	$21.25
		Years 3-4	$21.75
		Years 5-9	$22.25
		Years 10+	$22.75

ECA Trips (Drivers) - $16.50

Instructional Aids / Latch Key / Health Aides

Year 0	$14.00
Years 1-2	$14.50
Years 3-4	$15.00
Years 5-9	$15.75
Years 10+	$17.00

Title 1 / Highly Qualified / Self-Contained or 1:1 SPED Aides -

Year 0	$15.75
Years 1-2	$16.00
Years 3-4	$16.25
Years 5-9	$16.75
Years 10+	$17.25

Before/After School Director (salaried) ---------- $19,500
Substitute Health Aide ---------- $14.00
Substitute RN Nurse ----------$160.00 a day

Pre-School Leads

Year 0	$18.00
Years 1-2	$18.25
Years 3-4	$18.75
Years 5-9	$19.25
Years 10+	$20.50

Pre-School Secretary

Year 0	$15.50
Years 1-2	$16.00
Years 3-4	$16.50
Years 5-9	$17.00
Years 10+	$18.25

School Secretaries

Year 0	$17.50
Years 1-2	$18.00
Years 3-4	$18.75
Years 5-9	$19.75
Years 10+	$21.00

Assistant / Guidance / Athletic Secretaries & Attendance Clerks & Library Assistants

Year 0	$16.00
Years 1-2	$16.50
Years 3-4	$17.00
Years 5-9	$17.50
Years 10+	$18.78

ECA Treasurers

Year 0	$17.50
Years 1-2	$18.00
Years 3-4	$18.75
Years 5-9	$19.75
Years 10+	$20.50

Nutrition Services

Supervisors

Year 0	$16.72
Years 1-2	$17.27
Years 3-4	$18.35
Years 5-9	$19.43
Years 10+	$19.97

Cooks / Cashiers

Year 0	$13.75
Years 1-2	$14.27
Years 3-4	$14.81
Years 5-9	$15.36
Years 10+	$15.89

Lunch Room Assistants

Year 0	$11.00
Years 1-2	$11.53
Years 3-4	$11.91
Years 5-9	$12.69
Years 10+	$14.53

Nutrition Services Sub ---------- $12.00

Lead Cook Stipend (up to 4) - $3,600 annually/$20 a day

**** Movement on any schedule based on years of service will be considered on the following dates each year
January 1st, April 1st, July 1st, & October 1st
**Non-Retroactive

**** Other classified positions are compensable based on qualifications and experience

8. Consideration to Approve 2024-2025 KES Pricing Agreement

Memo to Board Members

Matt Irwin, Assistant Superintendent - RBBCSC

June 17th, 2024 Board Meeting

Consideration to Approve Updated KES Pricing Agreement

We noticed throughout the year that there was a necessary tweak to our pricing agreement for times when we need to fill a maternity leave or some other long term leave of absence for a teacher. In our current agreement those licensed teachers that would fill that role would only make regular sub pay the first 15 days of the assignment and then on the 16th day would get the $200 a day. We feel as though we should pay those licensed teachers who are filling a long term leave from day one the $200 a day. There is really no financial risk in doing this and is more of what we feel is the right thing to do for these types of situations.

Kelly Education

EXHIBIT A
PRICING FOR KELLY EDUCATION

This Pricing Exhibit A is incorporated and made part of the Agreement for Educational Staffing between Kelly Services, Inc. and Richland Bean Blossom Community Schools, dated May 29, 2024. The pricing in Exhibit A is confidential and proprietary to Kelly and is effective as of August 7, 2024.

1. **Types of Assignments; Pricing**
   The Assigned Employees will be assigned to the following positions and at the following rates:

Position	Pay Rate	Pay Type	Markup	Bill Rate
Teachers - Library Media Specialist (HS Diploma, GED, Sub Permit)	$85.00	Daily	1.295	$ 110.08
Building Sub OR Long Term assignment 16+ days (HS Diploma, GED, Sub Permit)	$107.00	Daily	1.295	$ 138.57
Teachers - Library Media Specialist (4 year Degree, Sub Permit)	$100.00	Daily	1.295	$ 129.50
LT Teacher (current teaching license, begin day 1)	$200.00	Daily	1.295	$ 259.00

NON-Licensed Teacher rate begins on Day #1 **IF** assignment is longer than 3 weeks**

A signed Job Description is required for each position listed.

2. **Pricing for Hiring a Kelly Assigned Employee**
   Customer agrees to pay a placement fee upon hiring the Kelly Assigned Employee to work in full- or part-time position of employment with the Customer. The placement fee is based on days worked. The fee schedule is set forth below.

1 – 30 days worked	Fee Waived
31– 60 days worked	Fee Waived
61 – 90 days worked	Fee Waived
90+ days worked	Fee Waived

Kelly will not charge Customer a placement fee for transition of Customer recruited or transitioned employees.

3. **Pricing for Hiring a Direct Hire Candidate**
   If the Customer hires a candidate referred to it by Kelly for direct hire by Customer, the Customer agrees to pay a direct placement fee of $9,000. A Direct Hire is defined as a person who has not been in the employ of Kelly or the school/district prior to being hired by the school/district to fill a targeted open position.

4. **Short Notice Cancellation.**
   If a Kelly Assigned Employee has shown up for a Customer assignment on time, and Customer cancels the assignment without timely notice, due to reasons not related to the employee's performance, if Kelly is required to pay such Assigned Employee "show up time", Kelly will invoice Customer for such time up to four (4) hours.

KELLY SERVICES, INC.

By: _____

Name: _____

Title: _____

Date: _____

Richland Bean Blossom Community Schools

By: _____

Name: _____

Title: _____

Date: _____

9. Consideration to Approve Status Quo Classified Agreements

Memo to Board Members

Matt Irwin, Assistant Superintendent - RBBCSC

June 17th, 2024 Board Meeting

Consideration to Approve Year-Round Classified Employee Contracts

These are all status quo contracts for the July 1, 2024 - June 30, 2025 timeline. They have all been re-reviewed by Ferguson Law. This is a yearly agenda item for these contracts. The shorter classified contracts will come to you in the July board meeting.

Employment Contract

THIS AGREEMENT is hereby made and entered into between the Richland-Bean Blossom Community School Corporation of Monroe County, State of Indiana, by the undersigned Board of School Trustees (Board) of said Richland-Bean Blossom Community School Corporation (RBBCSC) and **Hana Dodds** (employee). This Contract supersedes all prior and comtemporaneous understandings and agreements, both written and oral, with respect to such subject matter.

In consideration of the agreements employee hereby agrees to act as **Corporation Nurse** beginning **July 1, 2024** and continuing through **June 30, 2025**.

RBBCSC agrees to pay employee for employee's services under this contract the sum of **$56,500 for 203 days**. Employee agrees to perform all reasonable duties as required to meet time schedules and all job requirements.

Paid Leave - Employee shall receive ten (10) days per year employed. This will be given, administered, and prorated based on the schedule outlined in the classified handbook.

Death/Emergency Leave – Employee shall receive bereavement leave as outlined in the classified handbook.

Holidays - Employee shall receive paid holidays annually as outlined in the classified handbook for non-twelve (12) month employees.

Group Insurance – The Board will provide group health and dental insurance according to the terms of the Plan Document and as specified by the classified handbook. The Board will provide a term life insurance policy as outlined in the classified handbook The Board will provide a long-term disability insurance policy as outlined in the classified handbook.

Retirement – Employee shall be given the retirement benefits as eligible in the classified handbook.

Family aud Medical Leave Act of 1993 - The Board shall comply with Federal Law and Board Policy #4430.01.

Personal Injury Leave - Up to the first five (5) days of absence due to injury incurred in the performance of contracted employment shall not be charged to the employee's sick leave. A physician's statement must verify the necessary length of absence. Employees who are absent longer than five (5) days for an injury will need to use accumulated sick leave days and while using these days will be paid the difference of their daily rate less Worker's Compensation pay.

Termiuation- Either party may terminate this agreement immediately at any time without reason. RBBCSC requests that employee provide fifteen (15) days' notice to RBBCSC prior to termination. Failure of employee to provide notice may make employee ineligible for rehire.

Signed: _____ Date: _____

Hana Dodds

Approved: _____ Date: _____

Superintendent

This agreement was approved by the Board of School Trustees at its regular meeting on the 17th day of June, 2024.

Board of School Trustees:

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Employment Contract

THIS AGREEMENT is hereby made and entered into between the Richland-Bean Blossom Community School Corporation of Monroe County, State of Indiana, by the undersigned Board of School Trustees of said Richland-Bean Blossom Community School Corporation (RBBCSC) and **Arnold Caldwell** (employee). This Contract supersedes all prior and comtemporaneous understandings and agreements, both written and oral, with respect to such subject matter.

In consideration of the agreements employee hereby agrees to act as **Maintenance Director** beginning **July 1, 2024 and continuing through June 30, 2025**

RBBCSC agrees to pay employee for employee's services under this contract the sum of **$67,000.** Employee agrees to perform all reasonable duties as required to meet time schedules and all job requirements.

Paid Leave - Employee shall receive fifteen (15) paid leave days per year. This will be given, administered, and prorated based on the schedule outlined in the classified handbook.

Vacation – Employee shall receive vacation with pay as outlined for personnel who work on a twelve (12) month basis as outlined in the classified handbook.

Death/Emergency Leave - Employee shall receive bereavement leave as outlined in the classified handbook.

Holidays - Employee shall receive paid holidays annually as outlined in the classified handbook for twelve (12) month employees.

Group Insurance – The Board will provide group health and dental insurance according to the terms of the Plan Document and as specified by the classified handbook. The Board will provide a term life insurance policy as outlined in the classified handbook. The Board will provide a long-term disability insurance policy as outlined in the classified handbook.

Retirement - Employee shall be given the retirement benefits as eligible in the classified handbook.

Family and Medical Leave Act of 1993 - The Board shall comply with Federal Law and Board Policy #4430.01.

Personal Injury Leave - Up to the first five (5) days of absence due to injury incurred in the performance of contracted employment shall not be charged to the employee's sick leave. A physician's statement must verify the necessary length of absence. Employees who are absent longer than five (5) days for an injury will need to use accumulated sick leave days and while using these days will be paid the difference of their daily rate less Worker's Compensation pay.

Termination- Either party may terminate this agreement immediately at any time without reason. RBBCSC requests that employee provide fifteen (15) days' notice to RBBCSC prior to termination. Failure of employee to provide notice may make employee ineligible for rehire.

Signed: _____ Date: _____
Arnold Caldwell

Approved: _____ Date: _____
Superintendent

This agreement was approved by the Board of School Trustees at its regular meeting on the 17th day of June, 2024.

Board of School Trustees:

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Employment Contract

THIS AGREEMENT is hereby made and entered into between the Richland-Bean Blossom Community School Corporation of Monroe County, State of Indiana, by the undersigned Board of School Trustees of said Richland-Bean Blossom Community School Corporation (RBBCSC) and **Vickie Coffey** (employee). This Contract supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter.

In consideration of the agreements employee hereby agrees to act as **Nutrition Services & Healthy Schools Director** beginning July 1, 2024 and continuing through June 30, 2025.

RBBCSC agrees to pay employee for employee's services under this contract the sum of **$67,000** (220 days). Employee agrees to perform all reasonable duties as required to meet time schedules and all job requirements.

Paid Leave - Employee shall receive thirteen (13) paid leave days per year. This will be given and administered based on the schedule outlined in the classified handbook.

Death/Emergency Leave - Employee shall receive bereavement leave as outlined in the classified handbook.

Holidays - Employee shall receive paid holidays annually as outlined in the classified handbook for non-twelve (12) month employees.

Group Insurance – The Board will provide group health and dental insurance according to the terms of the Plan Document and as specified by the classified handbook. The Board will provide a term life insurance policy as outlined in the classified handbook. The Board will provide a long-term disability insurance policy as outlined in the classified handbook.

Retirement - Employee shall be given the retirement benefits as eligible in the classified handbook.

Family aud Medical Leave Act of 1993 - The Board shall comply with Federal Law and Board Policy #4430.01.

Personal Injury Leave - Up to the first five (5) days of absence due to injury incurred in the performance of contracted employment shall not be charged to the employee's sick leave. A physician's statement must verify the necessary length of absence. Employees who are absent longer than five (5) days for an injury will need to use accumulated sick leave days and while using these days will be paid the difference of their daily rate less Worker's Compensation pay.

Termination- Either party may terminate this agreement immediately at any time without reason. RBBCSC requests that employee provide fifteen (15) days' notice to RBBCSC prior to termination. Failure of employee to provide notice may make employee ineligible for rehire.

Signed: _____ Date: _____
Vickie Coffey

Approved: _____ Date: _____
Superintendent

This agreement was approved by the Board of School Trustees at its regular meeting on the 17th day of June, 2024.

Board of School Trustees:

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Employment Contract

THIS AGREEMENT is hereby made and entered into between the Richland-Bean Blossom Community School Corporation of Monroe County, State of Indiana, by the undersigned Board of School Trustees (Board) of said Richland-Bean Blossom Community School Corporation (RBBCSC) and **Debbie Tate** (employee). This Contract supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter.

In consideration of the agreements employee hereby agrees to act as **Corporation Treasurer** beginning **July 1, 2024 and continuing through June 30, 2025.**

RBBCSC agrees to pay employee for employee's services under this contract the sum of **$58,000.** Employee agrees to perform all reasonable duties as required to meet time schedules and all job requirements.

Paid Leave - Employee shall receive fifteen (15) day per year employed. This will be given, administered, and prorated based on the schedule outlined in the classified handbook.

Vacation – Employee shall receive vacation with pay as outlined for personnel who work on a twelve (12) month basis as outlined in the classified handbook.

Death/Emergency Leave – Employee shall receive bereavement leave as outlined in the classified handbook.

Holidays - Employee shall receive paid holidays annually as outlined in the classified handbook for twelve (12) month employees.

Group Insurance – The Board will provide group health and dental insurance according to the terms of the Plan Document and as specified by the classified handbook. The Board will provide a term life insurance policy as outlined in the classified handbook. The Board will provide a long-term disability insurance policy as outlined in the classified handbook.

Retirement – Employee shall be given the retirement benefits as eligible in the classified handbook.

Family and Medical Leave Act of 1993 - The Board shall comply with Federal Law and Board Policy #4430.01.

Personal Injury Leave - Up to the first five (5) days of absence due to injury incurred in the performance of contracted employment shall not be charged to the employee's sick leave. A physician's statement must verify the necessary length of absence. Employees who are absent longer than five (5) days for an injury will need to use accumulated sick leave days and while using these days will be paid the difference of their daily rate less Worker's Compensation pay.

Termination- Either party may terminate this agreement immediately at any time without reason. RBBCSC requests that employee provide fifteen (15) days' notice to RBBCSC prior to termination. Failure of employee to provide notice may make employee ineligible for rehire.

Signed: _____ Date: _____
Debbie Tate

Approved: _____ Date: _____
Superintendent

Employment Contract

THIS AGREEMENT is hereby made and entered into between the Richland-Bean Blossom Community School Corporation of Monroe County, State of Indiana, by the undersigned Board of School Trustees of said Richland-Bean Blossom Community School Corporation (RBBCSC) and **Audrey Myers** (employee). This Contract supersedes all prior and comtemporaneous understandings and agreements, both written and oral, with respect to such subject matter.

In consideration of the agreements employee hereby agrees to act as **Transporation Director** beginning **July 1. 2024 and continuing through June 30, 2025.**

RBBCSC agrees to pay employee for employee's services under this contract the sum of **$67,000**. Employee agrees to perform all reasonable duties as required to meet time schedules and all job requirements.

Paid Leave - Employee shall receive fifteen (15) paid leave days per year. This will be given, administered, and prorated based on the schedule outlined in the classified handbook.

Vacation – Employee shall receive vacation with pay as outlined for personnel who work on a twelve (12) month basis as outlined in the classified handbook.

Death/Emergency Leave - Employee shall receive bereavement leave as outlined in the classified handbook.

Holidays - Employee shall receive paid holidays annually as outlined in the classified handbook for twelve (12) month employees.

Group Insurance – The Board will provide group health and dental insurance according to the terms of the Plan Document and as specified by the classified handbook. The Board will provide a term life insurance policy as outlined in the classified handbook. The Board will provide a long-term disability insurance policy as outlined in the classified handbook.

Retirement - Employee shall be given the retirement benefits as eligible in the classified handbook.

Family and Medical Leave Act of 1993 - The Board shall comply with Federal Law and Board Policy #4430.01.

Personal Injury Leave - Up to the first five (5) days of absence due to injury incurred in the performance of contracted employment shall not be charged to the employee's sick leave. A physician's statement must verify the necessary length of absence. Employees who are absent longer than five (5) days for an injury will need to use accumulated sick leave days and while using these days will be paid the difference of their daily rate less Worker's Compensation pay.

Termination- Either party may terminate this agreement immediately at any time without reason. RBBCSC requests that employee provide fifteen (15) days' notice to RBBCSC prior to termination. Failure of employee to provide notice may make employee ineligible for rehire.

Signed: _____ Date: _____
Audrey Myers

Approved: _____ Date: _____
Superintendent

This agreement was approved by the Board of School Trustees at its regular meeting on the 17th day of June, 2024.

Board of School Trustees:

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Employment Contract

THIS AGREEMENT is hereby made and entered into between the Richland-Bean Blossom Community School Corporation of Monroe County, State of Indiana, by the undersigned Board of School Trustees of said Richland-Bean Blossom Community School Corporation (RBBCSC) and **Richard Routon** (employee). This Contract supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter.

In consideration of the agreements employee hereby agrees to act as **I.T. Director** beginning **July 1, 2024 and coutinuing through June 30, 2025.**

RBBCSC agrees to pay employee for his services under this contract **$88,000 (250 days).** Employee agrees to perform all reasonable duties as required to meet time schedules and all job requirements.

Paid Leave - Employee shall receive ten (10) paid leave days per year. This will be administered based on the schedule outlined in the classified handbook.

Vacation – Employee shall receive 5 days vacation with pay per year. This will be administered as outlined in the classified handbook.

Death/Emergency Leave - Employee shall receive bereavement leave as outlined in the classified handbook.

Holidays - Employee shall receive paid holidays annually as outlined in the classified handbook for twelve (12) month employees.

Group Insurance – The Board will provide group health and dental insurance according to the terms of the Plan Document and as specified by the classified handbook. The Board will provide a term life insurance policy as outlined in the classified handbook. The Board will provide a long-term disability insurance policy as outlined in the classified handbook.

Retirement - Employee shall be given the retirement benefits as eligible in the classified handbook.

Family and Medical Leave Act of 1993 - The Board shall comply with Federal Law and Board Policy #4430.01.

Personal Injury Leave - Up to the first five (5) days of absence due to injury incurred in the performance of contracted employment shall not be charged to the employee's sick leave. A physician's statement must verify the necessary length of absence. Employees who are absent longer than five (5) days for an injury will need to use accumulated sick leave days and while using these days will be paid the difference of their daily rate less Worker's Compensation pay.

Termination- Either party may terminate this agreement immediately at any time without reason. RBBCSC requests that employee provide fifteen (15) days' notice to RBBCSC prior to termination. Failure of employee to provide notice may make employee ineligible for rehire.

Signed: _____ Date: _____
Richard Routon

Approved: _____ Date: _____
Superintendent

This agreement was approved by the Board of School Trustees at its regular meeting on the 17th day of June, 2024.

Board of School Trustees:

_____

_____

_____

_____

_____

10. Consideration of ACA Exemption Resolution

Memo to Board Members

Matt Irwin, Assistant Superintendent - RBBCSC

June 17th, 2024 Board Meeting

Consideration to Approve ACA Exceptions Resolution

The resolution is an amendment to the earlier resolution from 2019 that named specifically the positions that we allowed to work over the hours threshold for offering benefits. What we have worked with Christine to do is just give a specific number that is safe for us to do and still comply with the law. We wanted to do this because as school years go by and the needs of the building change, it becomes necessary to change who we use this exception on. This has been strategic when it comes to our plans with people like our health aides (who we now offer benefits to), food service, or specific IAs that we need to fill certain roles within the buildings. The number of 13 is a safe number to use because our current full time employee amount is 284 and we would have to drop to below 260 full time employees to make that number not comply with the law. Susan and I track who we are using this exception on in a spreadsheet and monitor it closely.

RESOLUTION TO AMEND RESOLUTION TO AUTHORIZE REDUCTIONS TO EMPLOYEE HOURS

The Board of Trustees of the Richland-Bean Blossom Community School Corporation of Monroe County, Indiana, hereby adopts the following Resolution:

WHEREAS, the Board of Trustees of the Richland-Bean Blossom Community School Corporation of Monroe County, Indiana (the "Board"), passed a resolution on April 30, 2013, to comply with the Patient Protection and Affordable Care Act ("April 30, 2013, Resolution") as previously amended by a resolution on November 18, 2019 ("November 18, 2019, Amendment");

WHEREAS, to offer health insurance to employees not currently eligible for health insurance still cannot be accomplished within current budget restrictions; And,

WHEREAS, the Board desires to further amend its April 30, 2013, Resolution.

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Richland-Bean Blossom Community School Corporation of Monroe County, Indiana, amends the April 30, 2013, Resolution, and October 21, 2019, Resolution, a copy of each of which is attached hereto, and authorizes the following provisions to comply with the Patient Protection and Affordable Care Act:

1. Section D of the April 30, 2013, Resolution, as amended by the November 18, 2019, Amendment, shall be removed and replaced with the following:

   D. Notwithstanding the above provisions, there will be thirteen positions authorized to work as needed that will not be offered health insurance. Such positions will be determined by the Superintendent or the Superintendent's designee. The number of positions and the employee currently filling such position will be tracked and maintained by the Superintendent or the Superintendent's designee.

2. This amendment to the April 30, 2013, Resolution shall be effective on the date this resolution is adopted.

Adopted this 17th day of June, 2024.

_____
Dana Kerr, President

_____
Jimmie Durnil, Vice President

_____
Larry DeMoss, Secretary

_____
Angie Jacobs

_____
Brad Tucker

11. Consideration to Approve 2024-2025 Memorandum of Understanding with Ivy Tech

MEMO TO: School Board

FROM: Dr. Jerry Sanders

SUBJECT: Consideration to approve annual Memorandum of Understanding with Ivy Tech

DATE: June 12, 2024

RBBCSC works with Ivy Tech to provide Edgewood High School Students with dual credits opportunities. The partnership enables students to be simultaneously enrolled in Edgewood High School and Ivy Tech, earning credits in both institutions. An EHS teacher provides the instruction. Students are not charged tuition.

The Memorandum of Understanding (MOU) outlines the procedures for the dual credit program.

I recommend your approval.

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MEMORANDUM OF UNDERSTANDING FOR HIGH-SCHOOL BASED DUAL CREDIT 2024 – 2025

Ivy Tech Community College – Bloomington

Richland-Bean Blossom Community School Corporation

Ivy Tech Community College – Bloomington (herein called the "College") and Edgewood High School (herein called the "School District") agree to provide opportunities for students to earn dual credit[1] for the courses noted in Exhibit A of this document for the 2024-2025 academic year.

Under the high school-based dual credit covered by this agreement, a student is simultaneously enrolled at the College and School District and is therefore earning Ivy Tech and high school credit in the semester culminating in mastery of the subject matter. The credentialed School District instructor teaches the course. No tuition is charged for students enrolling in dual credit courses taught at the School District by their instructors.

The following procedures have been followed in establishing this dual credit agreement:

- Dual credit faculty at the School District and the College have met and reviewed the following course content and professional expectations for instructors:
  - Course syllabi, textbooks, assignments, common assessments, laboratory equipment, grading scale, examinations.
  - Dual credit faculty meet the course's faculty credentialing standards as outlined in Academic Support and Operations Manual (ASOM) 7.1.
  - Dual credit faculty will participate in new course onboarding with designated college faculty liaisons, submit syllabi for every course taught, participate in a site visit from a college faculty liaison context expert as appropriate.
  - Dual credit faculty will submit credentials upon request and participate in faculty development, faculty monitoring, faculty evaluation, and any requested documentation from the College.
  - Submission of course grades within the end of term grade submission window.
  - Dual credit faculty who provided a *signed* "Intent Letter" will provide a copy of earned graduate-level coursework to the College for the College's records.
  - Dual credit faculty will collaborate with the College and participate in required professional development opportunities.
  - Dual credit faculty will collaborate with the College and participate, on an on-going and regular basis, in program/course evaluation, and document the performance of students who complete dual credit coursework.

[1] Dual credit is a system in which an eligible student enrolls in the college course(s) with the College, and receives academic credit for the course(s) form both the College and the School District.

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- Dual credit faculty at the School District and the College have worked together to ensure that each course meets the College's requirements for:
    - Student readiness and eligibility (i.e. meeting prerequisites) – students must meet the course prerequisites prior to enrollment in a dual credit course. Students must be qualified before the term begins for a course.
    - Course syllabi, textbooks, assignments, common assessments, laboratory equipment, grading scale, examinations.
    - Enrollment, drop, and withdrawal deadlines.
    - Student Learning Outcomes are identical to the College's Course Outline of Record.

- As part of this agreement, the School District and the College agree to the following:
    - Participating dual credit faculty are required to meet ASOM 7.1 credentialing standards.
    - Participating students must be eligible freshman, sophomore, junior, or senior level students and must meet all College dual credit admission requirements.
    - Participating students must complete a dual credit student application.
    - Participating students will self-register, drop, and withdraw from dual credit courses and adhere to the College's published dual credit calendar.
    - Participating School District will consult with the College's Office of Disability and Support Services for participating students with Individualized Education Programs and/or 504 accommodation plans.
    - Dual credit faculty at the School District will assign grades for students in their dual credit course(s), which will be recorded for both the School District and the College.
    - For the college grade, the Ivy Tech grading scale for the course will be utilized.
    - Student teachers are not permitted to teach dual credit coursework. The School District agrees to inform the College of any extended leaves or absences of dual credit faculty. Only credentialed and approved faculty may instruct dual credit courses.
    - School district agrees to make the published list of Ivy Tech IP addresses and domain names available to dual credit faculty and students.
    - Unless specifically authorized in writing by the *College Marketing and Communications*, School District may not use the College's name, its officials or employees or the seal or marks of the College in advertising, publicity, or promotion nor express or imply any endorsement by College of the School District or its programs.
    - School district agrees to the College's dual credit policies as stated in ASOM 4.3 and 4.3.1. A failure to uphold these policies can result in a loss of dual credit eligibility.
    - Student educational records created as a result of this MOU shall be retained, used, and disseminated in accordance with the Family Educational Rights and Privacy Act (FERPA), and College and School District policies and procedures for managing student education records and other confidential information.
    - School District and College will advise students and their parent(s) or legal guardian(s) of FERPA rules and rights, including having eligible students complete FERPA compliance and disclosure form(s).
    - School District hereby designates College as a school official with a legitimate educational interest for the limited purpose of maintaining and using educational records of the students who participate in dual credit course(s).
    - College hereby designates School District as a university official with a legitimate educational interest in the educational records for the limited purpose of managing the students who participate in dual credit course(s).

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- School District and College will provide mutually agreed upon reports of student enrollment and student educational records to designated officials as allowed by FERPA.
- College acknowledges that School District may release FERPA-protected information to the parent or legal guardian, if requested, as allowed by FERPA.
- College will not release student's records to parent(s) or legal guardian(s) without student's consent unless otherwise allowed by FEPRA.
- School District and College will each designate a representative to serve as a dual credit coordinator.

Either party to this agreement may cancel it at the end of the academic year, if desired.

EXHIBIT A

APPROVED DUAL CREDIT COURSEWORK BETWEEN COLLEGE AND SCHOOL DISTRICT

I confirm the courses listed below to be accurate for my school (principal initial): Yes DS DA No_____

Course Number	Ivy Tech Course Name	College Credits	DOE Code	High School Course Title	Pathway	Instructor	Term Offered
AGRI-100	Introduction to Agriculture	3	7117	Principles of Agriculture	Agri-Science Plant or Animals-Principles	Ferguson, Taylor	Full Year
AGRI-102	Agricultural Business & Farm Management	3	5002	Agribusiness Management	None	Ferguson, Taylor	Full Year
AGRI-103	Animal Science	3	5008	Animal Science	Agri-Science Plant or Animals-Concentrator A	Ferguson, Taylor	Full Year
AGRI-105	Plant & Soil Science	3	5170	Plant & Soil Science	Agri-Science Plant or Animals-Concentrator A	Ferguson, Taylor	Full Year
AGRI-107	Advanced Animal Science	3	5070	Advanced Life Science, Animals	Agri-Science Plant or Animals-Concentrator B	Ferguson, Taylor	Full Year
AGRI-117	Soil Science	3	5170	Plant & Soil Science	Agri-Science Plant or Animals-Concentrator A	Ferguson, Taylor	Full Year
PHOT-104	Basic Photography	3	7140	Principles of Digital Design	Digital Design-Principles	Tucker, Brittany	Full Year
VISC-101	Design Fundamentals	3	7140	Principles of Digital Design	Digital Design-Principles	Tucker, Brittany	Full Year

EXHIBIT B

PATHWAYS AT LOCATION RESULTING IN STUDENTS EARNING A COLLEGE CREDENTIAL

I confirm the pathways listed below to be accurate for my school which will be reflected in the College's K14 High School Level Dashboard (principal initial): Yes DS DA No_____

Pathway	Credits Required	Credential
N/A	N/A	N/A

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EXHIBIT C

Title IX Statement for K-14 Memorandums of Understanding

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students, including students enrolled in the College's dual credit and dual enrollment programming, have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. Ivy Tech's Title IX policies can be found here.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law requires that secondary and post-secondary instructors share this information with a Title IX Coordinator. The table below seeks to identify the various dual credit and dual enrollment scenarios (including the location of the course, who is employing the instructor, and the respondent type) with a determination of who should lead the investigation, circumstances where the investigation might be co-led, and who should be informed of the outcome.

SCENARIO	LOCATION	INSTRUCTOR	RESPONDENT	LEAD INVESTIGATOR	INFORMED
Dual Credit	High School	High School	Any	High School	Ivy Tech
Dual Credit at Ivy Tech (Bloomington)	Ivy Tech	High School	Instructor	High School/Ivy Tech	High School/Ivy Tech
			Student	Ivy Tech	High School
			Ivy Tech Employee	Ivy Tech	High School
Dual Enrollment – formal MOU with HS	Ivy Tech	Ivy Tech	Any	Ivy Tech	High School
Dual Enrollment – formal MOU with HS	High School	Ivy Tech	Any	High School/Ivy Tech	High School
Dual Enrollment - independent of HS	Ivy Tech	Ivy Tech	Any	Ivy Tech	NA

AS SIGNED BY:

DocuSigned by:
Dirk Ackerman 5/28/2024
B66ED80BDD01464...
Principal Date

Superintendent Date

Chancellor Date

Vice Chancellor of Academic Affairs Date

DocuSigned by:
Joe Hughbanks 5/27/2024
BB88333880C4455...
K-14 Director Date

12. Consideration to Approve 2024-2025 Student Handbooks

Memo To: School Board

From: Dr. Jerry Sanders

Subject: Consideration to Approve Corporation and School Student Handbooks

Date: June 13, 2024

In order to communicate important information to our students and parents, each of our schools review their student/parent handbook on an annual basis and then those handbooks are posted on our website.

A summary of the changes to each of the handbooks can be found after the title pages.

All of the handbooks below have been reviewed and revisions advised by Ferguson Law.

I recommend your approval.

Richland-Bean Blossom Community School Corporation

EDGEWOOD SCHOOLS

Caring. Daring. Preparing.

2024-2025 CORPORATION HANDBOOK

600 South Edgewood Drive

Ellettsville, IN 47429

812-876-7100

www.rbbcsc.k12.in.us

Location		23-24	24-25
Page	Section	Old Statement	New Statement
18	Use of Personal Communication Device	Use of a cellular telephone or other ECD in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the cellular telephone and/or ECD. If a cellular telephone or ECD is confiscated, it will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed and/or referral to law enforcement if the violation involves an illegal activity.	**Revised:** Students' personal cell phones and other wireless communication devices may be used under the following guidelines: EJHS: before and after school, at lunch (in the cafeteria only). EHS: Students may use cell phones and other wireless communication devices during passing periods and lunch time. Improper use of a cell phone and other wireless communication devices may result in one or all of the following actions: First Offense: A cell phone or other wireless communication device confiscated from a student for improper use may be retrieved by the student at the end of the school day in the office. Second Offense: A cell phone or other wireless communication device confiscated a second time from a student for improper use may be retrieved by the parent or guardian at the end of the school day in the office. A disciplinary consequence may be assigned at the discretion of an administrator. Multiple Offenses: Subsequent offenses may result in the cell phone or device not being allowed at school permanently and a possible suspension assigned to the student. Illegal Offenses: A student's potentially illegal use of a cell phone or other wireless device will result in the device being turned over to law enforcement.

19	Grade 3 - Indiana Reading Evaluation		**Added:** The Indiana Reading Evaluation and Determination (IREAD-3) is a grade three reading assessment developed in accordance with state legislation. IREAD-3 measures foundational reading skills based on Indiana Academic Standards through grade three. The Indiana State Board of Education set forth guidance schools must use when making decisions about grade-level promotion, instructional plans, and Good Cause Exemption eligibility for individual students. Edgewood Intermediate School administration and staff members will use this state guidance when making determinations for individual students. The intent is to ensure each student receives the appropriate reading remediation based on IREAD-3 test data and their individual learning needs in order to become thriving readers.
23	Student Rights and Responsibilities		**Added:** 'religious practices, affiliations, or beliefs of the student or student's parent'

			Revised: The School Board believes that attendance at school should occupy a student's full attention and that the educational process should be safe and free from distraction and disruption. Students are prohibited from using a Personal Communication Device (PCD) during instructional time except that: A. a teacher may allow a student to use a PCD for educational purposes during instructional time; B. a student may use a PCD to manage the student's health care or in the event of an emergency; or C. a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan. Students otherwise are permitted to use PCDs in school, before and after school hours, on School Corporation property, during their lunch break, between classes, during after-school activities (e.g., extra-curricular activities), and at school-related functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of a PCD on Corporation property that results in a distraction, disruption or otherwise interferes with the educational environment shall not be tolerated and may result in the loss of use of the PCD while on Corporation property. Students may use PCDs while riding to and from school on a Corporation bus or other Corporation vehicle, or on a Corporation bus or other Corporation vehicle during school-sponsored activities. Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of use of the PCD while on a Corporation bus or other Corporation vehicle. Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. If a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student

41	Truancy	Chronic truants and their parent/guardian will be referred to the Monroe County Probation Office for prosecution under the Indiana statutes. As defined by the Indiana Code, a habitual truant is a student who has been absent without a valid cause from school for 10 or more rof the previous 180 regular attendance days. Legal Reference: IC 20-33-2-11	**Revised:** Chronic truants and their parent/guardian will be referred to the Monroe County Probation Office for prosecution under the Indiana statutes. As defined by the Indiana Code, a habitual truant is a student who has been absent without a valid cause from school for 10 or more in any one school year. Legal Reference: IC 20-33-2-11
~~44~~	Level III Behavior Offenses	Attempted arson or arson.	**Deleted**
~~44~~	Level III Behavior Offenses	Behavior altering substances/look-alikes IC 35-48-4-11	**Deleted**
		Other Language Changes in the RBBCSC Corporation Student Handbook were made to align with revisions to the Student Handbooks for EECC, EPS, EIS, EJHS, and EHS. See Summary Sheets for each of these schools.	

EDUCATION

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FOREWORD This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the following important information contained in this Handbook and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your school. This handbook and your individual school handbook supersedes all prior handbooks and other written material on the same subjects. Copies of the current Board policies and administrative guidelines are available on the School Corporation website.

MISSION OF THE SCHOOL CORPORATION 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.

VISION OF THE SCHOOL CORPORATION 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.

EQUAL EDUCATION OPPORTUNITY It is the policy of this School Corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the School Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Superintendent
600 South Edgewood Drive
Ellettsville, IN 47429-1134
(812) 876-7100

The complaint procedure is described on Form 2260 F8, which appears in the Appendix to this handbook. The complaint will be investigated and a response, in writing, will be given to the concerned person within 45 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the School Corporation threaten or retaliate against anyone who raises or files a complaint.

All policies and administrative guidelines of the school corporation are available on line at http://www.neola.com/richland-IN/

STUDENT RIGHTS AND RESPONSIBILITIES The rules and procedures of the School Corporation are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment and they are expected to respect the rights of their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules.

Disciplinary procedures are designed to ensure due process rights before a student is removed from an activity because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

STUDENT WELL-BEING Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills, safety drills in the event of a terrorist or other violent attack and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS All injuries must be reported to a teacher or the office. If a minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

WELLNESS POLICY As mandated by the Child Nutrition Reauthorization Act of 2004, Public Law 108-265, a local wellness policy was adopted in 2006 and further strengthened by the Healthy Hunger-Free Kids Act of 2010. It is the district's policy that we as educators teach all components of the Whole School, Whole Community, Whole Child Model promoting students' health, well-being, and ability to learn. The complete policy is on the RBBCSC website at www.rbbcsc.k12.in.us.

SCHOOL AND FAMILY COMPACT The School Board of Trustees, Administration, and Staff of Richland-Bean Blossom Community School Corporation recognize that student success is based upon cooperation, coordination and communication between three partners: the family, the school, and the student. We advocate that the following commitment of staff, students, and families will result in greater student achievement.

The families of Richland-Bean Blossom Community School Corporation will commit to:
1. Ensuring that students are at school on time, every day.
2. Communicating the value of learning by talking with their child(ren) about school work, activities, and by checking the agenda books and book bags of all students daily to ensure school preparedness daily.
3. Being actively involved in the parent and child activities promoted by the school through the website and newsletters.
4. Setting aside a time each day for homework and daily reading.
5. Maintaining and updating current information such as addresses, phone numbers, and emails.

The staff of Richland-Bean Blossom Community School Corporation will commit to:
1. Communicating regularly with students and families regarding student progress through the Harmony Portal, agenda books, phone calls, e-mails, and face to face meetings.
2. Providing a warm, safe, nurturing, and welcoming environment.

3. Promoting active involvement with parent and child activities during and beyond the traditional school hours through such groups and family engagement activities provided through each building's Partners in Education (P.I.E. Teams).
4. Encouraging high expectations through motivation of students to set and achieve personal academic goals.

The students of Richland-Bean Blossom Community School Corporation will commit to:
1. Coming to school/class every day fully prepared to engage in their learning.
2. Coming to school/class every day fully prepared with completed homework and appropriate supplies.
3. Respecting staff and other students by following district and school rules.
4. Being accountable for their own actions.

Because the School Board of Trustees is entrusted with protecting the safety, health, and welfare of the students, staff, and property of the School Corporation, it may be necessary at times to discipline students whose conduct affects the well-being of the schools and all whom are served. The School Board of Trustees hereby authorizes the use of discipline in accordance with this policy and further authorizes the use of isolated time-out and physical restraint interventions consistent with Indiana law and School Board of Trustees policy. In accordance with due process and statutory requirements, the Superintendent, Principal, and Assistant Principal may suspend or expel students from school and from the school bus for acts of gross disobedience or misconduct and otherwise maintain discipline in the schools. Only the Superintendent, Principal, and Assistant Principal may determine to expel a student from school. The Superintendent, Assistant Superintendent, Principal, and Assistant Principal may suspend students from school or the school bus for up to ten (10) school days.

Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administration of the District. Disciplinary measures other than suspension or expulsion shall be determined by the administration and established in general regulations governing student discipline.

Teachers, other certificated employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property. Teachers may remove students from the classroom for disruptive behavior.

SECTION I - GENERAL INFORMATION

ENROLLING IN SCHOOL Students are expected to enroll in the attendance district in which they live. Students that are new to the School Corporation are required to enroll with their parents or legal guardian. When enrolling, the parents will need to furnish:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations.

In some cases, a temporary enrollment may be permitted for twenty school days subject to administrative review. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Non-resident students should refer to the Corporation Policy 5111 for eligibility requirements to enroll.

SCHEDULING AND ASSIGNMENT

Preschool through Fifth Grade:
The Principal or Director will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal or Director.

Junior High and High School:
Schedules are provided to each student upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses may be denied because of the available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

EARLY DISMISSAL No student may leave school prior to dismissal time without either a written or verbal request signed by the parent or the parent coming to the school office to request the release. No student will be released to a person other than the custodial parent(s) or guardian(s) without a phone call or a permission note signed by the custodial parent(s) or other legal authorization.

TRANSFER OUT OF THE CORPORATION If a student plans to transfer from the School Corporation, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Missing children laws require fourteen (14) days. Parents are encouraged to contact the School Office for specific details.

WITHDRAWAL FROM SCHOOL No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

IMMUNIZATIONS Each student should have the immunizations required by law or have an authorized waiver. Waivers must be updated every school year at the start of school. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance within twenty school days. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the School Nurse.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms, and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children.

The parent of each student entering grade 6 shall be provided with information prescribed by the State Department of Health concerning cervical cancer, oral pharyngeal and other cancers caused by the strains protected against with the Human Papillomavirus (HPV) infection and that an immunization against HPV infection is available.

Immunization Requirements (P-K)

- 3 Hepatitis B
- 4 DTaP (Diphtheria, Tetanus & Pertussis)
- 3 Polio
- 1 Varicella (Chickenpox)
- 1 MMR (Measles, Mumps & Rubella)
- 2 Hepatitis A

Immunization Requirements (K-5)

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 Varicella
- 2 MMR
- 2 Hepatitis A

Immunization Requirements (6-7)

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 Varicella
- 2 MMR
- 2 Hepatitis A
- 1 MCV4 (Meningococcal)
- 1 Tdap (Tetanus, Diphtheria & Pertussis)
- Meningitis B and HPV are both highly recommended

Immunization Requirements (8-11)

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 Varicella
- 2 MMR
- 1 MCV4
- 1 Tdap
- Meningitis B and HPV are both highly recommended

Immunization Requirements (12)

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 Varicella
- 2 MMR
- 2 Hepatitis A
- 2 MCV4
- 1 Tdap
- Meningitis B and HPV are both highly recommended

USE OF MEDICATIONS Prescribed Medications - In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.

B. All medications unless authorized for self-administration by the nurse must be registered with the Nurse's office in its original container. All Prescription medications must have a signed and dated Licensed Medical Provider (MD, PA, NP) with complete orders including dosages and times and frequencies as well as PRINTED name with Medical Provider Signature. Any changes in medication/dosage must be accompanied by a new container and New orders from the prescribing physician.

C. Prescription medications must be brought in by a parent or guardian, not the student.

D. Medication that is brought to the Nurse's office will be properly secured and must have both the MD order, Prescription bottle with label, and Parents must sign authorization on separate form.

E. 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 unless picked up by parent or guardian on the LAST DAY of School or date set by Superintendent or school Principal.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time considering class schedules.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

H. No Narcotic medications can be given at school.

NON-PRESCRIBED (Over-the Counter OTC) MEDICATIONS

Elementary (Grades K to 5): Parents may authorize the medication using a form, which is available at the school office with PRIOR approval by the school nurse. Medications that are normally OTC, but given at prescription strength dosage require an MD order. IBUPROFEN will not be given without an M order with rationale (i.e. injury, etc). A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Secondary (Grades 6 to 12): Parents may authorize the school to administer a non-prescribed medication with PRIOR School Nurse approval. A physician does not have to authorize such medication. Medications that are normally OTC, but given at prescription strength require an MD order. IBUPROFEN will not be given without an MD order with rationale (i.e. injury, etc) due to the severe GI and ulcerative colon effects with frequent use.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by a licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian office as well as an IHP (Individual Health Plan being created by the School Nurse and signed and dated with printed MD name and placed in the Health Office Emergency action book and teachers/staff will be

notified of students diagnosis. Students with Type 1 Diabetes may carry with them their diabetic supplies including insulin and blood glucose medication as well as snacks and quick glucose sources and Glucagon (if ordered), but must come to their school Health Office to calculate insulin dosage and give insulin during school hours of operation.

ALLERGIES: Parents should notify the school nurse of any specific allergies for their child so that the school staff can be aware of special needs for those students. Students requiring Epinephrine pens must have an Emergency Action Plan signed (with printed name also) and dated by MD.
Seizures and other serious Health conditions must be reported to the school nurse/School Health Aide as well as documented in the school software (Harmony) and UPDATED EVERY Year when the student is enrolled, re-enrolled for that school year. Seizures need to have an Emergency Action plan completed by the MD and signed and dated (with printed name) every year.

CONTROL OF CASUAL-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 pest.
Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines. See policies for students to go home for fevers of 100 degrees, rashes with fevers, sores with drainage, diarrhea or vomiting (unless caused by known non-communicable diseases such as GERD and Irritable Bowel Syndrome, Crohn's disease or MD noted side effect of anxiety.

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 appropriately licensed medical personnel to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the Indiana State Board of Health.
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. Parents will be contacted if their child is exposed to contact with blood.

BED BUG PROTOCOL: In general, school and institutional child care center environments are not conducive to bed bug infestations. Bed bugs prefer an environment where they can hide during the day and come out at night to feed on a sleeping host. Major infestations of schools and child care centers are rare. However, bed bugs hiding in clothing or backpacks can hitchhike to and from schools and child care centers. Because bed bugs can travel in belongings, it is prudent for schools and child care centers to keep individual children's belongings separate. There is no association between cleanliness and a bed bug infestation. Anyone can experience an infestation.

School and child care centers with napping infants and toddlers may provide the type of environment suitable to support a bed bug population. If children in this type of setting are experiencing skin conditions that might be associated with bed bugs bites, then it may be necessary to investigate the school or child care settings as well as the child's home setting.

Policy Recommendations:
An appropriate response plan would include the following:

- Establish a school Integrated Pest Management Plan.
- Train staff to identify bed bugs and the signs of bed bugs in the classroom and the children's items. This may include actual insects, cast skins or excessive insect bites on a child.
- Any student with bed bugs identified on their person or in their belongings should be taken to the Health office with their belongings including backpacks to change clothes and remove items from book bags. They and their book bag should be inspected for further bedbugs by being accompanied to bathroom in health office, being given new clothes from supplies in the health office and items they were wearing and book bag should be deposited on sheet on floor in bathroom and those items will be put in dryer on high setting for 30 minutes. The student should return to the classroom while this is done and then Health Aides/School Nurse will notify the teacher to have the student return to put back on their clothing. This shall continue for 7-10 school days or until no bedbug has been found on the student for 5 consecutive days. Belongings inside a book bag should be secured in a plastic tote or other segregated place in the classroom when the student is not using them.
- Respond promptly to bed bug complaints within the school and through contact and counseling with parents. The longer the bed bug infestations are allowed to persist, the harder they are to eradicate. Parents will be contacted to follow CDC/ISDH guidelines for ridding the home of bedbugs. If there are other siblings/other family members in same household, they may be inspected for bed bugs in the Health office. Information on how to dispose of bed bugs shall be provided to the parents/guardian.
- Parents should promptly respond to bed bugs in the home for the health and safety of the family and school community.

Roles and Responsibilities:
Parents have the ultimate responsibility for their children. This includes:

- Assisting in the prevention and management of bed bugs through regular checks when bed bugs are found in the class, on the child or in the home, educating themselves and their children, and making immediate arrangements for inspection/treatment when bed bug infestation is suspected or confirmed.

School communities have responsibility for:

- Enforcement procedures for children with evidence of bed bug infestation in the home.
- The classroom where the bed bug was found should be carefully inspected by a trained pest control person or custodian who has been trained including desks, floors, walls and storage areas for student belongings. A thorough cleaning will be done including vacuuming with special attention to cracks and crevices in furniture and equipment, walls and floors and drying washables on the highest heat setting. (>120 degrees F) If necessary, a trained professional can treat infested areas with pesticides labeled for bed bugs following school protocol for the pest control services.
- Disseminating current information about bed bugs.
- Holding educational sessions for parents and children if necessary.
- Continually provide to parents and the public information or access to information about bed bugs.

Procedures:

If a bed bug is found on a child in school, it does not mean the child brought the bed bug into the school. Bed bugs do not infest people, they only feed on them. Bed bugs can crawl onto or off of a person (or their belongings) at any time. If a suspected bed bug is found on a child, a child's belongings or anywhere else in a school, the following procedures should be followed:

- If the bug was found on a child or a child's belongings, the child should be discreetly removed from the classroom so that the school nurse or a qualified individual can examine the child's clothing and other belongings. Any bugs found should be removed and collected for identification by securing the live or non-squished bug in between two pieces of clear tape and transported to the Principal, School Nurse or designee.. Try to keep the specimens as intact as possible. It is important to confirm that the bugs found really are bed bugs before proceeding.
- We will continually provide information and suggestions on how best to avoid bed bug infestations at home.
- If a confirmed bed bug was found on a child then the school nurse should inform the child's parents. An inspection report should be sent home with the student and completed promptly. Educational materials should accompany the letter. The school nurse should check the student's record to see if there are any siblings attending any RBBCSC schools. If there are then those schools should be contacted. The nurse or health aide in those schools should check those students in other buildings.
- Inspect and monitor classrooms. If specimens are confirmed, inspect crevices in baseboards, pictures, furniture, window, and door casings, wallpaper, behind electrical switch plates, in telephones, radios, clocks, behind wall mounted art-work. Look for the insects, their cast skins, bug droppings and eggs near crevices.
- In most instances students should not be excluded from school due to bed bugs. Schools should not be closed due to the discovery of bed bugs. The school may become a source of dispersal to others in the school environment. Bed bugs brought into the school in a child's book bag or on their clothing could drop off in the classroom or in a locker. The bed bugs might then be picked up and taken home by another student or staff member inadvertently.
- For children who repeatedly come to school with bed bugs, institute clothing and school item sanitation. These procedures should continue until the student has been bug free for 5 consecutive school days.
    1. In an infested home, parents should store their child's freshly laundered clothing and bookbag in sealed plastic bags until they are put on in the morning. This prevents bed bugs from hiding in the clothing and being carried to school.
    2. Backpacks, lunchboxes and other items that travel back and forth to school can also be inspected daily and stored in sealed plastic containers at home to prevent bed bugs from getting into them. The inspection should take place in the health office.
    3. At school the student could be provided with plastic bags or bins in which to store their belongings in order to prevent any bed bugs from spreading to other students' belongings.

- ***The student may be asked to bring freshly laundered clothing to school in order to facilitate a change of clothes while at school. When the student changes clothes in the health office they should stand on a white sheet. The sheet can then be wrapped up with the clothes and all of it taken to the dryer. The clothes the student was wearing should be dried for at least 30 minutes at more than 120 degrees to kill any bed bugs. This laundry task should be completed by the health aide and custodian. Precautions should be taken in handling the clothing. Have the student place the clothing in a bag to take to the laundry.*** The unusual instance where a child repeatedly reports to school showing evidence of bed bugs despite previous notification, education and counseling with parents, further investigation is needed. Repeated bed bug presence may be due to the following:

    1. Inability of parents to recognize the scope of an infestation at home.
    2. Failure to effectively treat a recognized infestation — this might be due to pest management failure, landlord/tenant disputes, lack of financial resources,

repeated re-infestation from outside of the home (all places a student sleeps or visits, consider family members as well), non-vigilance or lack of concern on the part of the parent.

3. Failure to adhere to recommended clothing and school item sanitation.
4. ***Investigate other sources of bed bugs on school property such as lockers, buses, common areas or other areas where students routinely congregate.***

If any of the above issues are thought to be the cause, targeted intervention may be warranted:
This may include treatment of school facilities and property if an infestation is found in the school or on busses. Investigative work may be required to figure out where repeated bed bug findings are originating. If a parent claims to be diligently dealing with an infestation and the student continues to come to school with bed bugs, there may be an alternative source or reason that the parents haven't been successful.

- Where the child spends time after school, before school or with other family members.
- Cars and other modes of transportation can become infested.
- Parents need to cooperate with the preparation of the home for treatment. If all instructions are not followed, treatment failure may result.
- The family must follow the recommendations for clothing and personal school item sanitation. While bed bug treatment is ongoing, it is important to remain vigilant in keeping bed bugs out of clothing and personal items brought to school. Schools may want to suggest or require having a spare set of clothing sent for the child in a sealed plastic bag. If bed bugs are found, have the child change into the clean clothes and place the infested clothes into the bag. Clothing may also be placed in a hot dryer (highest heat setting, including shoes) for 30 minutes prior to the child dressing in the morning. High heat will kill all stages of bed bugs.

In rare or extreme cases, a school may have to confront a situation where a parent or caregiver is incapable or unwilling to remedy a bed bug infestation in the home. These cases are difficult because a school must weigh several important factors. Providing a healthy, pest-free environment for students to learn is the responsibility of the school.

- Providing a healthy, pest-free environment for the staff is also a responsibility of the school administrators.
- Providing a safe and healthy living environment is a responsibility of the parent and NOT the school.
- A repeated bed bug introduction by a student constitutes a risk to other students and staff. While bed bugs do not transmit disease, they are a health issue because they are blood-feeding, human parasites. Once established in a home they can cause physical and psychological symptoms, and present a significant economic investment to eradicate. These facts are also true at the school level. Repeated inspections and potential treatment by pest management professionals, anxiety, frustration and lost instructional time on the part of staff and administrative efforts constitute a serious cost both economically and in educational efficiency.

Bed bug infestations are not only an individual family and school concern, but are of concern for the entire community, Individuals and institutions have their respective responsibilities, but it is incumbent on the community itself to attempt to help its members, particularly those less fortunate, to address an infestation.

While the recommendations outlined above do not generally support exclusion of a student for bed bugs, in some cases this option may be needed to be considered for resolution of the situation. Exclusion alone will not solve a bed bug infestation, but may serve to prompt stronger or more effective measures at home. Building principals and directors should include the superintendent in the decision making process in particularly difficult cases.

Other options in rare or extreme cases may include:

- Notifying Child Protective Services in instances of suspected neglect DCS should be notified in addition to other agencies if/when they are on board with some "community" effort.
- Notifying local truancy offices if the child, due to repeated infestation, is missing an excessive amount of school.

Decisions to act through Children's Protective Services or local truancy or prosecutor's offices should be a last resort. Every effort should be made to assist the family with control of bed bugs before taking this action.

Adapted from:
MICHIGAN MANUAL FOR THE PREVENTION AND CONTROL OF BED BUGS
Produced by the Michigan Department of Community Health and the Michigan Bed Bug Working Group

AMERICANS WITH DISABILITIES ACT – Section 504 The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act requires the School Corporation to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the School Corporation's programs and facilities.
Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents, who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the Principal's Office.

HOMELESS STUDENTS Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment base on lack or proof of residency.

STUDENT RECORDS The teachers, counselors, and administrative staff keep many student records. There are two (2) basic kinds of records— directory information and confidential records. Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal, not later than fourteen (14) days after the receipt of this handbook. Directory information includes: a student's name; address; telephone number; date and place of birth; photograph; security videos; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; starting and ending dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.
Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA)(See appendix). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.
Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency, unless otherwise provided by law. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.
The Corporation shall notify parents and students that they may request that the information not be released by the Corporation to the military recruiting representatives. This notification is to include the process necessary to request that the student not be identified to a military recruiter.
Students and parents have the right to review all educational records generated by the School Corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the

Principal's Office in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

NUTRITION SERVICES Our Nutrition Services Department requested an exemption for the Paid Lunch Equity Requirement and we were approved.

Children need healthy meals to learn. The Richland-Bean Blossom Community School Corporation offers healthy meals every school day. **Our breakfast is free for all students**. 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. **For financial assistance 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. 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 cashless 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@rbbschools.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.rbbcsc.k12.in.us Also, download our free menu app today with nutritional and allergen information at School Lunch by Nutrislice.

Thanks for helping us keep our students healthy,

FIRE AND TORNADO DRILLS The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. A fire drill will be conducted once each month. Tornado drills will be conducted using the procedures prescribed by the state. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. A tornado drill will be conducted twice each semester. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

SAFE HARBOR DRILLS Safe Harbor/Lockdown Drills are required once each semester by state law.

EMERGENCY CLOSINGS AND DELAYS Decisions concerning delays and school closings will normally be reported to area radio stations prior to 5:45 a.m. Delays will normally be for a two-hour period. Early dismissals will normally occur at the end of lunch periods if weather conditions permit. In the event of an early dismissal, area radio stations will be contacted as soon as possible. Parents should make plans for childcare in the event of early dismissal.

In addition to announcements on tv/radio stations, the School Corporation will send out a mass call through our Blackboard Connect System, maintain a School Schedule Status Information Line at 876- 9020 and post the status of the school schedule on the corporation website.

When weather conditions prevent a school bus from running certain roads in the morning, they will not be run in the afternoon and parents should plan accordingly. If parents take students to school in the morning, they will need to pick up the students at the end of the day.
If school must be closed or the opening delayed because of inclement weather or other conditions, the School Corporation will notify the following media: WTHR- CHANNEL 13, WTTV - CHANNEL 4, WISH- TV CHANNEL 8, WTIU - TV, RTV6, FOX – Channel 59, WCBK- 102.3 FM, WCLS- 97.7, and WGCL – 96.1 FM/1370 AM.

Parents and students are responsible for knowing about emergency closings and delays. Whenever a school is closed due to a calamity such as hazardous weather, utility failure and similar events, all school-sponsored activities are to be considered canceled until further notice or the resumption of school. In the event schools are closed for weather related reasons, all school events scheduled for any Richland-Bean Blossom school location on that date are to be canceled. In addition, no students should be present in any building for any reason. No practices, mandatory or voluntary, are to be held. When schools are closed on Friday, the Superintendent will determine if school events scheduled for the next day will be conducted.

If an activity has been scheduled to take place at another school corporation and if the host school will not reschedule the event, the Superintendent will determine the participation of students from this school corporation in those activities. Any deviation from this guideline requires the approval of the Superintendent.

SPECIAL EDUCATION The School Corporation provides a continuum of academic and social-emotional services for students qualifying for special education within the guidelines of the Individuals with Disabilities Education Act (IDEA) through the Forest Hills Special Education Cooperative with Spencer-Owen Schools. Further information regarding the special education services offered may be obtained by contacting the Director of Special Education at 812-876-6935.

SAFETY AND SECURITY

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the buildings.
- Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the buildings after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- Outside doors are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.
- If a person wishes to confer with a member of the staff s/he should call for an appointment prior
- Students may not bring visitors to school without first obtaining written permission from the principal.

The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

VISITORS - Visitors, particularly parents, are welcome at their child's School, as long as the visit does not interfere with the educational setting. Visitors must report to the office upon entering the School to sign in and obtain a pass. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Please refer to the RBBCSC Bylaws & Policies 9150 (9150F1) for further expectations and procedures.

USE OF SCHOOL EQUIPMENT AND FACILITIES Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

USE OF TELEPHONES - School telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Please refer to the student handbook from your child's school regarding the use of cellular phones.

USE OF PERSONAL COMMUNICATION DEVICES - Possession of a cellular telephone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it or allows it to be visible during the school day or on school-sponsored trips. Prohibited uses of the cellular telephone or ECDs during specified times includes making and/or receiving calls, sending text messages, taking pictures and/or making recordings.

Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cellular telephone or ECD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

Students' personal cell phones and other wireless communication devices may be used under the following guidelines:

- EJHS: before and after school, at lunch (in the cafeteria only).
- EHS: Students may use cell phones and other wireless communication devices during passing periods and lunch time.

Improper use of a cell phone and other wireless communication devices may result in one or all of the following actions:

- First Offense: A cell phone or other wireless communication device confiscated from a student for improper use may be retrieved by the student at the end of the school day in the office.
- Second Offense: A cell phone or other wireless communication device confiscated a second time from a student for improper use may be retrieved by the parent or guardian at the end of the school day in the office. A disciplinary consequence may be assigned at the discretion of an administrator.
- Multiple Offenses: Subsequent offenses may result in the cell phone or device not being allowed at school permanently and a possible suspension assigned to the student.
- Illegal Offenses: A student's potentially illegal use of a cell phone or other wireless device will result in the device being turned over to law enforcement.

The Corporation is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have cellular telephones or ECDs in their possession, to make sure the cellular telephone and ECDs are not left unattended or unsecured.

ADVERTISING OUTSIDE ACTIVITIES No posting of outside activities will be permitted without the approval of the Superintendent. A minimum of twenty-four (24) hours' notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

BAD CHECKS When the Corporation receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the Superintendent shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within sixty (60) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the School Board authorizes the Superintendent to take appropriate action including the assessment of a fee and/or court action against the student and/or parents.

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.

SECTION II – ACADEMICS

FIELD TRIPS Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's extra-curricular program. No student may participate in any school-sponsored trip without parental consent. All parents/guardians who wish to attend the field trip as a chaperone/volunteer must sign a volunteer release form and

be subject to a criminal history check, according to corporation bylaws and policies, for the protection of all students and staff.

GRADES (K-12) 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.

Grading Periods Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, AND RETENTION

Grade 3 - Indiana Reading Evaluation and Determination (IREAD-3)
The Indiana Reading Evaluation and Determination (IREAD-3) is a grade three reading assessment developed in accordance with state legislation. IREAD-3 measures foundational reading skills based on Indiana Academic Standards through grade three. *The Indiana State Board of Education set forth guidance schools must use when making decisions about grade-level promotion, instructional plans, and Good Cause Exemption eligibility for individual students.* Edgewood Intermediate School administration and staff members will use this state guidance when making determinations for individual students. The intent is to ensure each student receives the appropriate reading remediation based on IREAD-3 test data and their individual learning needs in order to become thriving readers.

(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.

(High School) A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the Graduation Qualifying Examination requirement. There is no promotion, placement and retention at the high school level. Graduation is achieved when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

GRADUATION REQUIREMENTS

General, Core 40, Academic Honors or Technical Honors Diplomas: In order to receive a diploma and graduate, a student must meet the state and the school's course credit requirements and either receive a passing score on the Graduation Qualifying Exam (Grades

11 and 12 only) required by the Indiana Department of Education, fulfill the requirements of the GQE waiver or fulfill the requirements of the new Indiana Graduation Pathways.

Certificate of Course Completion The Board shall award a certificate of course completion to a student who completes the minimum courses required by the school and state for high school graduation but does not meet the Graduation Qualifying Exam (Grades 11 and 12 only) requirements or the new Indiana Graduation Pathways requirements.

Certificate of Completion The Board shall award a certificate of completion to a student who is on a non-diploma track as determined by that student's Individualized Education Program.

RECOGNITION OF STUDENT ACHIEVEMENT Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal.

HOMEWORK The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for proficiency tests and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school and/or referral to law enforcement authorities.

STUDENT ASSESSMENT (K-12) To measure student progress, students will be tested in accordance with state standards and School Corporation policy. Preschoolers are assessed through the use of student portfolios correlated to Indiana's Early Learning Foundations.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff offers this service.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

College entrance testing information can be obtained from the Guidance office.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES The school provides students the opportunity to broaden their learning through curricular-related activities. A

curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.
The school has many student groups that are authorized by the school. It is the School Corporation's policy that the only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not always reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities.
All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non- school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.
Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.
No non corporation-sponsored organization may use the name of the school or school mascot.

SECTION IV – STUDENT DISCIPLINE

ARTICLE 1

CONDITIONS WHICH FAVOR THE DEVELOPMENT OF GOOD SCHOOL DISCIPLINE

An adequate home which:

- Assumes the primary responsibility for the discipline of the child.
- Assumes the responsibility of promoting punctuality and supplying appropriate tools and materials for the learning process.
- Assumes the responsibility of promoting school attendance on a regular, daily basis.
- Cooperates with school authorities and participates in conferences regarding the behavior, health, and academic progress of the child.
- Is aware of the child's responsibilities in the school as well as obligations in the community and establishes home conditions which are favorable to his or her success in school.
- Recognizes that school personnel must concern themselves primarily with group instruction and group behavior.
- Provides that the child is properly groomed and clothed before coming to school.

A responsible student who:

- Attends school on a regular, daily basis.
- Is punctual throughout the school day.
- Demonstrates respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school and the community.
- Respects constituted authority, which includes not only compliance with school rules and regulations, but also conforms to the laws of the community, state, and nation.
- Has appropriate tools and materials and uses them in the proper manner for the learning process.

A responsible school in which the professional staff:

- Addresses the problem of absenteeism.

- Develops good rapport among the entire staff.
- Encourages the use of good guidance procedures, including interaction of appropriate school and/or community personnel with the home.
- Endeavors to involve the school in efforts to improve the quality of life in the community.
- Exhibits an attitude of respect for students and who have a positive influence in helping students develop good citizenship traits.
- Maintains an atmosphere conducive to good behavior and positive academic growth.
- Plans and implements a flexible curriculum using effective instructional practices to meet the needs of all students.
- Promotes effective discipline based upon fair and impartial treatment of all students.
- Strives to promote positive relationships and open communication with parent/guardian.
- Actively encourages parent/guardian involvement at school and within the school district at large.

Richland Bean Blossom Community School Corporation is implementing C.L.A.S.S. (Connected Learning Assures Student Success) in the elementary schools and is beginning to develop this model in the secondary level. C.L.A.S.S. is a model used to create successful schools with collaboration skills, brain research, and character education through all aspects of the school community through weaving climate, community, and curriculum together in positive and purposeful ways. The C.L.A.S.S. model teaches students to "Do the Right Thing" and "Treat People Right". The Lifelines assist staff define those phrases for students through the incorporation of the Lifelines into daily instruction, climate, and community. The C.L.A.S.S. model helps to educate the whole child. By teaching students the traits and characteristics a person needs, our schools create a culture in the classroom and school community where there is an expectation for every student to "Do the Right Thing" and "Treat People Right." Lifelines for appropriate social behavior are emphasized in all aspects of the school community so that the process to create a positive school culture and climate reduces incidents of problem behavior, thus providing maximum academic time for students and staff. Each building is at a different stage of implementation and will continue the process of establishing expectations that will create a positive environment for all students to learn.

ARTICLE 2

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

- Each student has the right to pursue an education and to receive maximum benefit of classroom instruction.
- Each student has the right to express opinions orally or in writing.
- Each student has the right to express their personality through dress that follows the dress code guidelines under Article 18 of this handbook.
- Each student has the right to expect that the school will be a safe place for all students to gain an education.
- Each student has the right to expect to assist in making decisions concerning his/her own educational goals.
- Each student has the right to be represented by an active student government selected by free school elections (optional at elementary and middle school level).
- In cases of suspensions and expulsions, the student who is disciplined has the rights provided by the *Indiana School Code*, Constitutional due process, and the Policies and procedures adopted by Richland Bean Blossom Community School Corporation. If student witnesses testify in a disciplinary case, their names shall not be made public unless required by law.
- Each student has a right to make up missed work, assignments, and tests after an excused absence from school.

- No student shall be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:
    1. political affiliations;
    2. mental and psychological problems potentially embarrassing to the student or his family;
    3. sexual behavior and attitudes;
    4. illegal, anti-social, self-incriminating, and demeaning behavior;
    5. critical appraisals of other individuals with whom respondents have close family relationships;
    6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    7. religious practices, affiliations, or beliefs of the student or student's parent; or
    8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

    Legal Reference: 20 U.S.C. 1232h, *Protection of Pupil Rights*

STUDENT RESPONSIBILITIES

- Each student must not hamper any other student from pursuing an education. Students must be punctual to class, have the appropriate materials for the instruction to be received, and not be disruptive to the educational process.
- Each student must express opinions and ideas in a manner that respects the rights of others and the School District.
- Each student must dress so as to meet recognized standards of health and safety and not to the detriment of the educational process.
- Each student must be aware of all rules and expectations regulating student behavior and conduct and must follow the guidelines established in this code.
- Each student must participate positively in learning situations.
- Each student may take an active part in student government by running for office, by conscientiously voting for the best candidates, or by making the student's concerns known to the administration through the student's representatives.
- Each student must be willing to volunteer information in disciplinary cases should the student have knowledge of importance in such cases.
- Each student is responsible for contacting the teacher upon returning to school for setting a reasonable date with the teacher to make up missed work.
- Each student has the responsibility to contact the nearest adult, who may be a teacher, lunch monitor, bus driver, etc., when an act of intimidation occurs. When a student reports an act of intimidation, the staff member is responsible for making the appropriate administrator aware of the problem.

ARTICLE 3

DEFINITIONS OF RULES AND REGULATIONS

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive.

Students have the responsibility to ensure that their behavior does not threaten the safety and well-being of others. When self-discipline fails, regulations for the management of school behavior, including those adopted by the School Board of Trustees for each individual school, must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The School Board of Trustees has this legal responsibility according to the *Indiana School Code*.

STUDENT BEHAVIOR STANDARDS

The Board of School Trustees has adopted the following standards for student misconduct.

These standards are applicable to students:

- On school property at any time;
- During and immediately before and after school activity at any location;
- Traveling to and from school, or to a school activity.

Standards students may be disciplined by suspension or expulsion for include, but are not limited to the following and have been further defined in Article 4:

- Knowingly interfering with school purposes or inducing another student to do so; (false fire alarms, bomb threats or calls to falsely report a dangerous condition) (***False Alarms***; ***False Informing***)
- Stealing or damaging school property or property of another person; (***Theft***; ***Vandalism***)
- Knowingly causing bodily harm to another person; (***Battery; Fighting/ Physical Aggression; Physical Attack***)
- Threatening another person with bodily injury; (***Threatening/ Harassment/ Intimidating Acts; Bullying***)
- Possessing, storing, making or using a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks or look-alike items); (***Weapon; Fireworks or Explosives***)
- Possessing or providing a drug or any type of drug-related paraphernalia; (***Drugs and Drug Paraphernalia; Look-Alikes***)
- Possessing or providing any substance or any type of drug-related paraphernalia represented to be a drug or paraphernalia; (***Drugs and Drug Paraphernalia; Look-Alikes***)
- Possessing or providing an alcoholic beverage; (***Alcohol***)
- Consuming or being under the influence of a drug or alcohol except as authorized by prescription; (***Alcohol; Unlawful Drugs and Behavior Altering substances/Look-Alikes and Drug Paraphernalia***)
- Possessing or providing tobacco or any tobacco product; (**Use/Possession of Tobacco (including smoking paraphernalia, and E-cigarettes)**
- Possessing vaping/juul/electronic products during the school day or at any activity where the school has jurisdiction. Students are not to possess, smoke, vaping/juul/electronic or imitation cigarettes in the building or on school grounds.This includes the time immediately before and after school. With any violation of the vaping/juul/electronic policy the school may call the police and have them enforce the state and or local fines. (**VAPING/JUUL/ELECTRONIC SMOKING)**
- Knowingly failing to report to scheduled assignment without permission or acceptable excuse; (***Insubordination***)
- Failing or refusing to comply with directions of an adult supervising a class or school activity; (***Insubordination***)
- Directing unwelcome statements, communications, or conduct of a sexual nature to another person; (***See Harassment definition in Article 13***)
- Materially altering any school document such as a hall pass; (***Forgery; Misrepresentation***)
- Violating Indiana or federal law; (***Unlawful Acts***)
- Leaving a school activity or school property without prior approval of a teacher or supervising adult; (***Unauthorized Area***)
- Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating; (***Academic Dishonesty/ Plagiarism***)
- Attempting or conspiring with another person to violate any student behavior standard; (***Inciting Others to Violence or Disobedience***)
- Making plans or conspiring to cause harm to any person or school property. (***Inciting Others to Violence or Disobedience; Physical Attack***)
- Harassing another student; (***Harassment; Sexual Harassment; Bullying***)
- Use of an object as a weapon used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion. (***Unlawful Activity; Threatening/Harassing/Intimidating Acts; Physical Attack***)
- Knowledge of Deadly or Dangerous Weapons or Threats of Violence: Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report to the Principal knowledge of

deadly or dangerous weapons or threats of violence. Failure to report such knowledge may subject the student to discipline.

- Bullying-Harassment and/or Aggressive Behavior towards any school employee, student or school visitor. Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it needs not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion name-calling, taunting, making threats, and hazing. (***Bullying; Harassment; Physical Aggression***)

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.
Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

ENFORCEMENT OF BEHAVIOR STANDARDS
The standards will be enforced by school administrators, teachers, instructional assistants, bus drivers, or any other adult authorized by the school to supervise students.

The objectives of the enforcement of these standards are:

- To protect the physical safety of all persons and prevent damage to property;
- To maintain an environment in which the educational objectives of the school can be achieved;
- To enforce and instill the core values of the School Corporation and its school community.

The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:

- The nature and extent of any potential or actual injury, property damage, or disruption;
- The student's prior disciplinary history and the relative success of any prior corrective efforts;
- The willingness and ability of the student and the student's parents to participate in any corrective action;
- The interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
- Any other aggravating or mitigating factor or circumstance that should be considered.

INTERVENTION STRATEGIES
At RBBCSC, our top priority is to create a safe and supportive learning environment for all students. RBBCSC may choose to support students with non-punitive interventions after an infraction and before disciplinary action is taken. These practices may involve but are not limited to, positive behavioral support systems specific to the student, positive reinforcement contracts, restorative community circles, small group interventions, and/or 1:1 time with our student support staff etc. As always, the goal is to prevent the behaviors from reoccurring and teach the students the positive skills they need to be able to access their educational environment in the best way possible.

DISCIPLINE It is important to remember that the school's 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 infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.
Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

INFORMAL AND FORMAL DISCIPLINE

Informal Disciplinary Measures The superintendent, principal, any administrative personnel, or any teacher of the school district shall be authorized to take reasonable action in connection with student misbehavior. Reasonable action may include, but are not limited to:

- Assigning students alternative work;
- Counseling with a student or group of students;
- Meeting with a parent/guardian or group of parents;
- Rearranging class schedules;
- Requiring a student to remain after regular school hours for discussion with the teacher;
- Restricting extracurricular activities;
- Detention: Students may be detained before or after school for a disciplinary measure. This includes students transported by school bus. A reasonable attempt shall be made to contact the parent or guardian. All students shall be given advance written notice of detentions with the responsibility of informing their parent or guardian of the detention. Elementary and middle school students shall serve the detention the day following the offense or at a date determined as appropriate by the teacher. High school students shall serve the detention on the day assigned by administration.

Formal Disciplinary Measures Formal discipline removes the student from school. It includes suspension for up to ten (10) school days and expulsion for the remainder of a semester or longer.

- **Gross Disobedience and Misconduct:** The School Board of Trustees defines gross disobedience or misconduct to include any behavior which is of such egregious nature as to constitute, on its face, gross disobedience or misconduct. Gross disobedience or misconduct also is any conduct, behavior, or activity, as defined by the School Board of Trustees in its policies, which causes, or may reasonably cause school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or risk of the same. Gross disobedience or misconduct may occur on school grounds, on a school bus or at a school activity or activity reasonably related to the school. It may also occur in a situation other than on school grounds or at a school-related activity, provided, however, that direct relationship exists between the conduct of the student and school's educational function.
- **Referral to Office:** The teacher, as soon as possible, will report in writing to the principal's duly authorized agent, the circumstances leading to the removal of the student from class.
- **Dismissal Pending Parent Conference** (Exclusion from school pending parent conference.): Parent/guardian shall be notified of the dismissal. An immediate effort shall be made to contact the parent/guardian by telephone on the day the dismissal is issued to notify the parent/guardian of the dismissal and to schedule a conference

with the principal/teacher before the student is reinstated. The telephone call shall be confirmed in writing. Any days that the student is absent shall be unexcused absences. If a parent/guardian has not scheduled a conference within one day of the dismissal, the Corporation may initiate suspension procedures. A parent conference does not negate the punishment.

- **Suspension:** Suspension is a temporary exclusion of a student from school, from riding the school bus, or from a class or classes, for a period of time not to exceed 10 consecutive school days for safety reasons. In the case of a suspension at all levels, appropriate school personnel must have contact with parent/guardian. If an emergency day(s) occurs during the suspension causing the district to cancel school, the suspension days will change to reflect the days the school was not in session. Suspension days are counted for the days schools are in session.
- **Expulsion:** The term "expulsion" means disciplinary action taken by the Superintendent, Principal, or Assistant Principal whereby a student:
    1. Is separated from school attendance and related activities for a period more than 10 school days.
    2. Is separated for the balance of the then current semester, current year and/or up to two calendar years.

At the discretion of the Superintendent, such student may be permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year.

OTHER DEFINITIONS OF RULES AND REGULATIONS

PERSONAL COMMUNICATION DEVICE (PCD:

The School Board believes that attendance at school should occupy a student's full attention and that the educational process should be safe and free from distraction and disruption.

Students are prohibited from using a Personal Communication Device (PCD) during instructional time except that:

A. a teacher may allow a student to use a PCD for educational purposes during instructional time;

B. a student may use a PCD to manage the student's health care or in the event of an emergency; or

C. a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan.

Students otherwise are permitted to use PCDs in school, before and after school hours, on School Corporation property, during their lunch break, between classes, during after-school activities (e.g., extra-curricular activities), and at school-related functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of a PCD on Corporation property that results in a distraction, disruption or otherwise interferes with the educational environment shall not be tolerated and may result in the loss of use of the PCD while on Corporation property.

Students may use PCDs while riding to and from school on a Corporation bus or other Corporation vehicle, or on a Corporation bus or other Corporation vehicle during school-sponsored activities. Distracting behavior that creates an unsafe environment shall

not be tolerated and may result in the loss of use of the PCD while on a Corporation bus or other Corporation vehicle.

Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. If a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area.

Except as authorized by a teacher, administrator or IEP team/case conference committee (CCC) or Section 504 committee, students are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this policy and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated. On the first offense, students may pick up their PCD in the school office at the end of the school day. On the second offense, a parent/guardian may pick it up in the school office at the end of the day. Multiple offenses may result in the cell phone or device not being allowed at school permanently and a possible suspension assigned to the student.

If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

When the use of PCDs is permitted, all PCDS must be placed in silent mode and must be stored out of sight when directed by the administrator or sponsor.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on Corporation property, or at a school-sponsored activity.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on Corporation property, including school buildings, other Corporation facilities, and Corporation buses or other Corporation vehicles.

Students shall not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions shall be reported to local law enforcement and the Indiana Department of Child Services (DCS), as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student in school, before and after school hours, on Corporation property, during their lunch break, between classes, during after-school activities (e.g., extra-curricular activities), and at school-related functions is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and kept in a designated area in the school office until the end of the school day. The PCD may be retrieved by the student (first offense), parent/guardian (second offense), or turned over to local law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal, facility administrator, or Superintendent.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for damage to or theft, loss, misuse, or unauthorized use of PCDs brought onto Corporation property.

Students may use school phones to contact parents/guardians during the school day.

I.C. 20-26-5-40.7

REFERRAL OF HABITUAL TRUANTS:
Chronic truants and their parent/guardian will be referred to the Monroe County Probation Office for prosecution under the Indiana statutes. As defined by the *Indiana Code*, a habitual truant is a student who has been absent without a valid cause from school for 10 or more in any one school year.
Legal Reference: IC 20-33-2-11

SEARCHES: Public school students do possess a clearly established constitutional right to be free from unreasonable searches and seizures. However, school officials may search students when they have "reasonable suspicion in light of all circumstances" to do so. That is, there must be reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. The issue of police involvement should be determined by the nature of the time involved (e.g., an illegal weapon) or the extent of the situation. Involving law enforcement authorities requires a higher standard of suspicion; that is, there must be probable cause to search. There is no expectation of privacy for students' lockers, locker contents and auto vehicles/vehicle drivers on school property. The principal/designee may search these at any time.
Legal Reference: IC 20-33-8-32

SECLUSION AND PHYSICAL RESTRAINT: The School Board of Trustees bears the responsibility of protecting the safety, health, and welfare of the students, staff, and property of the School District and maintaining a safe and orderly environment for learning. Therefore, it may be necessary at times to physically restrain or physically remove a student into an isolated time out setting when the student's conduct affects the well-being of the students. It is the policy of this district to implement isolated time out and physical restraint procedures by trained staff as a means of maintaining a safe and orderly learning environment to the extent such procedures are necessary to preserve the safety of the students, staff or others. Neither isolated time out nor physical restraint procedures shall be used as a form of punishment when administering discipline to an individual student.
Legal Reference: IC 20-20-40-5; IC 20-20-40-13

UNEXCUSED ABSENCE: The term "unexcused absence" means any absence that does not meet the terms found in the *Indiana Code* or with the policies of the school district for absence for valid cause. For such absences that are declared unexcused by appropriate school officials, the student shall receive a grade of zero for all missed work during the unexcused absentee period. Please refer to examples of unexcused absences under Article 12.

VALID CAUSE FOR ABSENCE: "Valid cause" for absence shall be authorized for religious holidays, illness, death in the immediate family, verifiable medical or dental appointments, court appearances, pre-approved college visits, and pre-approved family vacations.

ARTICLE 4

EXAMPLES/DEFINITIONS OF DISCIPLINARY INFRACTIONS

The following are examples but are not the only acts for which disciplinary actions are warranted, nor do they in any way limit this policy as is provided under the Guidelines for Determining Penalties in Article 5.

- **Academic Dishonesty/Plagiarism:** The willful act of obtaining, using, giving, or attempting to obtain, use, or give information in a fraudulent manner or any other deliberate violation of an academic rule. For example, the act of willfully taking the ideas, writing, etc., from another and passing them off as one's own.
- **Alcohol:** Liquids containing any intoxicating agent including, but not limited to, ethanol.

- **Arson:** The willful burning or destruction, attempt to burn or destroy, or articulated plans or threats to burn or destroy any District property through the use of fire, an explosive device, or any other combustion-type weapon capable of property destruction.
- **Assault and Battery**: Any unlawful touching of another, which is without justification or excuse. The two offenses differ from each other in that battery requires physical contact of some sort (bodily injury or offensive touching), whereas assault is committed without physical contact.
- **Bullying:** The repeated use of physical conduct, verbal, social-relational, or electronic or written communications intended to psychologically injure, harass, humiliate, coerce, or intimidate another person.
- **Cell Phone Violation:** Use of electronic or telecommunication devices, which include, but are not limited to, pagers and cellular telephones. Electronic signaling and cellular radio telecommunication devices must be stored out of sight in the "off" mode or unable to transmit or receive communication.
- **Disrespect:** To call derogatory names, dishonor, or in other manner abuse verbally or in writing any member of the school staff or student body.
- **Disruption:** Any act, attempt, or articulated plan or threat that interferes with or disturbs the educational process or setting.
- **Dress Code Violation:** The manner of dress not acceptable by the School Board of Trustees for students as outlined in the Uniform Standard of Dress for each school.
- **Excessive Tardiness and/or Late Arrival:** The act of lateness to school, class, homeroom, or any other part of the student's schedule.
- **Failure to Serve a Detention:** The act of not serving an assigned detention.
- **False Alarms:** The activation or attempting to activate a fire alarm or sprinkler system or making or attempting to make a false report, either written or oral, regarding a fire, bombing, or other catastrophe.
- **False Informing:** The act of reporting incidents or making accusations or giving testimony to school personnel, which would affect the welfare of others or interferes with the educational process that are known to be untrue or reasonably should have been known to be untrue at the time they were made.
- **Fighting/Physical Aggression:** Aggressive, hostile bodily contact with students and/or adults.
- **Fireworks or Explosives:** Possession, use, sale, or attempted use or sale of fireworks explosives, or items capable of, or intended to, produce combustion, or concussion damage.
- **Forgery:** The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
- **Gang Activity:** A gang is an organized group of two or more persons, some of whom may be students, whose purpose, at least in part, is to exhibit or display intimidation, or threatening behavior toward others; to inflict physical injury or violence on any person (assault); to commit vandalism, extortion, or theft; to promote gang presence through display of gang symbols, graffiti or colors; to commit illegal acts; to violate school rules regarding gangs or solicitation of other students to further gang goals or activities; or to engage in any other course or pattern of criminal activity or the attempt to engage in any of the above conduct.
- **Harassment:** Any speech or action that creates a hostile, intimidating, or offensive learning environment.
- **Hazing:** Hazing includes the performance of any act by a student for the purpose of induction or admission into any group, organization, or society associated or connected with the school district if the act is not sanctioned or authorized by the school district.
- **Horseplay:** A rough or boisterous act that may reasonably lead to property damage and/or personal injury.

- **Inciting Others to Violence or Disobedience:** Encourage or attempt to encourage others to demonstrate or protest which disrupts or may reasonably lead to disruption of the educational process, through written or spoken words, or actions.
- **Indecency in Behavior or Appearance:** The act of offending against commonly recognized standards of health, safety, or propriety (including but not limited to necking, petting,fondling, and passionate kissing).
- **Insubordination:** The willful failure to respond or carry out a reasonable request by authorized school personnel at an overt level.
- **Misrepresentation (Identity theft):** The act of false identification of a student related to any school activities.
- **Obscenity/Unacceptable Language:** Conduct or language which is socially inappropriate due to the maturity level of the students, including but not limited to material that is pornographic, pervasively lewd and vulgar, or contains indecent or vulgar language.
- **Physical Attack:** Causing or attempting to cause physical injury, including sexual assault, to any student or other person on or off school property, which includes school sponsored events.
- **Sexual Assault:** The term is commonly identified as "rape" and involves threatened force, attempts at or actual sexual contact, bodily harm, or threats of bodily harm.
- **Sexual Harassment:** The act of sexual harassment, whether verbal, non-verbal, or physical.
- **Sexual Misconduct (including sexting):** Willingly engaging in a sexual act on or near school property, including at any activity under school sponsorship. Incidents of sexting may also apply as sexual misconduct.
- **Sexting:** is the act of creating, sending or receiving sexually explicit images or audio and/or video messages electronically, via cell phone, computer, internet or other electronic device with or without consent of the individual who is subject of the images or messages. Sexting shall also include possessing or storing such images and messages on such electronic devices or in an electronic storage site on the internet, with or without the consent of the individual who is subject of the photograph.
- **Shakedown and/or Strong Arm:** Extorting or attempting to extort money or other property of value by force, intimidation, coercion, or illegal means.
- **Theft:** Taking or attempting to take the property of another without consent; the possession of stolen property having knowledge or should have had knowledge that the property was stolen; exerting and/or retaining unauthorized control over the property of another with intent to permanently deprive.
- **Threatening/Harassing/Intimidating Acts:** The use of aggressive or assertive words, either written or oral, or actions intended to threaten, injure, provoke, incite, coerce, intimidate, or harass another person, or damage District property or property of another.
- **Truancy:** The act of unauthorized absences for any portion of the day from school, class, study hall, or any other part of the school day. Unauthorized absences are cumulative by the number of incidents or by unauthorized absences in an individual class.
- **Unauthorized Area:** The act of entering, attempting to enter, being in or about any school building or property (with or without force), or in specifically restricted areas of a school building or property at unauthorized times or without the specific authorization of the school's personnel. This may include any rooms, vehicles, and personal property in or on school property.
- **Unlawful Drugs and Behavior Altering Substances/Look-Alikes and Drug Paraphernalia:** Possession, use, or sale, or attempted use or sale of any controlled substance, cannabis (including medical marijuana), alcohol, or look-a-like on District property or at a school sponsored event. This includes any device used in or with the consumption of unlawful drugs and behavior altering substances/look-alikes.

- **Use/Possession of Tobacco (including smoking paraphernalia, and E-cigarettes):** Exercise of control or consumption of cigarettes, e-cigarettes, cigars, pipes, or smoking tobacco in any other form, including smokeless or "chewing" tobacco.
- **Vandalism:** Destroying, damaging, or attempting or threatening, either written or oral, to destroy or damage District property or property at a school sponsored event.
- **Weapon/Look-Alike:** The act of possessing, using, or threatening to use any weapon. The term "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, mace, pepper spray, or look-alike thereof. Such items as baseball bats, bottles, locks, pencils, and others may be considered weapons if used or attempted to be used to cause bodily harm.

ARTICLE 5

GUIDELINES FOR DETERMINING CONSEQUENCES

The School Board of Trustees has approved the following guidelines for determining the length of penalty time for various infractions. Any violation of federal, state, or local law will be promptly reported to the appropriate law enforcement authorities.

- These examples are not the only acts or conditions for which disciplinary actions are warranted, nor do they in any way limit this policy.
- Subsequent cases of the same offense or cumulative offenses may result in more severe disciplinary action.
- Physical attack upon any person may be grounds for expulsion from school.
- Expulsion may be levied on any student who is found to be carrying a weapon to, from or within the Richland Bean Blossom Community School Corporation or to, from or in attendance at any school sponsored activity.
- Any student who has initiated, or taken part in any act of vandalism or arson as described in this policy handbook may be expelled. Further, it shall be the policy of this School Board of Trustees to seek to recover damages from the parent/guardian of any minor, or from any person who has initiated, or taken part in any act of vandalism as described in this policy.
- These guidelines apply to all school sponsored activities.
- In order to facilitate education and safety in schools and allow a safe learning environment for all, the District has developed the following discipline level system. The structure of this level system serves as a guide only and the list of offenses contained therein is not exclusive. Authorized district personnel, in their discretion, have the authority to increase the level of discipline or decrease the level of discipline from any guideline based on individual circumstances.

The School Board of Trustees has determined that a student may be suspended or expelled from school for any act or behavior that is of such a nature as to constitute gross disobedience or misconduct. Such gross disobedience or misconduct includes, but is not limited to, any conduct, behavior, or activity that causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of others in addition to the examples listed below.

Gross disobedience or misconduct may occur on school grounds, on a school bus, or at a school activity or involve activity reasonably related to school. It may also occur in a situation other than on school grounds or at a school-related activity, provided that a reasonable relationship exists between the conduct of the student and a potential impact on the school, its processes, or student environment.

DISCIPLINE GUIDELINES

LEVEL I BEHAVIOR OFFENSES

	Elementary	Junior High	High School
Theft	First Offense: Up to 10 days out-of- school suspension. Parent/guardian notified and may lead to a referral to the School Board of Trustees for expulsion.	First Offense: Up to 10 days out-of-school suspension. Parent/guardian notified and may lead to a referral to the Board of Education for expulsion.	First Offense: Up to 10 days out-of- school suspension. Parent/guardian notified and may lead to a referral to the School Board of Trustees for expulsion.
Academic Dishonesty/ Plagiarism	First Offense: Warning. Zero for assignment and parent/guardian notified. Second Offense: Detention up to 30 minutes and zero for assignment. Third Offense: Dismissal pending parent conference. Zero for assignment.	First Offense: Counseling regarding academic integrity and possible reassignment of work in a new form. Second Offense: No reassignment of work and no opportunity for extra credit. Possible zero for assignment. Third Offense: See Level II	First Offense: Counseling regarding academic integrity and possible reassignment of work in a new form. Second Offense: No reassignment of work and no opportunity for extra credit. Possible zero for assignment. Third Offense: See Level II Repeated Offenses: See Level III
Disrespect	First Offense: Dismissal pending parent conference. Second Offense: Up to three days out- of-school suspension. Repeated Offenses: Third and subsequent violations may lead to suspension of up to five school days.	Level II	Level II

Disruption	First Offense: Conference with classroom teacher and/or appropriate administrator and parent/guardian contacted by teacher and/or administrator. Second Offense: 30 minute detention and zero for disturbing class. Parent/guardian notified. Third Offense: 30 minute detention. Parent conference required. Fourth Offense: Dismissal pending parent conference. Repeated Offenses: Fifth and subsequent violations will result in up to 10 days out-of-school suspension.	First Offense: Conference with classroom teacher and/or appropriate administrator either before or after school and parent/guardian contacted by teacher Second Offense: 45 minute detention and zero for disturbing class. Parent/guardian notified by administration. Third Offense: 45 minute detention and zero for disturbing class. Parent conference required. Fourth Offense: Dismissal pending parent conference and zero for missed classes. Repeated Offenses: Fifth and subsequent violations will result in up to 10 days out-of-school suspension.	First Offense: Conference and 30 minute detention; parent/guardian notified by teacher. Second Offense: Conference and Thursday School detention; zero for the class; parent/guardian notified by administration Third Offense: Conference and assigned to Intervention Program; zero for the class; parent/guardian notified by administration Fourth Offense: Up to five days out- of-school suspension. Repeated Offenses: Fifth and subsequent violations will result in student being dropped from class with an F, up to a 10 day out-of-school suspension and/or recommendation for expulsion.
Disruption in Assigned Detention	First Offense: Dismissal pending parent conference. Second Offense: Up to three days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to five days out-of-school suspension.	First Offense: Dismissal pending parent conference. Second Offense: Up to five days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.	First Offense: Dismissal pending parent conference. Second Offense: Up to five days out- of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.

Dress Code Violation	First Offense: Warning notification Second Offense: Phone call to parent. Third Offense: Dismissal pending parent conference. Fourth Offense: Dismissal pending parent conference. Fifth Offense: One-day suspension from school. Sixth Offense: Up to three days out-of-school suspension. Repeated Violations: Up to three days out-of-school suspension.	First Offense: Warning and phone call to parent Second Offense: Dismissal pending parent conference Third Offense: Thursday School detention Fourth Offense: Assignment to In-School Suspension for one day Fifth Offense: One-day suspension from school Repeated Violations: Three days out-of-school suspension.	First Offense: Warning; required to be compliant before returning to class Second Offense: Required to be compliant before returning to class; 30 min detention Third Offense: Thursday School detention Fourth Offense: Assignment to In-School Suspension for one day Fifth Offense: Up to three days out-of-school suspension Repeated Violations: Three days out-of-school suspension.
Failure to Serve Detention	Students who fail to serve a detention will receive a dismissal pending parent conference. If the detention is still not served and/or the issue not resolved at the parent conference, the student may be suspended one day.	Students who fail to serve a detention will receive a dismissal pending parent conference. If the detention is still not served and/or the issue not resolved at the parent conference, the student may be suspended one day.	Students who fail to serve a detention will receive a Thursday School detention. If the Thursday School detention is not served and/or the issue not resolved, the student may be suspended one day.
Fighting/Physical Aggression	First Offense: Dismissal pending parent conference. Depending on severity of the behavior, up to three days out-of-school suspension. Second Offense: Up to five days out-of-school suspension. Repeated Offenses: Up to 10 days out- of-school suspension and	Level II	Level II

	may lead to a referral to the School Board of Trustees for expulsion.		
Misrepresentation (Identity Theft)	First Offense: Detention. Parent/guardian notified. Second Offense: Dismissal pending parent conference. Repeated Offenses: Third and subsequent violations may lead up to five days out-of-school suspension.	First Offense: Dismissal pending parent conference. Second Offense: Up to five days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.	First Offense: Up to five days out-of- school suspension. Repeated Offenses: Second and subsequent violations may lead up to 10 days out-of-school suspension.
Unlawful Activity	First Offense: Warning. Second Offense: Dismissal pending parent conference. Repeated Offenses: Third and subsequent violations may lead up to three days out-of-school suspension.	First Offense: Up to 10 days out-of- school suspension and parent conference. Repeated Offenses: Second and subsequent violations may lead up to ten days out-of-school suspension and possible request for expulsion.	First Offense: Up to 10 days out-of-school suspension. Parent/guardian notified and may lead to a request for expulsion. Repeated Offenses: Second and subsequent violations may lead up to 10 days out-of-school suspension and request for expulsion.
Hazing	First Offense: Up to 10 day out-of- school suspension Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension. Parent/guardian notified and may lead to a referral to the School Board of Trustees for expulsion.	Level II	Level II

Horseplay	First Offense: Dismissal pending parent conference. Second Offense: Up to three days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.	First Offense: Dismissal pending parent conference. Second Offense: Up to five days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.	First Offense: One day suspension and dismissal pending a parent conference. Second Offense: Up to five days out- of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.
Indecency in Behavior or Appearance	First Offense: Dismissal pending parent conference. Second Offense: Up to three days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.	First Offense: Dismissal pending parent conference. Second Offense: Up to five days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.	First Offense: One day suspension and dismissal pending a parent conference. Second Offense: Up to five days out- of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.
Insubordination	First Offense: Dismissal pending parent conference. Second Offense: Up to three days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to five days out-of-school suspension.	Level II	Level II

Unauthorized Area	First Offense: Warning. Second Offense: Detention. Parent/guardian notified. Third Offense: Dismissal pending parent conference. Repeated Offenses: Fourth and subsequent violations may lead up to three days out-of- school suspension.	First Offense: Warning Second Offense: Detention. Parent/guardian notified. Third Offense: Dismissal pending parent conference. Repeated Offenses: Fourth and subsequent violations may lead up to five days out-of-school suspension.	First Offense: Dismissal pending parent conference. Second Offense: Up to five days out- of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.
Misrepresentation (False Informing)	First Offense: Dismissal pending parent conference. Second Offense: Up to three days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to five days out-of-school suspension.	First Offense: Up to 10 days out-of- school suspension. Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.	First Offense: Up to 10 days out-of- school suspension. Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.
Obscenity (Unacceptable Language/ Profanity)	First Offense: Dismissal pending parent conference. Second Offense: Up to three days out- of-school suspension. Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.	First Offense: Dismissal pending parent conference. Second Offense: Up to five days out-of- school suspension. Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of- school suspension.	First Offense: Dismissal pending parent conference. Second Offense: Up to five days out- of- school suspension. Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of- school suspension.

Cell Phone Violation	First Offense: Device is confiscated and held until the conclusion of the day. Second and Repeated Offenses: Device will be confiscated and made available to parent/guardian. After multiple offenses, the device may not be allowed at school permanently and possible suspension up to 10 days out of school.	First Offense: Device is confiscated and held until the conclusion of the class or end of the day. Second and Repeated Offenses: Device will be confiscated and made available to parent/guardian After multiple offenses, the device may not be allowed at school permanently and possible suspension up to 10 days out of school and/or expulsion.	First Offense: Device is confiscated and parent/guardian must pick up phone from office Second and Repeated Offenses: Device will be confiscated and made available to parent/guardian. After multiple offenses, the device may not be allowed at school permanently and possible suspensionup to 10 days out of school and/or expulsion.
Computer/ Technology Violation	First Offense: Up to three days suspension. Second Offense: Up to 5 days suspension.	First Offense: Up to 5 days suspension. Second Offense: Up to 10 days suspension.	First Offense: Up to 5 days suspension. Second Offense: Up to 10 days suspension.
Truancy	First Offense: Warning. Parent/guardian notified. Second Offense: Up to 30 minute detention. Parent/Guardian notified. Third Offense: Dismissal pending parent conference. Repeated Offenses: Fourth and subsequent violations may lead to referral to truancy office and/or the Monroe County Probation Office.	First Offense: Warning. Parent/guardian notified. Second Offense: 45 minute detention. Parent conference required. Third Offense: Dismissal pending parent conference Repeated Offenses: Fourth and subsequent violations may lead to referral to truancy office and/or the Monroe County Probation Office.	First Offense: Detention issued. Zero for missed class. Parent/ guardian notified by teacher. Repeated Offenses: Excessive unexcused absences (10 for first semester and five for all following semesters) may lead to dismissal pending parent conference, up to 10 days out-of-school suspension and referral to truancy officer.

Tardiness (Excessive and Late Arrivals)	First Offense: Warning. Parent/guardian notified. Second Offense: Dismissal pending parent conference. Subsequent Offenses: Up to 30 minute detention and parent conference.	First Offense: Warning. Parent/guardian notified. Second Offense: Up to 45 minute detention. Third Offense: Thursday School Fourth Offense: In School Suspension for one (1) day. Parent/guardian conference. Fifth and Subsequent Offense : In School Suspension for one (1) day	First Offense: (4th) Up to 30 minute detention with classroom teacher. Second Offense: (5th) Warning. Third Offense: (6th) two, 30 min. detentions Fourth Offense: (7th) Thursday School Repeated Offenses: (8th) and subsequent violations may lead up to 10 days out-of- school suspension and driver's license revocation.
Use/Possession of Tobacco, Smoking Paraphernalia, and E-cigarettes	First Offense: Warning and parent/ guardian notified. Second Offense: Second and subsequent violations may lead to 10 days out of-school suspension.	First Offense: Up to three days out of school suspension. Second Offense: Second and subsequent violations may lead to 10 days out of-school suspension.	First Offense: Up to three days out of school suspension. Second Offense: Second and subsequent violations may lead to 10 days out of-school suspension.

LEVEL II BEHAVIOR OFFENSES

Inciting Others to Violence or Disobedience	First Offense: Up to 10 days out-of- school suspension. Second Offense: Recommended for expulsion.	First Offense: Up to 10 days out-of- school suspension. Second Offense: Recommended for expulsion.	First Offense: Up to 10 days out-of- school suspension. Second offense: Recommended for expulsion.

Bullying	First Offense: Dismissal pending parent conference. Depending on severity of the behavior, up to three days out-of-school suspension. Second Offense: Up to five days out-of- school suspension. Repeated Offenses: Up to 10 days out- of-school suspension and may lead to a referral to the School Board of Trustees for expulsion.	First Offense: Up to 10 days out-of- school suspension. Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.	First Offense: Up to 10 days out-of-school suspension. Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.
Disrespect	Level I	First Offense: Up to 10 days out-of-school suspension. Second Offense: Second and subsequent violations may lead to suspension of up to 10 days out-of-school suspension and/or expulsion.	First Offense: Up to 10 days out-of-school suspension. Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.
Fighting/Physical Aggression	Level I	First Offense: Up to 10 days out-of- school suspension. Second Offense: Second and subsequent violations may lead to suspension of up to 10 days out-of-school suspension and/or expulsion.	First Offense: Up to 10 days out-of- school suspension. Second Offense: Second and subsequent violations may lead to suspension of up to 10 days out-of-school suspension and/or expulsion.
Hazing	Level I	First Offense: Up to 10 days out-of- school suspension. Parent/guardian notified and may lead to a referral to the School Board of Trustees for expulsion.	First Offense: Up to 10 days out-of- school suspension. Parent/guardian notified and may lead to a referral to the School Board of Trustees for expulsion.

Insubordination	Level 1	First Offense: Up to 10 days out-of-school suspension. Second Offense: Second and subsequent violations may lead to suspension of up to 10 days out-of-school suspension and/or expulsion.	First Offense: Up to 10 days out-of-school suspension. Second Offense: Second and sub-sequent violations may lead up to 10 days out-of-school suspension and/or expulsion.
Sexual Misconduct, Assault, & Harassment	First Offense: Dismissal pending parent conference. Second Offense: Up to three days out-of-school suspension. Repeated Offenses: Third and subsequent violations may lead to up to 10 days out-of-school suspension.	First Offense: Up to 10 days out-of-school suspension and/or expulsion. Second Offense: Second and sub-sequent violations may lead up to 10 days out-of-school suspension and/or expulsion.	First Offense: Up to 10 days out-of-school suspension and/or expulsion. Second Offense: Second and sub-sequent violations may lead up to 10 days out-of-school suspension and/or expulsion.
Threatening, Harassing or Intimidating Acts	See Page 19, Level I	First Offense: Up to 10 days out-of- school suspension. Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.	First Offense: Up to 10 days out-of- school suspension. Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion

LEVEL III BEHAVIOR OFFENSES

The following infractions are examples constituting unlawful activity that may lead to referral to the Superintendent's Office for possible expulsion.

- Assault and battery, attempted physical attack, or physical attack.
- Attempted arson or arson. IC 35-43-1-1
- Attempted or false alarms which interfere with the educational process (fire alarms, bomb threats) or false reports. IC 35-44.1-2-3
- Attempted or possession, use, or sale of fireworks or explosives. IC 35-47.5-5-2
- Attempted or shakedown and/or strong arm.
- Attempted theft or theft.
- Attempted or use/possession or unauthorized sale or distribution of alcohol IC 7.1-5-7-7
- Unlawful drugs/look-alikes IC 35-48-4
-
- Drug paraphernalia IC 35-48-4-8.3
- Material containing obscenity or similar contraband.

- Destruction/Defacement of Property
- Consensual sex.
- *Gangs or unsanctioned organization insignias and/or activities.
- Repeated violation of the *Code for Student Conduct* (fighting, Threatening and intimidating acts, and trespassing while on suspension and/or expulsion, etc.)
- Sexting (see definition below)
- **Sexual Assault.
- ***Possession or use of weapons/look-alikes. IC 20-33-8-16

Sexting:
Students who are found creating, possessing, or sending explicit photos or messages electronically, including audio, video, and image media, primarily via cell phones and or the internet at school or at a school-sponsored activity, or students who are found creating, possessing, or sending sexually explicit photos or messages of another student regardless of where such act occurs, will be subject to disciplinary action up to and including suspension from school for 10 days and referral to the School Board of Trustees for expulsion proceedings. Additionally, the local police authorities will be contacted for criminal prosecution. IC 35-45-4-6
FIRST OFFENSE: ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOL: 10 DAYS OUT-OF-SCHOOL SUSPENSION AND REFERRAL TO THE CORPORATION EXAMINER FOR EXPULSION.

*First offense of passive display of insignias denoting gang membership and/or any group not sanctioned by school officials within the school may result in up to 10 days out-of-school suspension and referral to the corporation hearing examiner for expulsion.

**Sexual Assault – The term is commonly identified as "rape" and involves threatened force, attempts at or actual sexual contact, bodily harm or threats of bodily harm, except that these factors, however, are not issues for reported victims under 14 years of age. By law, persons under 14 years of age cannot make a determination of whether the act was sexually illegal in nature. All incidents will be immediately reported to police, regardless of offense, location or time.

***In compliance with state law, the School Corporation may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a School Corporation building or on School Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.
A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.
A deadly or dangerous weapon is defined as:

- Loaded or unloaded firearm which is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion or
- A weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Procedures for Unlawful Drugs or Behavior Altering Substances/Look-a-Likes
The Board, at its discretion, may, for any student expelled for the sale, distribution, use, possession, or under the influence of any unlawful drugs, behavior altering substances, or look-alikes, decrease the student's expulsion period if the student participates in evaluation, counseling, and treatment at a program or clinic approved by the school district, provided that the student may return to school only at the end of his or her expulsion period, if it is determined by the clinic that the student is drug free.

ARTICLE 6

STUDENT SEARCHES AND CONTROLLED SUBSTANCES

Search of a student and his/her possessions, including motor vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.
Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.
Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

USE OF DOGS The School Board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine school property such as lockers, motor vehicles or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

USE OF BREATH-TEST INSTRUMENTS The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test. In all cases dealing with unlawful drugs, behavior altering substances, or look-alikes, the student will be suspended for 10 school days, an expulsion hearing scheduled, and the student will be turned over to the police. The Board, at its discretion, may, for any student expelled for the sale, distribution, use, possession or under the influence of any unlawful drugs, behavior altering substances or look-alikes, decrease the student's expulsion period if the student participates in evaluation, counseling and/or treatment at a program or clinic approved by the school district provided that the student may only return to school at the end of his or her expulsion period, if it is determined by the program or clinic that the student is drug free.

ARTICLE 7

PROCEDURES GOVERNING STUDENT SUSPENSIONS AND EXPULSIONS

The purpose of these procedures shall be to assure compliance with the *School Code of Indiana* and provide for the fair and equitable treatment of all suspension cases in the Richland-Bean Blossom Community School Corporation.

PROCEDURES GOVERNING STUDENT SUSPENSIONS

- **Explanation of Due Process**: Due process requires, in connection with a suspension of up to 10 school days, that the student be given immediate oral or written notice of the charges against him or her, and if the student denies them, an explanation of the evidence the authorities have, and an opportunity to present his/her version. Generally, notice and hearing should precede the student's removal from school. The hearing may immediately follow the misconduct:
    1. If prior notice and hearing are not feasible, and
    2. Where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school. Nonetheless, the necessary notice and hearing should follow as soon as practicable.
- **Principals and Preschool Director are authorized to suspend students.**
    1. The Superintendent of Schools shall be notified of any and all suspensions. Report of suspensions shall be in writing, stating complete details such as description of conduct and communication with parent/guardian. The report shall be received by the Superintendent as quickly as practicable.
    2. Parents or guardians of suspended students shall be notified of any and every suspension and shall be informed of the reasons for the suspension and of their right to review same. Formal review hearings will be held upon request of either the said parents/guardians or students.
    3. Students suspended from school will be allowed to make up missed work due to the suspension, but grades achieved will be at a reduced letter grade. Students suspended for five or fewer days will be allowed the number of days equal to the number of days suspended. Students suspended for more than five days will be allowed a maximum of five days. Students and/or parents should request homework by checking with teachers and/or the preferred Classroom Management System during the suspension rather than waiting until the student returns to school.
- **Formal Review Procedures: (RBBCSC Board Policy 5610 and 2461)**
    1. The Hearing Examiner: The hearing officer is appointed by the Superintendent.
    2. Statement of Reasons: As soon as practicable, a statement of reasons for the suspension and the rules and regulations violated by the student's conduct shall be sent to the student and his/her parent/guardian. If a formal review hearing is requested by the parents/guardians or student, the hearing officer shall establish a date, time, and place of the review and a statement of the procedure to be followed shall be given to the student and his/her parent/guardian.
    3. The Review Hearing Procedures may be summarized as follows:
    4. Shall be held at a time and location set by the school administration. In no case shall this hearing be held later than 10 school days following initial suspension.
    5. The school administration shall proceed first and the student may then respond.
    6. All witnesses shall be subject to inquiry by both parties.
    7. No more than five witnesses may be called by either party without the permission of the Hearing Officer.
    8. Either party may record the proceedings at his/her own expense.

9. The review hearing shall be held in executive session at the request of either party.
10. The rules of evidence shall not apply to review proceedings.

- **Report of Hearing Officer:**
  1. A written report shall be issued by the hearing officer to the student, his/her parent/guardian, and the Superintendent as soon as practicable after the review hearing. This report shall be sent by certified mail and shall include:
     - Student's name;
     - Reason and date of suspension;
     - Those present at hearing;
     - Witnesses;
     - Brief account of evidence; and
     - The hearing officer's recommendation regarding guilt and any appropriate disciplinary action.
     - The suspension begins on the first school day after the student is sent home.
- **In the event that suspension is disallowed:**
  1. The student's record shall be expunged of all notations or remarks regarding the matter.
  2. The student's absence shall be excused.
  3. All educational opportunities missed by the student shall, to the extent possible, be afforded him/her, including the making up of any test.

PROCEDURES GOVERNING STUDENT EXPULSIONS

- Expulsion can only be given by the Superintendent. An expulsion may not last for more than one year. (RBBCSC Board policy 5610) Legal Standard: IC 20-33-8-26.
- At the time of initial suspension by the superintendent or principal, the suspending official should know whether, in his/her opinion, the behavior justifies expulsion. If, in his/her opinion, it does justify expulsion, the report to the parent/guardian of the suspension, including a statement of the reasons for the suspension, should also inform of a request for an expulsion hearing.
- Expulsion shall take place only after the parents/guardians have been requested to appear at a meeting with a hearing officer appointed by the School Board of Trustees to discuss their child's behavior. Such request shall be made by certified mail and shall state the time, place, and purpose of hearing.
- Expulsion Review Hearing:
  1. Shall be held at a time and location to be set by the school administration. In no case shall this be held later than 10 school days following initial suspension.
  2. The school administration shall proceed first and the student may then respond.
  3. All witnesses shall be subject to inquiry by both parties.
  4. No more than five witnesses may be called by either party without the permission of the Hearing Officer.
  5. Either party may record the proceedings at his/her own expense.
  6. The review proceeding shall be held in executive session at the request of either party.
  7. The rules of evidence shall not apply to review proceedings.
  8. After the hearing, the hearing officer shall make a written report containing a summary of the evidence heard at the meeting and make his/her recommendation.
  9. Parent/guardian receives a copy via certified mail of the hearing officer's report and witness statements, along with the hearing officer's recommendation regarding guilt and any appropriate action.
  10. The Superintendent/designee reserves the right to extend additional education services on an individual basis as it deems necessary.
- Appeal of Expulsion: The student or his/her parents may appeal the Expulsion Examiner's decision only to the Monroe Circuit Court.

- Extension of an Expulsion: For those students under 16, an expulsion during the second semester of the school year may extend to summer school and/or to the first semester of the next school year. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester or that will remain in effect into the first semester of the next school year shall be reviewed by the Expulsion Examiner to determine if there has been newly discovered evidence or a change in the student's circumstances since the expulsion meeting. If so, the Expulsion Examiner may recommend to the Superintendent that the student be readmitted for the second semester or at the beginning of the new school year.
- Waiver of Rights: The student and his/her parents may waive any of the rights described in this section of the handbook if the waiver is submitted, in writing, and signed by both student and parents. The signatures should be witnessed. The waiver must be made with knowledge of the due process procedure described in the student/parent handbook and the consequences of the waiver.

ARTICLE 8

SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES

- Students with disabilities will be disciplined in accordance with the State and Federal law and the Richland Bean Blossom Community School Corporation policy in a manner which takes into account the student's disability and special education placement.
- As a result of gross disobedience or misconduct, a student who is eligible for special education services ordinarily may be suspended or placed in an appropriate interim alternative educational setting or another setting by school personnel for up to ten (10) *consecutive* school days without constituting a change in placement. The school is not required to provide services to a student with a disability during any of the first ten (10) cumulative instructional days of removal in a school year, for violating a code of student conduct, if services are not provided to a nondisabled student who has been similarly removed. However, suspension or placement in an alternative setting for ten (10) *cumulative* school days may cause a change in placement for some students. The IEP team shall determine whether the student's removal of 10 or more cumulative school days constitutes a change of placement as outlined in Article 8.
- A change of placement occurs when a student has been removed for more than ten (10) consecutive instructional days in the same school year or cumulative instructional days in the same school year if the removals constitute a pattern that was determined to result in a change of placement. The school must notify the student's parent and provide the parent with the Notice of Procedural Safeguards when a decision is made to make a removal that constitutes a change of placement. Additionally, the school must convene a case conference to determine whether the student's behavior is a manifestation of the student's disability.
- If the IEP Team decides that the offense is a direct result of the student's disability, the student's case conference committee must either: conduct a functional behavioral assessment, unless the school had conducted an FBA before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the student; Or, if a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior; and return the student to the placement from which the student was removed, unless the parent and the school agree to a change of placement as part of the modification of the behavioral intervention plan.
- If a student carries a weapon to or at school, on school premises, or to or at a school function; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function, the Principal or Principal's designee may place the

student in an appropriate interim alternative educational setting for not more than forty-five (45) instructional days without regard to whether the behavior is determined to be a manifestation of the student's disability. The school must notify the student's parent and provide the parent with the notice of Procedural Safeguards. A manifestation determination conference must be convened. The case conference committee determines the interim alternative educational setting and appropriate services.

- If it is decided by the case conference committee that the offense is not a manifestation of the student's disability, regular district disciplinary procedures will be followed. The case conference committee will convene to determine services that will be provided to the student, if the disciplinary action results in expulsion, or removal from school to determine services that will be provided during the time that the student is expelled from school.
- The Board has the authority to expel a student who has a disability provided that the IEP Team has convened a manifestation determination conference and determined the misconduct was not a manifestation of the student's disability. The case conference committee will convene to determine services that will be provided during the time that the student is expelled from school.

ARTICLE 9

EXTRACURRICULAR ACTIVITIES

All extracurricular activities are privileged activities that occur outside of normal school hours and are not included as a part of a School Board of Trustees accredited curricular offering. All activities may be subject to the eligibility policy as determined by the principal.

Grades 9-12: To participate in extracurricular activities, all students must minimally meet the academic standards of the Indiana High School Association Rule 18.

IHSAA RULE 18 – SCHOLARSHIP PHILOSOPHY: Realizing that the age group served by high school represents an interval in human development that can be turbulent and complex, the IHSAA is concerned with educating the "whole person." Therefore, the primary focus of any Indiana Secondary School should be to provide educational opportunities for its students in accordance with the requirements set forth by the Indiana Department of Education. This academic training should progress toward an adequate education and ultimately in earning a high school diploma. Participation in interschool programs is a privilege for which reasonable standards should be established and enforced for the educational and personal welfare of the students who participate. If students cannot successfully carry and pass a normal minimum load of formal classroom work and simultaneously undertake the extra demands upon time and energy required by interschool participation, they should postpone their commitment to interschool programs and concentrate time and effort on achieving in the classroom. On the basis of these premises, minimum academic achievement requirements have been established by the IHSAA. Hopefully, the minimum academic eligibility standards adopted will:
a. promote higher educational standards; b. upgrade student academic performance; c. counter public criticism of schools for low expectations and low student achievement; and d. enable schools to use athletic participation as a motivator for better classroom performance and achievement.

RULE 18-1 Minimum Course Enrollment and Grades for Participation: To be eligible scholastically, students must have received passing grades and earned credit at the end of their last Grading Period in School in at least Seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently Enrolled in at least Seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take.

- For purposes of this rule, a student must have been Enrolled in a minimum of Four (4) full credit courses (or the equivalent) during the last Grading Period, and must be Enrolled in a minimum of Four (4) full credit subjects (or the equivalent) during the current Grading Period.
- If grades reported at an Eligibility Certification Date include both Grading Period grades and semester grades, then semester grades take precedence for eligibility purposes.
- A student may use up to Two (2) semesters of the state-required physical education course for eligibility purposes, with each semester's course counting as One (1) full credit.
- Physical education credit earned by participation on an athletic team, may not count toward academic eligibility.
- When the block Four scheduling program is used, students must be currently Enrolled in and passing Three (3) courses.
- Class periods must meet Indiana Department of Education standards for awarding credit and minutes in class. For purposes of this rule, One (1) full credit subject requires a minimum total of Two Hundred Fifty (250) minutes of instruction per week for One (1) semester.
- In the event a School establishes minimum academic requirements which are greater than the IHSAA academic requirements, the IHSAA will consider those higher academic requirements to constitute the IHSAA academic requirements at such School, and will require that a student at that School meet those greater academic requirements before that student is eligible scholastically under this rule.

Maximum Classes Must Pass

18-1.1 Amount of Credit: The amount of credit given for any subject shall be as authorized by the Department of Education. NOTE: With such approval, Advanced Physical Education may earn a maximum of One (1) credit, per semester.

18-1.2 Multi-Credit Subjects: Subjects for which Two (2) or more credits per semester are earned toward graduation shall be considered as an equivalent number of required subjects.

18-1.3 Vocational and Special Education School Credits: Students attending state approved vocational or special education schools may transfer such grades and credits earned to their home School for the purpose of establishing eligibility.

18-1.4 Partial Credit Subjects: A combination of 2, 3, or 4 partial-credit subject grades may be substituted for 1 or 2 full-credit subject deficiencies.

18-1.5 Transfer Students: Transfer students must meet the requirements of this rule. However, if a transfer student is coming from a school with a different academic schedule that cannot be accommodated in his/her new School, and the transfer student is certified to be academically eligible by the school from which he/she is transferring, said transfer student shall have full academic eligibility in their new School until the transfer student can Enroll, complete and receive credit in the maximum number of full credit subjects that a student can take at the new School. However, during this interim period the transfer student must receive passing grades at the new School in at least Seventy percent (70%) of the classes in which the student is Enrolled (semester grades take precedence) and meet all other eligibility rules.

18-1.6 Semester Ineligibility: Students who are ineligible scholastically at the end of a Grading Period or semester, are ineligible for the following Grading Period.

18-2 Certification Dates: Each School will establish consistent Grading Periods within the school year. The principal shall set the Eligibility Certification Dates annually on the membership page/form. Each Eligibility Certification Date must occur no later than noon of the tenth school day following the end of each Grading Period. The principal shall certify the grades of each student on the Eligibility Certification Date.

Grades 6-8: To participate in extracurricular activities, a student must be enrolled full time and passing 6 of 8 subjects. Eligibility will be reviewed every 4 1/2 weeks. A student receiving a failing grade in more than 2 subjects will be ineligible until the next eligibility check. If the

sole reason for a student being declared ineligible is missed work due to an excused absence, the student should be given a reasonable amount of time to make up the work before being declared ineligible.

Grades 3-5 Any student receiving an office discipline referral resulting in an overnight dismissal or suspension may not be allowed to participate in the extra-curricular activity during that time. Student must also be making academic progress towards meeting designated standards. This requirement will begin on the first day of practice and end after the last game or meet. All parents and students are required to sign-off on the permission slip prior to the first practice.

The information gathered through the building-wide eligibility check shall be given to the school's leadership team for analysis. It shall be up to the leadership team to provide feedback to the general staff for the improvement of curriculum and instruction.

ARTICLE 10

EXTRACURRICULAR CODE OF CONDUCT FOR OFF-CAMPUS/NON-SCHOOL RELATED OFFENSES

STATEMENT OF POLICY All extracurricular participants in Grades 6-12 are representatives of their school and community. They act as leaders and may be looked up to by other students and younger age groups. The safety and health of each participant should be safeguarded by proper conduct by all students. For these reasons, we expect Grades 6-12 extracurricular participants to maintain high standards of conduct during the school year and the extracurricular season. The participant's conduct in and out of school shall be such as to bring no discredit to the student, his/her parents, the school, the team or organization. Students who participate in extracurricular activities should be ambassadors of goodwill in all areas of athletic competition and other extracurricular activities and should represent the Richland Bean Blossom Community School Corporation in a positive manner.
STANDARDS OF CONDUCT As a result of these expectations, and because extracurricular activities are considered a privilege and not a student right, the following code of conduct shall apply to all extracurricular participants regardless of the sport or activity during the school and/or the extracurricular season. Grades 6-12 extracurricular participants are expected to refrain from involvement in these Level III offenses as listed below:

- Assault and battery, or attempted physical attack or physical attack
- Attempted arson or arson
- Attempted or false reports and false alarms, such as fire alarms, bomb threats
- Attempted or inciting others to violence Attempted possession, use or sale of explosives
- Attempted or shakedown and/or strong arm Attempted theft or theft
- Attempted or use/possession or unauthorized sale or distribution of alcohol, unlawful drugs, look-alikes, behavior altering substances, drug paraphernalia, or material containing obscenity or similar contraband.
- Attempted vandalism or vandalism
- Possession or use of weapons/look-a-likes
- Sexting

DISCIPLINE Violations of any of the above standards may lead to suspension from extracurricular participation for a period of time up to 180 school days, dependent upon the severity of the violation.
If any extracurricular participant is dropped for disciplinary action from a team or activity, he/she may not try out for another team or activity during the time of the extracurricular suspension.

DISCIPLINE PROCEDURE

- Decisions as to the application of the extracurricular code pertaining to violations of such will be decided by the principal or designee in consultation with the coach, sponsor, or adviser based upon a preponderance of evidence. 2. Parent/guardian and student must be notified in writing before any disciplinary action.
- The disposition of the case, the nature of the discipline, and decisions as to the length of suspension or dismissal, if any, will be contingent upon the seriousness of the violation and the circumstances involved. Infractions of the extracurricular code will be dealt with in an individual and consistent manner.
- Decisions as to infractions of the extracurricular code will be rendered within 15 school days of either the alleged citations, or the date upon which school officials become aware of the alleged violation (this time may be extended by either party for just cause).
- A student who has admitted to or has been found in violation of the extracurricular code may be suspended from competition, participation and/or practice in extracurricular activities for a period of time up to 180 school days, depending upon the severity of the violation.
- If a parent or student wishes to appeal a ruling of a violation of the extracurricular code, he or she must submit a written request to the building principal's office. The request shall be filed within 10 school days of the determination of violation. The request must be signed by the student and student's parent or guardian.
- When a student who is a member of an extracurricular organization has been arrested or charged with a crime, the principal or designee, in consultation with the coach, sponsor, or adviser, will determine if the conduct which led to the arrest or charge falls within the extracurricular code of conduct. If a determination is made that the conduct is covered, the investigation and disposition of the matter may proceed before resolution of criminal proceedings. Procedure may then revert to No. 1 of this Discipline Procedure to ensure due process.
- The time limits set forth in this section may be extended by the Superintendent.

ARTICLE 11

SCHOOL BUS RULES AND REGULATIONS

Passengers on the Richland Bean Blossom Community School Corporation buses, including transportation to any school related activity, are expected to behave as they would in a classroom. The bus is considered an extension of the classroom and school community. Misconduct on a bus will not be tolerated as it may endanger the safety and well-being of others. Inappropriate student behavior will be identified and processed by the administrator in charge. Buses are equipped with video and audio systems which may record internal and external activities.

TRANSPORTATION TO AND FROM SCHOOL (K-12): Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

Prior to Boarding (on the road and at school) Each student shall:

- Be 5 minutes early to your designated loading zone;
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the Trip Each student shall:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat or play games, cards, etc.;
- Not tamper with the bus or any of its equipment.

Departing the Bus Each student shall:

- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials. A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. The bus is considered an extension of the classroom.

DETENTION OF BUS STUDENTS: Bus students may be held for detention before or after school as a discipline measure for misbehavior in school. However, such detention will not occur on the same day as the precipitating offense.

STUDENT RULES: Passengers must obey the following rules when riding a school bus. A student who breaks any of the rules will face disciplinary action and may lose bus riding privileges.

- Be courteous and use no profane language.
- Cooperate with the bus driver.
- Do not be destructive.
- Do not eat, drink, or smoke on the bus.
- Do not possess or use any drug or alcoholic beverage on the bus.
- Do not throw any object out the windows.
- Keep hands, feet, and head inside the bus.
- Keep the bus clean.
- Observe the same conduct as in a classroom.
- Stay in seat. The bus driver or a school official shall assign seats.

BUS VANDALISM: Vandalism to a school bus is to be considered a violation of school policy and a criminal offense. A student found guilty of vandalizing any portion of a school bus will find that he/she or the parents/guardians will be required to pay for the damages. If payment is not made once the amount of vandalism has been determined, the criminal matter will be prosecuted.

REPORTING OF DISCIPLINE MATTERS: A school bus driver shall, when a student causes an undesirable situation on a bus, make a verbal report of the incident to the building principal or to the principal's designee. The verbal report shall be followed by a written report to the building principal or to the principal's designee. It is to be further understood that final decisions on the disciplinary problems, suspensions or expulsions shall rest with the school district or its designated representative.

BUS SUSPENSION/EXPULSION: The term "bus suspension" means disciplinary action taken whereby a student is denied bus transportation to and from school for up to 10 days. The term "bus expulsion" means disciplinary action taken whereby a student is denied bus transportation to and from school for more than 10 days. A hearing officer appointed by the Superintendent will hear all expulsions.

ARTICLE 12

ATTENDANCE

Regular daily attendance is an important factor in a child's success in school. A child who has poor attendance gets behind in school work, becomes frustrated, develops a poor attitude toward school, and is more likely to drop out. Encouragement and the expectation that a child will attend school daily, starting with the first day of kindergarten and continuing throughout his/her school career, teaches children that school is important.

THE FOLLOWING REASONS FOR ABSENCES ARE VALID/EXCUSED:

- Authorized religious holidays.
- Illness: absences of more than three consecutive and/or six non-consecutive days may require medical verification specifying date(s) student was medically unable to attend.
- Death in the immediate family: spouse, child, parent, brother, sister, grandparent, in-laws, guardian
- Medical or dental appointment verified on a medical form specifying date(s) and time of service. A reasonable travel time will be allowed (these absences are valid only if every attempt has been made to make appointments outside school time).
- Court appearances with subpoena or other legal document.
- Pre-approved college visits.
- Serving with the Civil Air Patrol
- Page or honoree in the Indiana General Assembly
- Helper/worker at Polls on the date of an election
- Exhibiting or participating in the Indiana State Fair

Family vacations that are pre-approved according to district policy: all necessary arrangements for the absence must be completed three school days in advance of the absence; all work missed should be made up and grade credit shall be given for this work. **Absences will not be approved during standardized tests or final exams.** Upon returning from an excused absence, all work missed should be made up, and grade credit shall be given for this work.

THE FOLLOWING ARE EXAMPLES OF UNEXCUSED ABSENCES/TARDIES:

- Failure of parent or guardian to call in for an excused absence. Parent or guardian must notify (phone call or note) the school within 48 hours of the student's return, otherwise the absence is unexcused.
- Any situation in which the student leaves school without an excused dismissal.
- Babysitting.
- Birthday or other celebrations.
- Family trips or vacations not pre-approved.
- Employment.
- Hunting, fishing, and attendance at sporting events that are not school sponsored.
- Missing the school bus.
- Oversleeping.
- Shopping.
- College visits not approved in advance.

Upon returning from an unexcused absence, all work missed is expected to be made up, but grade credit may be given at a reduced grade. Students shall receive a zero for work completed by the class during the unexcused absence.

ARTICLE 13

SEXUAL ABUSE, ASSAULT, & HARASSMENT

The school corporation believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment 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. It is illegal and against the Richland Bean Blossom Community School Corporation School Board of Trustees policy (5517) for any employee, student, or other person, male or female, to sexually harass an employee or student while that employee or student is on school property or engaging in school activities or school business, or as a result of the employment or educational relationship of that person

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

SEXUAL HARASSMENT:

Verbal:

- The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, and other verbal or physical conduct of a sexual nature, as a condition of an employee's continued employment, or a student's academic status or threats to a fellow student, staff member, or other person associated with the School Corporation.

Nonverbal:

- Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the School Corporation.
- Initiating conduct that has the purpose or effect of substantially interfering with an employee's professional performance or a student's academic performance, or creating an intimidating, hostile, or offensive working or educational environment by such conduct. This prohibition includes the act of sexting. Sexting shall be defined as the act of sending sexually explicit photos or messages electronically, primarily via cell phones and/or internet (Please see pages 27, 38, 39 of this Handbook for more information on the act of sexting and the disciplinary consequences for engaging in this conduct).

Physical Contact:

- Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the School Corporation. An employee engaging in sexual harassment will be subject to discipline, up to and including termination (RBBCSC AG 8462). A student engaging in sexual harassment will be subject to discipline, up to and including expulsion.

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT:

Verbal:

- Written or verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the School Corporation.
- Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the School Corporation by refusing to have any form of social interaction with the person.

Nonverbal:

- Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the School Corporation.

Physical Contact:

- Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the School Corporation.
- Any student who believes that s/he 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 School Corporation should make contact with one of two or three persons selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.
- The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the Building Principal.
- Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.
- The purpose of this provision is to:
    1. Protect the confidentiality of the student who files a complaint;
    2. Encourage the reporting of any incidents of sexual or other forms of harassment;
    3. protect the reputation of any party wrongfully charged with harassment.

The Superintendent is authorized to promulgate rules and regulations implementing this policy.

REPORTING OF SEXUAL HARASSMENT

- If a student believes that he or she has been sexually harassed, the student or parent of the student should report the alleged act immediately to the principal or other administrator, or to the Superintendent. Any employee who receives a complaint of sexual harassment shall report the complaint to the Superintendent or designee.
- There are no express time limits for initiating complaints under this Policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.
- All levels of administrators have a special responsibility for implementation of this Policy. If behavior is observed which violates this Policy, the person observing such behavior shall bring the matter to the attention of the Superintendent. In the event that the Superintendent is the employee whose observed behavior violates this Policy, the person observing such behavior shall bring the matter to the attention of the President of the School Board of Trustees.
- If a student or parent complains of sexual harassment, or if a responsible employee observes the harassment of a student, that employee shall explain to the student, or parent, the avenues for informal and formal resolution of the complaint, including a description of the complaint handling procedures outlined in this section.

INVESTIGATION OF SEXUAL HARASSMENT COMPLAINT

- The Superintendent (or the Board President, if appropriate) shall undertake an investigation of all complaints of sexual harassment or shall appoint an administrator

or other qualified person to conduct the investigation. No complaint or identity of a complainant will be disclosed except when necessary to fully investigate the complaint and after notification to the complainant.
- The investigator shall file a written report of his/her findings with the Superintendent (or the School Board of Trustees, if appropriate). The complainant shall be notified of the findings of the investigation.
- The Superintendent (or the School Board of Trustees, if appropriate) shall review the report and initiate any necessary disciplinary or remedial action as promptly as possible after receiving the report.
- This Policy and implementing Rules and Regulations shall be discussed with students at appropriate intervals during their enrollment in the School Corporation.

Legal Reference: Title IX of the Education Amendment of 1972 (20 USC Section 1681 et. seq.); Title VII of the *Civil Rights Act of 1964*; 42 USC Section 2000e et. seq.; 29 CFR Section 1604.11(A)

Sexual Abuse: The term includes unwanted intentional fondling or touching, either directly or through clothing, of intimate body parts of any person, or any part of the body of a child under 14 years of age, for the purpose of sexual gratification or arousal of the victim or the accused. Immediate disposition is at the discretion of school authorities (e.g., clearing corridors, sending students to office, securing the building). Incidents of the following nature will be reported to police without unreasonable delay including the offense location or time:
- Where force or threatened force or bodily harm is involved.
- Where there is a victim who is unable to understand or consent.
- Where the victim is less than 14 years of age (consent is not an issue).
- Where there is a second or subsequent complaint by the same victim regardless of age.
- Where a weapon is displayed.

Sexual Assault (IC 35-42-4-1): The term is commonly identified as "rape" and involves threatened force, attempts at or actual sexual contact, bodily harm or threats of bodily harm, except that these factors, however, are not issues for reported victims under 14 years of age. By law, persons under 14 years of age cannot make a determination of whether the act was sexually illegal in nature. All incidents will be immediately reported to police, regardless of offense, location, or time. The term is Child Molesting when the victim is under 14 years of age. IC 35-42-4-3

ARTICLE 14

STAFF ETHICS

- An educator in the performance of professional duties shall be accountable for using the current scientific knowledge available concerning his/her profession.
- An educator shall recognize basic dignities of all individuals with whom he/she interacts in the performance of professional duties.
- An educator in the performance of professional duties shall exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he/she is responsible.
- An educator in the performance of professional duties shall be accountable for maintaining his/her integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing judgment or the performance of duties.
- An educator in the performance of professional duties shall accurately represent his/her professional qualifications.
- An educator in the performance of professional duties shall be responsible to present any subject matter in a fair and accurate manner.

- An educator in the performance of professional duties shall extend to students the opportunity for individual action in pursuit of learning and shall take steps to ensure that the students shall have access to varying points of view unless there is just cause to act otherwise.
- An educator while performing professional duties shall take steps to ensure that his/her actions or that of another on his/her behalf do not result in the advancement of private economic interests. Private economic interests shall not be construed as including fair remuneration for professional services.
- An educator in the performance of professional duties shall keep in confidence such information as he/she may secure unless disclosure serves professional purposes or is required by law.
- An educator shall not use his/her professional position or property, or intentionally permit another person to use an educator's professional position or public property for which the educator is responsible, for partisan, political, or sectarian religious purposes.
- An educator in the performance of professional duties shall direct persons to carry out only professional functions for which they are qualified, except assignments of short duration in emergency conditions.
- Responsibility for acceptable conduct and dress will rest primarily with the employee as a professional individual. However, the administrative supervisor may require acceptable conduct and/or dress on the part of the employee.
- No employee of the district shall, at any time, date a pupil of the district.

ARTICLE 15

ACCEPTABLE USE POLICY FOR ELECTRONIC RESOURCES FOR STUDENTS AND STAFF

All Richland-Bean Blossom (RBBCSC) students and staff are responsible for their actions and activities involving the school corporation's computers, electronic devices, network and Internet services, and for their computer files, passwords, and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students, staff, and all members of the RBBCSC community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

Acceptable Use

- School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with RBBCSC's educational mission, curriculum, and instructional goals.
- Users must comply with all school board policies, the student handbook, and school rules and expectations concerning conduct and communication when using school computers or school-issued electronic resources, whether on or off school property.
- Students also must comply with all specific instructions from school staff.

Prohibited Uses Unacceptable uses of school electronic resources include, but are not limited to, the following:

- **Accessing or Communicating Inappropriate Materials** – Users may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive,

obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.

- **Illegal Activities** – Users may not use the school corporation's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any board policy/procedure or school rules. RBBCSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
- **Violating Copyrights or Software Licenses** – Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
- **Plagiarism** – Users may not represent as their own work any materials obtained on the Internet (ie: term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
- **Use for Non-School-Related Purposes** - School corporation's computers, electronic devices, and network and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules or any other board policy, procedure, or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.
- **Misuse of Passwords/Unauthorized Access** – Users may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent network security systems.
- **Malicious Use/Vandalism** – Users may not engage in any malicious use, disruption, or harm to the school corporation's computers, electronic devices, or network and Internet services, including but not limited to hacking activities and the creation/uploading of computer viruses.
- **Avoiding School Filters** – Users may not attempt to or use any software, utilities, or other means to access Internet sites or content blocked by the school filters. All users must use their own login credentials, and not those belonging to any other student or staff member.
- **Unauthorized Access to Blogs/Social Networking Sites, Etc.** – Users may not access blogs, social networking sites, etc. prohibited by building administration or the RBBCSC Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
- **Wasting System Resources** - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects as determined by the supervising instructor or building administrator.
- **Unauthorized Equipment** - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the corporation network without permission from the RBBCSC Technology Department.

Compensation for Losses, Costs, and/or Damages As technology has become more mobile many electronic devices owned by the Richland-Bean Blossom Corporation and used by staff members are transported outside both the direct physical control and locations controlled by the Richland-Bean Blossom Community School Corporation. It is in this outside environment that responsibility is shared by both the Richland-Bean Blossom Community School Corporation and the individual staff member who chooses to take an electronic device off

school grounds. In the event that an electronic device is lost, stolen, or damaged, the individual student or staff member may be responsible for the total replacement cost per the market value of the device. In addition all users (students and staff) may be responsible for compensating the school corporation for any losses, costs, or damages incurred for violations of board policies/procedures and school rules. The school corporation assumes no responsibility for any unauthorized charges or costs incurred by users while using school corporation computers, devices, or the school network.

Staff and Student Uses of Social Media or Social Networking Websites Richland-Bean Blossom Community School Corporation respects the right of employees to use social media networking sites, personal websites, blogs, tweets, and other forms of electronic communication. It is important that school employees' personal or professional use of these sites does not damage the reputation of the school, its staff, students, or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world. Such online behavior always has the possibility of becoming public, even without knowledge or consent. Richland-Bean Blossom Community School Corporation asks all employees to carefully review the privacy settings on any social media and networking sites they use (ie: Facebook, Twitter, Flickr, LinkedIn, etc.) and exercise care and good judgment when posting school content and information. In addition school employees should adhere to the following policies, which are consistent with the school's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- An employee should not make statements that would violate any of the school's policies, including its policies concerning discrimination, harassment, content, and confidentially.
- All school employees must uphold Richland-Bean Blossom Community School Corporation's value of respect for the individual and avoid making defamatory statements concerning the school, its employees, its students, or their families.
- An employee may not disclose any confidential school information or confidential information obtained during the course of his/her employment concerning any individuals or organizations, including staff, students, and/or their families.
- All sites established or maintained by Richland-Bean Blossom Community School Corporation employees that can be identified, or could reasonably be construed as a Richland-Bean Blossom Community School Corporation site, are deemed the property of the Richland-Bean Blossom Community School Corporation.
- At no time may a student(s) name(s) or other identifying information be matched with a student's picture or likeness without express written permission of the parent or guardian.
- When establishing a social networking site that represents Richland-Bean Blossom Community School Corporation, all school employees must follow the Richland-Bean Blossom Community School Corporation prescribed naming convention.
- School employees who create sites to be used by students may not include any resources that students are forbidden to access at school.
- All websites/social networking sites created or maintained by school employees are the direct responsibility of that employee and should be kept up-to-date and continually monitored and appropriately edited in a timely fashion by the sponsoring employee.
- Richland-Bean Blossom Community School Corporation will provide employees a set of guidelines designed to aid in the creation, appropriate use, monitoring, and interactions on social websites and when dealing with electronic communications.
- Any Richland-Bean Blossom Community School Corporation employee upon departure from Richland-Bean Blossom Community School Corporation must release to Richland-Bean Blossom Community School Corporation access and control of any website/social networking site established as a Richland-Bean Blossom Community School Corporation site.

Student Security Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
Staff may post student pictures on corporation/school/newspaper/classroom "public" websites, unless opted out by parents/guardians. Students' grades, test results, or identifying pictures may be stored only on corporation-approved secure sites that require a username and password for authorized individuals to access.

Richland-Bean Blossom Community School Corporation staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
All Richland-Bean Blossom Community Schools are closed campuses. RBBCSC retains all rights concerning any recording and/or publishing of any student's or staff member's work(s) or image(s). Students must obtain permission from a RBBCSC staff member to publish a photograph or video of any school- related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.

The use of cameras on any type of electronic device is strictly prohibited in locker rooms and restrooms.
Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Technology Privacy All computers, telephone systems, voicemail systems, electronic mail, and electronic communication systems are the corporation's property. The corporation retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the corporation's computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

System Security
Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the RBBCSC Technology Department.
Staff shall change their passwords to all systems at the beginning of every school year.
Personal Devices All users are prohibited from using privately-owned electronic devices in school settings unless explicitly authorized by the building principal or RBBCSC corporation administration. BYOD will no longer be permitted effective after the 2015-2016 school year.

Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff

- Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
- Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
- Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the school safety officer and/or local police.

- The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
- Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
- Parents are responsible for supervising their child's use of the device when not in school.
- The device configuration shall not be altered in any way by users; this includes software, hardware and accessories such as cases. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
- The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
- Devices issued to staff are linked to the position of the staff member. If a staff member is unable to be present for his/her job duties for more than 6 weeks; the device must be turned into administration so the staff member fulfilling that position may employ the technology.
- Interns and students teachers will not be issued a school device. It is the responsibility of the university to provide the intern or student teacher with the necessary technology for their placement.
- The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school corporation, and whenever requested by school staff.

Terms of Use RBBCSC reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action, including suspension or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the RBBCSC network, Internet, and electronic resources.
Students have no expectation of confidentiality or privacy with respect to any usage of a school-issued electronic device, regardless of whether that use is for school or personal purposes. RBBCSC may, without notice or consent, supervise access, view, monitor, and record use of these devices at any time or any reason related to the operation of the school. By use of these devices, students agree and consent to such access, monitoring, and recording of their use.

Disclaimer – RBBCSC, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, RBBCSC is not responsible for:

- The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
- Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
- Unauthorized financial obligations resulting from the use of RBBCSC electronic resources.

ARTICLE 16

DEVICE POLICY FOR STUDENTS AND STAFF

Receiving Your Device Devices will be distributed each fall during the first week of school. Parents and/or students must sign and return the Device Policy Sign-off and Student Pledge

document before the device can be issued to the student. This document will need to be signed during student registration or during new student enrollment.

Training Students will be trained on how to use the device by their homeroom teacher. Training documents will be available online for students to refer to when needed.

Return Student devices and accessories (charger and case) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original device and case each year while enrolled at RBBCSC for the lifecycle of the device.
Any student who transfers out of RBBCSC will be required to return their device and accessories. If a device and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Device Students are responsible for the general care of the device which they have been issued by the school. Devices that are broken or fail to work properly must be reported to your classroom teacher(s), office staff or an administrator. If a loaner device is needed, one may be issued to the student until their device can be repaired or replaced.

General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your device to room temperature prior to turning it on.

Carrying the Device The protective shell of the device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the device in the school issued case is required when not in use. Protective cases are the property of RBBCSC and may not be personalized, altered or customized in any way (including but not limited to; stickers, embroidery, markers, paint, ink etc...).

Screen Care

The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry, anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Device

At School: The device is intended for use at school each and every day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the device. Students must be responsible for bringing their working device to all classes, unless specifically advised not to do so by their teacher.

At Home: All students are required to take their device home each night throughout the school year for charging. Devices ***must be brought to school each day in a fully charged condition***. Students need to charge their devices each evening and bring them ready for use daily. Repeat violations of this policy will result in referral to administration and possible disciplinary action.
It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound: Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. (Students are encouraged to bring earbuds or headphones.)

Printing: *At School:* Printing functionality may be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of assignments.

State Standardized Assessments: Devices will be used for the administration of state standardized assessments. It is the expectation that students are prepared by fully charging their device the night before assessment days. It is the responsibility of the student to inform the Technology Management Services of devices not functioning properly. Failure to comply with these expectations may result in disciplinary action at the discretion of the building administration.

Managing Your Files and Saving Your Work: Students may save documents to their Google Drive, or they may save to an external memory device such as a mini SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Device: It is important to note that the device students have been issued are the property of the Richland-Bean Blossom Community School Corporation. Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of RBBCSC. Spot checks for compliance will be done by administration or RBBCSC Technicians at any time.
Students may add appropriate music, photos, and videos to their device. Personalized media are subject to inspection and must follow the Richland- Bean Blossom Community School Corporation acceptable use policy.

Software on Devices
Originally Installed Software: Device software for Chromebooks is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the device must remain on the device in usable condition and be easily accessible at all times.
All devices are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection: Virus protection is unnecessary on the device due to the unique nature of its design.

Additional Software: Students are unable to install additional software on their device other than what has been approved by RBBCSC.

Inspection: Students may be selected at random to provide their device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS: If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the device will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files saved to the Cloud or Google Drive will be intact after the operating system is restored. All files saved on the device that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Protecting & Storing Your Device
Device Identification: Devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:

- Record of serial number and RBBCSC asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Device: When students are not monitoring their device, they should be stored in their lockers *with the lock securely fastened.* Nothing should be placed on top of the device when stored in the locker. Students need to take their device home with them every night. The device should be charged fully each night at the student's home. Devices should *never* be stored in an unattended vehicle.

Storing Devices at Extracurricular Events: Students are responsible for securely storing their device during extracurricular events.
Devices Left in Unsupervised / Unsecured Areas: Under no circumstances should a device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.
Unsupervised devices will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a device in an unsupervised location.

Repairing or Replacing Your Device
Devices Undergoing Repair:

- Loaner devices may be issued to students when they leave their device for repair at their school's assigned Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner device.

- Repaired devices will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for device damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor and may be charged for the current market value of a device that has also been damaged due to intentional misuse or abuse.

Device Technical Support: It is the responsibility of each student to request technical support if their device is not working properly. Each building provides technical support on designated days during lunch (see building schedule) in order to assist students with the following items, but not limited to:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner devices
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring device to factory default
- System software updates

Technology Acceptable Use
General Guidelines

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at RBBCSC. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for the ethical and educational use of the technology resources of the RBBCSC.
- Access to the RBBCSC technology resources is a **privilege** and not a right. Each employee, student, and/or parent will be required to follow the rules of the Corporation's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the Corporation's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the school discipline policy.
- All users of the Corporation's technology resources and/or school network must sign the Corporation's Acceptable Use Policy and abide by the rules defined in the Corporation's Acceptable Use Policy. This is in addition to the rules and policies that this document RBBCSC Device Policy) contains.
- Students have no expectation of confidentiality or privacy with respect to any usage of a school-issued electronic device, regardless of whether that use is for school or personal purposes. RBBCSC may, without notice or consent, supervise access, view, monitor, and record use of these devices at any time or any reason related to the operation of the school. By use of these devices, students agree and consent to such access, monitoring, and recording of their use.

Privacy and Safety

- Do not go into any social networking streams other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. Corporation Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the Corporation's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students and staff must comply with trademark and copyright laws, and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the RBBCSC discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email

- Students are assigned an email address by the school corporation to use for academic purposes. This email access will be through a Google Gmail system managed by the RBBCSC. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Private chatting during class without permission is not permitted.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other RBBCSC students and faculty.

Consequences

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Device Policy Handbook or the Corporation's Acceptable Use Policy will result in disciplinary action as outlined by the student handbook and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The Corporation cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

ARTICLE 17

BULLYING

Bullying is defined as an overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically), physical acts committed, aggression or any other behaviors that are committed by a

student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the targeted student and create for that targeted student an objectively hostile school environment. IC 20-33-8-13.5 RBBCSC Board Policy 5517.01

These behaviors must be eliminated so that students may learn in a healthy, safe, unthreatening environment. The Corporation supports early identification of students with bullying tendencies and early intervention efforts to assist students in correcting such behavior.

The school principal or designee shall be immediately notified of any student whose actions indicate that he or she exhibits bullying behavior or, in the opinion of a teacher or other school personnel, has demonstrated a tendency for such behavior. The individual reporting the student to the principal or designee shall articulate in writing the reason(s) why he or she believes this student to have exhibited bullying behavior or why he or she believes that the student has a tendency for such behavior. After determining whether the student's actions warrant discipline and enforcing any such discipline, the parent(s) or legal guardian(s) shall be contacted within a reasonable time for the purpose of scheduling a meeting with (or without) the student, the principal or designee or other school officials to discuss the student's exhibition of bullying behavior or his or her tendencies to exhibit such behavior. At this meeting, school officials and the parents or legal guardians shall develop a plan as to how to help the student correct the bullying behavior or prevent the student from exhibiting such behavior in the future.

Options that school personnel and the parent(s) or guardians may consider are:

- Referring the student to the school's counselors. The administrative team shall have the duty to monitor this student, review any non-school interventions for the student, and consider necessary school based interventions including referral for an evaluation to determine special education eligibility. If the student is currently a student with a disability, the student's IEP team shall assume the functions of the administrative team; or
- Participation in a district program that might assist a student with these types of behavioral problems:

  Elementary C.L.A.S.S. (Connected Learning Assures Student Success) Counseling with social worker Group counseling Peer Mediation, and/or School Resource Officer

  Junior High C.LA.S.S. (Connected Learning Assures Student Success) Boys Town Model Peer Mediation Alternative Program Placement Counseling (Guidance Counselor, Social Worker, Psychologist) School Resource Officer

  High School Intervention/Resource Program Peer Mediation Alternative Program Placement Counseling (Guidance Counselor, Social Worker, Psychologist) School Resource Officer

- Or participation in these community based programs: Boys and Girls Club, local physicians' clinics, YMCA, Big Brothers and Big Sisters, Boys and Girls Scouts.

If after utilizing one or more of the above options, the student continues to exhibit such behavior, the student may be subjected to a higher level of discipline, if circumstances warrant it. Also, the school personnel shall notify the parent(s)/guardian(s) of the student's continued bullying behavior. The school personnel and parent(s)/guardian(s) shall meet again with school personnel to discuss other intervention mechanisms that may be implemented. Any student who engages in bullying may be subject to discipline up to and including expulsion from school. Qualified school personnel may use their discretion to suspend or expel a student for the commission of any act or behavior that constitutes gross misconduct or disobedience at any time. Bullying, teen dating violence, intimidation, and harassment are

not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or harassment.

Definitions relating to the above statement:

- Bullying – See definition in Article 3 under *Bullying*
- Teen Dating Violence occurs whenever a middle school or high school student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship or uses or threatens to use sexual violence in the dating relationship.
- Intimidation – See definition of *Threatening and Intimidating Acts*, Article 3.
- Harassment – the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands (see *Bullying* and *Sexual Harassment* definitions, Article 3).

ARTICLE 18

UNIFORM STANDARD OF DRESS

Richland Bean Blossom Community Schools respects students' rights to express themselves in the way they dress. All students who attend RBBCSC are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

For general guidance, any fashion (dress, accessories, or hairstyle) that disrupts or interferes with the educational process or presents a safety risk will not be permitted.

Distracting apparel includes sunglasses, hats, bandanas, and other head coverings beyond those used for religion. Students shall not wear clothing that is inappropriate or indecent. Apparel with reference to drugs, alcohol, profanity, sexual innuendo, or deviates from the educational mission of the school is not appropriate.

Students shall not wear clothing, footwear, insignia, jewelry, or accessories that are destructive to school property or cause excessive maintenance problems (such as cleats, pants/skirts with metal inserts that damage furniture, chains, jewelry with spikes, etc.)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be asked to change or be removed from the educational setting.

No. _____

TITLE VI / VII / IX INTERNAL COMPLAINT FORM

_____

NAME OF COMPLAINANT TELEPHONE NUMBER

_____

ADDRESS

RELATIONSHIP TO THE SCHOOL CORPORATION: _

___ STUDENT

____ EMPLOYEE

____ TEACHER

____ OTHER _____ (POSITION)

____ OTHER _____ (DESCRIBE)

STATEMENT/NATURE OF COMPLAINT (INCLUDING DATE OF ALLEGED DISCRIMINATION):

_____

_____

_____

_____

WHAT ACTION ARE YOU REQUESTING? (i.e. RELIEF SOUGHT):

_____

_____

_____

COMPLAINANT DATE Internal Office Use Only

DATE RECEIVED BY CORPORATION'S CIVIL RIGHTS COORDINATOR: _____

INTERNAL COMPLAINT - STEP 1

INVESTIGATION/CONFERENCE WITH CIVIL RIGHTS COORDINATOR

A CONFERENCE WAS HELD ON _____, AT _____

(Date) (Time)

AND MATTERS PERTAINING TO THE FOLLOWING ALLEGED COMPLAINT WERE DISCUSSED. BRIEF

DESCRIPTION OF ALLEGED COMPLAINT:

_____

_____

_____

_____

DISPOSITION OF ALLEGED COMPLAINT:

_____

_____

_____

_____

_____ CORPORATION'S
CIVIL RIGHTS COORDINATOR DATE

========== IF YOU

WISH TO APPEAL THIS DECISION TO THE SUPERINTENDENT, SIGN BELOW AND DELIVER TO THE SUPERINTENDENT'S OFFICE WITHIN FIVE (5) SCHOOL DAYS OF RECEIPT OF THE CIVIL RIGHTS COORDINATOR'S DECISION.

_____ COMPLAINANT
DATE Internal Office Use Only DATE

RECEIVED BY SUPERINTENDENT'S OFFICE: _____

INTERNAL COMPLAINT - STEP 2

APPEAL TO SUPERINTENDENT

DATE RECEIVED BY SUPERINTENDENT'S OFFICE: _____

DATE OF INFORMAL HEARING (if applicable): _____

DISPOSITION OF COMPLAINT:

_____

_____

_____

_____

_____

_____

_____

SUPERINTENDENT DATE

==========

IF YOUR WISH TO APPEAL THIS DECISION TO THE BOARD OF SCHOOL TRUSTEES, SIGN BELOW AND PRESENT TO THE TREASURER'S OFFICE WITHIN FIVE (5) SCHOOL DAYS OF RECEIPT OF THE SUPERINTENDENT'S DECISION.

_____ COMPLAINANT

DATE

Internal Office Use Only

DATE RECEIVED BY BOARD OF SCHOOL TRUSTEES: _____

INTERNAL COMPLAINT - STEP 3

APPEAL TO SCHOOL BOARD

DATE RECEIVED BY BOARD OF SCHOOL TRUSTEES: _____

DATE OF MEETING WITH BOARD: _____

DISPOSITION OF ALLEGED COMPLAINT:

_____

_____

_____

_____

_____

_____

_____

_____

PRESIDENT **DATE**

BOARD OF SCHOOL TRUSTEES

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE ACT, AND ADA

Nondiscrimination

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

Complaint Procedure

Section I

If any person believes that the Richland-Bean Blossom Community School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the Corporation's Civil Rights Coordinator.

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Corporation's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Corporation's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the Corporation's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the School Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the School Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois 60605-1202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The Corporation's Coordinator, on request, will provide a copy of the Corporation's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Corporation Coordinator's office.

Richland-Bean Blossom CSC
Student Handbook

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

(Mr.) (Mrs.) (Ms.) (Miss) _____ is the Custodian of Records and is responsible for the supervision of student records at the school. (His) (Her) office is located at _____ or s/he can be reached by calling _____.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and Corporation regulations.

A parent or adult student has the right to:

A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.

B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.

C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.

D. challenge Corporation noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.

E. file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.

F. obtain a copy of the Corporation's Policy 8330 and AG 8330 on student records.

The Corporation has established the following information about each student as "directory information":

(REFER TO POLICY 8330 FOR THE INFORMATION THE CORPORATION HAS DEFINED AS DIRECTORY INFORMATION.)

Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": [ ] a student's name; [ ] address; [ ] telephone number; [ ] date and place of birth; [ ] photograph; [ ] major field of study; [ ] participation in officially-recognized activities and sports; [ ] height and weight, if a member of an athletic team; [ ] dates of attendance; [ ] date of graduation; [ ] awards received; [ ] honor rolls; [ ] scholarships; [ ] _____.

The Corporation will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within _____ days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information.

NOTICE OF RESTRICTION TO RELEASE DIRECTORY INFORMATION TO MILITARY REPRESENTATIVES

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies are required by State law. (IC 20-10.1-29-3) A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student signs a written request by the end of the student's sophomore year in high school.

NOTIFICATION TO PARENTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, insurance company, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

NOTIFICATION TO PARENTS CONCERNING PEST CONTROL AND THE USE OF PESTICIDES

Dear Parent:

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The Corporation will:

A. annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;

B. provide the name and phone number of the person to contact for information regarding pest control. That person is Jerry Taylor, Director of Maintenance (876-7100);

C. establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. Parents who want to be placed on the registry should contact the Office of the Superintendent;

D. provide notice of planned pesticide applications to parents and employees who have requested advance notice;

E. maintain written record for ninety (90) days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless and emergency is declared. The notice will include the date and time of the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Corporation shall normally use outside contractors who are certified to apply pesticides. The Corporation shall provide for training of school employees to become certified pest control applicators if they do apply pesticides. The Corporation subject to budgetary constraints of the Corporation may provide financial support of such training.

Operations Policy 8432

EJHS ASBESTOS NOTIFICATION POLICY

State and federal law requires that we notify you annually that we maintain an asbestos management plan for each building. Edgewood Junior High School had abatement of asbestos-containing materials during the remodeling of the building. If you have any questions about our asbestos program, please contact the building principal.

Richland-Bean Blossom Community School Corporation

EDGEWOOD HIGH SCHOOL

Caring. Daring. Preparing.

"Home of the Mustangs"

2024-2025 Parent/Student Handbook

601 S Edgewood Drive
Ellettsville, IN 47429
Telephone 812-876-2277
Fax: 812-876-9163
Website Address: http://rbbcsc.k12.in.us/ehs-home

Principal: Mr. Dirk Ackerman
Assistant Principal:
Assistant Principal: Mr. Jordan Key

Location		23-24	24-25
Page	Section	Old Statement	New Statement
1-2		2023-2024	2024-2025
10	ACADEMIC/ATTENDANCE STANDARDS FOR ECA PARTICIPATION	C. Students who are suspended from school or who are absent from school for more than three periods may not participate or attend extracurricular activities on the given evenings of the suspension or absence. Special consideration might be given for dentist/doctor appointments, family emergencies or school-related trips.	C. Students who are suspended from school or who are absent from school for more than three periods may not participate or attend extracurricular activities on the given evenings of the suspension or absence. If a student is absent from school for more than three periods on the last school day before the weekend or break, the student may not attend extracurricular activities that occur during the weekend or break. Special consideration might be given for dentist/doctor appointments, family emergencies or school-related trips.
19	General Rules for Overnight Trips	7. Students are not allowed in unassigned rooms without a chaperone present.	6. Students are not allowed in unassigned rooms without a chaperone present.
19	General Rules for Overnight Trips	8. Curfew times will be established for the group and you are expected to be in your room with lights out at the times established.	7. Curfew times will be established for the group and you are expected to be in your room with lights out at the times established.
19	General Rules for Overnight Trips	9. Chaperones are to check your room daily and at checkout to see that there is no damage to the room or furnishings. Those responsible if damage occurs will pay for the damaged hotel property and are subject to prosecution if the management desires to prosecute.	8. Chaperones are to check your room daily and at checkout to see that there is no damage to the room or furnishings. Those responsible if damage occurs will pay for the damaged hotel property and are subject to prosecution if the management desires to prosecute.
19	General Rules for Overnight Trips	10. Drugs and alcohol will not be tolerated. If you are involved, every attempt will be made to contact your parent to arrange your immediate trip home. Any violation of drug or alcohol possession or usage will result in a permanent career ban of participation in any overnight trip.	9. Drugs and alcohol will not be tolerated. If you are involved, every attempt will be made to contact your parent to arrange your immediate trip home. Any violation of drug or alcohol possession or usage will result in a permanent career ban of participation in any overnight trip.
19	General Rules for Overnight Trips	11. No smoking or use of tobacco products will be permitted.	10. No smoking or use of tobacco products will be permitted.
19	General Rules for Overnight Trips	12. Always go in groups of at least two or more when using hotel elevators, going to meals, or whenever you are out of your room. Chaperones should always know where they can find you if you are out of your room.	11. Always go in groups of at least two or more when using hotel elevators, going to meals, or whenever you are out of your room. Chaperones should always know where they can find you if you are out of your room.
20	General Rules for Overnight Trips	13. Students are expected to use the transportation provided for the group, or particular adult chaperone. Students are not permitted to use rental cars or share transportation with others who are not approved by the sponsor.	12. Students are expected to use the transportation provided for the group, or particular adult chaperone. Students are not permitted to use rental cars or share transportation with others who are not approved by the sponsor.
20	General Rules for Overnight Trips	14. Students who violate the general or special rules established for overnight trips, will be placed under the direct supervision of the chaperone for the remainder of the trip or until they are sent home.	13. Students who violate the general or special rules established for overnight trips, will be placed under the direct supervision of the chaperone for the remainder of the trip or until they are sent home.
20	General Rules for Overnight Trips	15. All overnight trips must be approved by the Board of School Trustees.	14. All overnight trips must be approved by the Board of School Trustees.
20	General Rules for Overnight Trips	16. ORGANIZATIONS MAY BE CHARGED A TRANSPORTATION FEE FOR ANY FIELD TRIPS THAT ARE TAKEN.	15. ORGANIZATIONS MAY BE CHARGED A TRANSPORTATION FEE FOR ANY FIELD TRIPS THAT ARE TAKEN.
23	Fever	100°	100.4°

24-25	Delete		*"Students pay for Chromebook, textbooks, workbooks, and other materials needed for various classes. F..."*	Remove language
25	Chromebook and Textbook Rental		Students pay for Chromebook, textbooks, workbooks, and other materials needed for various classes. Fees for various classes are listed on your schedule of fees, which will be mailed after a few weeks when classes become final.	Removed all language
25	Chromebook and Textbook Rental		REFUND SCHEDULE	Removed all language
30	Attendance		Subsequent late arrivals will result in a Friday School assignment. This is per-semester policy.	Subsequent late arrivals will result in a Thursday School assignment. This is a per-semester policy.
30	Prearranged Absences		National Guard Duty (if the student is not a habitual truant)	add (National Guard Duty (if the student is not a habitual truant)
32	Habitual Absences		Additionally under I.C. 20-33-2-14, the "governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences required by Sections 15 through 17.5 of this chapter or another law. Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy to qualify as an excused absence." Effective July 1, 2014, SEA 338 amends IC 20-20-8-8.	Removed language
32	Habitual Absences		or without being absent under a parental request filed with the school.	Removed language
32	Habitual Absences		*"I.C. 20-33-2-11."*	Add Indiana Code Reference
32	Habitual Absences		*Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason. I.C. 20-20-8-8*	Removed language
34	Attendance		The Attendance Committee will be made up of an administrator, counselor and three of the student's teachers. The final determination of absence is at the discretion of the high school administration.	Removed all language
34	Truancy		*PL51-1990*	*IC 20-33-2-11*
39	Discipline - Driver's License or Permit		[Effective until January 1, 2022]	Remove language
39	Discipline - Driver's License or Permit		(1) Is a habitual truant under **IC 20-33-2-11.**	Updated all Indiana Code References - removed link
39	Discipline - Driver's License or Permit		(2) Is under at least a second suspension from school for the school year under **IC 20-33-8-14 or IC 20-33-8-15.**	Updated all Indiana Code References - removed link
39	Discipline - Driver's License or Permit		(3) Is under an expulsion from school under **IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.**	Updated all Indiana Code References - removed link
39	Discipline - Driver's License or Permit		(4) Is considered a dropout under **IC 20-33-2-28.5.**	Updated all Indiana Code References - removed link
40	Discipline - Driver's License or Permit		(b) At least five (5) days before holding an exit interview under **IC 20-33-2-28.5,** the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under **IC 20-33-2-28.5** or return to school if the student does not meet the requirements to withdraw from school under **IC 20-33-2-28.5** may result in the revocation or denial of the student's:	Updated all Indiana Code References - removed link

45	Cell Phone/Electronic Devices		Students may use wireless communication devices (WCDs), before and after school, during lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of WCDs, except approved laptops and PDs, at any other time is prohibited and they must be powered off. WCDs may be used for approved academic purposes at teachers' discretion. Cell Phones, WCD's and ear phones, earbuds, etc shall not be allowed to be used during class time, either in class, hallways or restrooms. Students who violate this policy will face the following disciplinary measures: 1. Item confiscated and returned only to a parent/guardian. 2. Item confiscated and returned to a parent/guardian and a Thursday School assigned for insubordination. 3. Item confiscated and returned only to a parent/guardian, Thursday School assigned and student is prohibited from bringing item to school for the remainder of the year. 4. See "Grounds for Suspension and Expulsion for additional guidelines regarding improper cell phone use.	· Students may use cell phones and other wireless communication devices during passing periods and lunch time. · Urgent messages from legal guardians for students will be relayed to students through the main office. Students may make emergency calls from the office phone. Students may NOT use classroom phones. Improper use of a cell phone and other wireless communication devices may result in one or all of the following actions: First Offense: A cell phone or other wireless communication device confiscated from a student for improper use may be retrieved by the student at the end of the school day in the office. Second Offense: A cell phone or other wireless communication device confiscated a second time from a student for improper use may be retrieved by the parent or guardian at the end of the school day in the office. A disciplinary consequence may be assigned at the discretion of an administrator. Multiple Offenses: Subsequent offenses may result in the cell phone or device not being allowed at school permanently and a possible suspension assigned to the student. Illegal Offenses: A student's potentially illegal use of a cell phone or other wireless device will result in the device being turned over to law enforcement.
46	Search and Seizure		"member of the administrative staff" means a school statutes relating to the licensing of teachers and or administrators and who has supervisory authority over other school corporation employees (IC 20-33-9-3).	"member of the administrative staff" means a licensed teacher or administrator who has supervisory authority over other school corporation employees (IC 20-33-9-3).

WELCOME TO EDGEWOOD HIGH SCHOOL
2024-2025

The faculty, staff, and administration welcome you to Edgewood High School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, regular attendance, and self-discipline.

The goal of EHS is for each student to achieve his/her greatest potential. To reach this goal, there must exist a cooperative effort on the part of ***students, teachers, administrators, parents, and the community.*** We urge your cooperation in this venture and assure you that the results will be well worth the effort.

It is generally recognized that participation in school activities increases one's academic success. For this reason, all of us at EHS encourage you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates a sense of loyalty and pride. Remember – this is **YOUR** school. Plan to attend extracurricular events and show your Mustang Pride.

Have a great year by making every attempt to gallop with the Mustangs.

Dirk Ackerman
Principal

EDGEWOOD HIGH SCHOOL
FREQUENTLY ASKED QUESTIONS

Q–What do I do when I am absent from school?

A –Your parent should call the school at 876-2277 ext 2211 to report your absence

Q–What if I need to leave school early for an appointment?

A –Have your parent call the school and give your name, grade, the doctor's name and the date and time of the appointment

Q–How do I request a pre-arranged absence?

A –Through the main office, Principal must approve

Q–How do I request a college visitation form?

A –See Guidance Office

Q–What should I do if I am late to school?

A –Report to and sign in at the main office with Ms. Stephens

Q–What if I have trouble with my locker?

A –See a staff member in the office, and they will call maintenance

Q–What do I need to do to drive to school?

A –Register your vehicle online. Mrs. Johnson will send you an email once it has been processed. (Fee: $1.00) Register any vehicle you might drive to EHS

EHS DAILY SCHEDULE (See Current Schedule on Website)
EHS TWO HOUR DELAY SCHEDULE (TBD)

EHS STAFF DIRECTORY

EDGEWOOD HIGH SCHOOL
STUDENT HANDBOOK

FOREWORD

This handbook has been prepared to answer many questions students and parents often ask about our school, its policies, and procedures. It is expected that every student and parent will read and become familiar with this book so that misunderstandings can be kept at a minimum.

This handbook will be updated periodically by the administration. **School rules and guidelines may be changed at any time upon agreement of the school administration and or school board**.

EDGEWOOD HIGH SCHOOL VISION STATEMENT

EHS ~ OUR VISION...

- 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
- 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

The vision of the faculty of Edgewood High School is one that encompasses the school community, student learning, life skills, and career preparation.

Community

- Students acquire social and environmental awareness through example and action.
- Students enjoy going to school where they find a safe, welcoming atmosphere.

Student learning

- Students are engaged in the learning process, and they understand the importance of education.
- Students think critically, work cooperatively and engage in problem-solving.
- Mastery of academic skills enables all students to achieve optimal levels of personal achievement.
- Students acquire and integrate knowledge across disciplines. - Students demonstrate information literacy by gathering, evaluating and acting on information.
- Students are proficient users of technology.
- Students communicate effectively.
- Students are nurtured in a personal, flexible community that fosters learning in a variety of styles.

Life skills/career

- Students prepare successfully for proactive citizenship in a diverse society.
- Students form habits for a healthy lifestyle and constructive decision-making.
- Students commit to their future plans, pursue their personal and professional goals and assume responsibility for their own actions. - Students benefit from challenging curriculum and effective

instruction that enables top achievement in higher education and career pursuits.

- Students prepare for the world of work and independent living by planning, adapting, solving problems and learning life skills

HARMONY STUDENT DATABASE

Parents have the ability to view student's school information over the Internet. There is a link on the school's web site that will take you into Harmony. Once connected, you will have the ability to view your student's information by entering your student username and password.

The following steps will take you through the connection process:

1. Log onto the Internet.

2. Go into the EHS website.

3. Clink on a Link that says, "Harmony, Student Information System.

4. Once you are in Harmony enter your student's username then enter the password in the "Password" box.

5. Click on "Login"

SCHOOL, PARENT, AND STUDENT, RESPONSIBILITIES

The high school deals with students during their crucial adolescent years when they are rapidly becoming adults, when new stresses and strains are operating, when their social interests are at their highest point, and when there is the feeling of a need to break away from adult control and to stand on their own feet. We are dealing with emerging adults who must be intelligently and sympathetically helped and guided. This is not always an easy task and it requires full understanding and cooperation among the three parties concerned –
the youth, parent, and school.

The school can cooperate with you and your son or daughter, but cannot supply the initiative that must come from the youth or the ultimate control that must come from the parent. The school cannot change the native ability of any given youth; although by working with the parents it can help students use their abilities most effectively. The school cannot control youth during out of school hours, get them up in the morning and to school on time. The school cannot arrange study conditions at home or regulate the use of the television, telephone, or automobile any one of which can interfere with the student's study habits.

We believe that freedom entails responsibility and does not mean license to do as one pleases. A parent who truly loves his child and a school, which is concerned, will control and discipline him in order to further his development. Over permissiveness does not demonstrate love and concern. Rules here are not designed to harness, but rather to make a fair, honest and orderly way of life.

The desired cooperation between our school and your home can

perhaps be better understood if we outline briefly what the parent has a right to expect of the school and what the school should be able to expect of the parent. Also, a statement is included as to what the youth may expect.

What the parent has a right to expect of the high school:

- That the high school be operated in a business like and responsible manner with both requirements and regulations being reasonable and capable of being understood.
- That a reasonable amount of work be established for all students and that progress in studies be given a first claim on the resources of the school.
- That parental inquiries, visits, and complaints receive prompt and courteous attention and that the school's constructive and helpful attitude is directed toward the best interest of the youth.
- That teachers' grading be as fair and impartial as possible and the basis for such grading be capable of being understood by students and parents.
- That assignments be definite and a responsible amount of assistance be given in class and as much more individual help will be given at the initiative of the student as resources permit.
- That we will do our best to maintain a wholesome school atmosphere and a wholesome student behavior.

What the high school should be able to expect of the parent:

- That the student's attendance be regular and punctual. If a student is to succeed in high school, regular attendance should be as much an obligation as it should be in employment.
- If parents expect students to earn college entrance grades they should demand routine study at home and provide a proper place and time for such study.
- That parental inquiries be first registered with the principals, assistant principal, or guidance counselor so as to provide the school an opportunity to make such adjustments, as resources will permit.
- That the parents will demonstrate a positive attitude toward the school. A negative home climate toward the school will too often damage the student's outlook and affect his behavior and success.

Factors on which the home and school should cooperate:

- A class schedule, which is too heavy, and participation in too many activities, to the detriment of class work are factors which demand constant attention.
- Both the home and school should watch the progress of the student on regular grading reports submitted by the school. Parents should be skeptical when the student reports that he is getting along "fine" yet never has homework. Parents should schedule teacher-parent conferences by calling the school to arrange a mutually convenient time as soon as it is noted that the student is having difficulty in a class.

- In regard to conduct, we both want the student to develop self-discipline. Knowledge of procedures and rules are a must if this is to develop.
- If the student becomes significantly unhappy in school this should be reported to the counselor, assistant principal, or principal. Rarely are circumstances such that nothing can be done to improve the situation.

What the student may expect:

- You may expect an opportunity to be heard as long as your conduct is in an accepted, courteous fashion.
- You are expected to adapt to different procedures and requirements imposed by various teachers.
- You are expected to do your best knowing that all tasks are not equally interesting to everyone.
- Your teachers are human beings and they have an endurance and tolerance limit.
- Overall student opinion and voice is channeled through your elected student council.

PART I: GENERAL INFORMATION

ACTIVITY MEETINGS

Meetings can be scheduled before, after, and during school. Meetings should be scheduled a day or two in advance by the sponsor and through the office. Meetings will be listed on the morning bulletin and over the P.A. No activity will be held without the faculty sponsor and/or necessary chaperones.

Meetings during the school day will be scheduled during the scheduled activity periods that are listed on the calendar.

AWARDS AND SCHOLARSHIPS

Many outstanding students receive awards and scholarships each year for their activities and academic achievements. Please see your guidance counselor for details.

Outstanding Student Awards

These awards are given to the student who is the highest achiever in a given subject area such as English 9, Algebra, U.S. History, Art, etc. Department heads present the awards.

Hugh O'Brien Leadership Program

This award is given to one sophomore who displays qualities of leadership through an essay and tests that are given. A statewide program is held in Indianapolis, during the summer and the student attends.

Hoosier Boys' and Girls' State

A program held each summer for outstanding students who are

interested in leadership and government. A week is spent at Indiana State University with other students.

High Honor Roll (3.75GPA Honor Roll) (3.0 GPA Honor Roll)

Each nine-week grading period students who are on diploma track and taking at least five full credit subjects and who have a GPA of 3.0 and above in any subject area are eligible for the honor roll. Those with a GPA of 3.75 and above are eligible for the high honor roll. A student who makes a grade of "C" in any class will not be eligible for honor roll status.

National Honor Society

National Honor Society is an academic service organization founded in 1921 by the National Association of Secondary School Principals. Second semester juniors who have maintained a GPA of 3.5 or above are invited by letter to apply. Admission to the Edgewood Chapter is determined by the NHS Faculty Council, based on scholarship, leadership, service and character.

Valedictorian

A valedictorian is selected for each graduating class. Requirements are that the person must complete eight semesters, have the highest grade point average in the senior class, and participate in commencement activities. The valedictorian is responsible for a short address at graduation but it is not mandatory.

Salutatorian

The salutatorian of the graduating class must complete eight semesters, rank second in the class, and participate in graduation exercises. The salutatorian is calculated after the seventh semester. The salutatorian is responsible for a short address at graduation, but it is not mandatory.

Scholarships

There are many scholarships given to students who plan to continue their education past high school. Some of those given every year include: Sorority Scholarships, Hoosier Scholarships, William E. Brown Scholarship, Joyce Gates Scholarship, Reeves Club Scholarship, Band Boosters Scholarship, Music Warehouse Scholarship, Maurice Endwright Scholarship, Alice Pearson Scholarship, Service Club Scholarships, Lisa Lagneaux Scholarship, and numerous others. If you are interested in applying for any scholarship be sure to listen to daily announcements concerning applications, which are available from the counseling offices.

CAFETERIA

Lunch is served in the cafeteria during two lunch periods. Certain choices are available. If you cannot afford lunch you may qualify for free or reduced price lunches. Check with the cashier if you think you might qualify. Please keep your eating area clean by throwing away all trash so that the next group that eats will have a clean place to eat. Do not carry food or drink all over the building. We do not want open containers in the hallways.

Deposits into lunch account: Deposits into lunch account should be made online at www.myschoolbucks.com.. Deposits must be made by 9:30 am to be credited for the same day.

Edgewood High School has a closed campus lunch policy. Students are

not allowed to leave the school grounds during the lunch period and should remain in the cafeteria or commons. **Students should not go into areas where classes are in session in other parts of the building or into the parking lot.** Violators may be subject to disciplinary actions.

No glass containers will be allowed to enter the building. Any lunch food or beverage must be sealed and must remain sealed until the student has entered a designated area at his/her designated lunchtime. Food and drink will only be allowed in the classroom with teacher approval.

CLUBS AND ORGANIZATIONS

Various clubs and organizations are available to expand your interests outside the classroom. Science, Key, Business, Leadership, Ski, French, Spanish, German, FACS, Student Council, Art, Academic Bowl and National Honor Society are a few of the available choices. Some clubs have specific requirements for membership.

COMPUTING POLICIES AND PROCEDURES

Our goal at Edgewood High School is to provide each student with the means and opportunity to achieve their maximum performance. In doing so, the Technology Department will eagerly assist you with any technical problems encountered. Those problems may be hardware and software problems. You can contact the tech department by emailing itsupport@rbbschools.net or go to the front office secretary. We are not here to do your homework assignments.

Our goal is also to provide students at Edgewood High School the means necessary to accomplish their assignments. Therefore, it is essential that policies should be established in the lab for the benefit of those students.

Below are policy statements regarding the management of computer resources at Edgewood High School. They reflect general privileges and responsibilities within the computing environment. The high school will make its resources and networks available to users for class work with the fewest interruptions possible.

Anyone who uses the computing services of the high school agrees by such use to comply with the expectations outlined by RBBCSC Technology Service.

DISASTER DRILLS

Fire drills are required each month by state law. Signs are located near the doorway of each classroom giving evacuation procedures to follow in an emergency.

Tornado drills are required once each semester by state law. An intermittent alarm will indicate this emergency.

Safe Harbor/Lockdown Drills are required once each semester by state law.

Any violations of safety procedure may result in suspension or expulsion and will result in police proceedings if the action is unlawful under state

or federal codes.

ELECTIONS

Class, club and student council officers and members will be elected each spring before the end of school and will serve throughout the following year as long as they continue to meet the eligibility requirements for being an officer and are fulfilling the duties of the office.

Officers in school organizations must meet the following general requirements and whatever additional requirements the organization wishes to impose through a majority vote of the membership and approval of the sponsor. Additional requirements must be in effect for one semester before they can be imposed on any candidate. Officers and student council members must have at least a grade point average of "2.75" on the "4.0" scale based on accumulated averages listed in the office. Officers must be enrolled both semesters for which they are elected and meet standards of good citizenship.

Those candidates seeking election, as class officers or student council officers and members must obtain a nominating petition from the student council, which requires signatures of members of a class who feel that the student should be a candidate. Ballots are printed from the eligible petitions and all marked ballots will be kept in the office for one semester after the election. Council and class officers must receive a majority of all votes cast to be elected. Run-off elections will be held if there is not a candidate with a majority of the votes.

The student council will be in charge of running all general student elections such as class officer elections, student council elections, also prom queen and king elections. Clubs will hold their officer elections during their meetings and must conform to the same eligibility requirements listed above for being an officer.

ECA-CODE OF CONDUCT AND ACADEMICS FOR ALL EXTRACURRICULAR ACTIVITIES

Extracurricular activities are offered to the students of Edgewood High School as an extension of the curricular program and school life. Extracurricular activities offer the students the opportunity to create life experiences in citizenship, leadership, cooperation and loyalty above and beyond the regular school program. These activities are made up of various clubs, athletics, music, drama, student leadership, prom, dances, RBBYS and other activities. New activities may be proposed and approved or not approved by the administration.

Activities must be self-supporting and have a statement of purpose in line with school objectives, which can be evaluated through a yearly club report. Clubs may be re-chartered or dropped after each evaluation year.

Students should understand that it is a privilege to participate in extracurricular activities. Students that participate in these activities should understand that being a part of the extracurricular program places them in a position to model both good citizenship and academic performance. The rest of the student body typically looks to these

students as their leaders and hold them in very high regard. Therefore, it is the charge of these students to accept the responsibility that accompanies such participation as a representative of the school body and school community.

In order to continue to participate in extracurricular activities, the students must remain in the high esteem of the student body and school community. Students must always cooperate with the responsible adult in charge, which includes teachers, coaches, parents, administrators and any other designated persons. Participants will conduct themselves as a good citizen and as a model academic achiever. The principal or his designee shall enforce all rules and regulations as described in the Code of Conduct. The Code will be reinforced by the sponsor during the year and students understand the Code will be enforced throughout the calendar year whether or not they are currently active in an extracurricular activity. Upon Receiving the Student Handbook, Parents/Guardians and students have given consent to accept disciplinary measures should s/he violate the Code. Student participation in athletics is under the guidelines of the IHSAA.

INTERSCHOLASTIC ATHLETICS

Edgewood's athletic program consists of three athletic seasons made up of various team sports. To be eligible to participate in athletics students must meet and follow all rules of the Edgewood High School Athletic Department and the Indiana High School Athletic Association. Each athlete must have a physical examination form on file each year before participation. For questions regarding the athletic program, forms, and copies of the athletic rules, see the athletic director.

ECA SEASON DEFINITIONS

- Athletic Season = Season for that particular sport
- Choir = Full year of events
- Band = Full year of events
- Drama = Full year/season
- RBBYS = Season for that sport

ACADEMIC/ATTENDANCE STANDARDS FOR ECA PARTICIPATION

A. Students must be enrolled in at least 6 subjects. If a student does not pass the required 5 classes for the nine weeks, he/she is ineligible for the next grading period. At the end of the semester, it is the semester grade that takes precedence. If a student fails for the semester, the period of ineligibility is nine weeks.

B. ECA participation is a privilege for students as they move toward graduation, graduation is the ultimate goal. EHS requires students to be earning credits as they are involved in ECA's. In addition to passing the required 5 classes each quarter, students are also required to meet the minimum credit requirements. The following chart sets the

determined level of credits required for participation in ECAS's.

Sophomore Year		Junior Year		Senior Year	
Fall (incoming)	Spring (incoming)	Fall (incoming)	Spring (incoming)	Fall (incoming)	Spring (incoming)
1	8	15	22	29	36

C. Students who are suspended from school or who are absent from school for more than three periods may not participate or attend extracurricular activities on the given evenings of the suspension or absence. If a student is absent from school for more than three periods on the last school day before the weekend or break, the student may not attend extracurricular activities that occur during the weekend or break. Special consideration might be given for dentist/doctor appointments, family emergencies or school-related trips.

D. Student ECA participants are expected to be in attendance at school on time the day following any and all evening activities. Failure to do so may result in suspension for the next contest. Exceptions would be approved: pre-arranged absences, school-related functions, medical appointments verified by a doctor's note, a note from a parent explaining any family emergency, or a note from another meeting involving a professional. Students that are too ill to attend school are too ill to participate in practice or games.

CITIZENSHIP STANDARDS FOR ECA PARTICIPATION

A. Students involved in ECA activities are expected to honor all curfews, refrain from possessing or drinking any alcoholic beverages and/or from possessing or using any drugs or illegal substances, avoid any legal or probationary problems, and adhere to all school rules.

B. Violations of state law, corporation policies, school rules or athletic or ECA standards are subject to disciplinary action as follows: Minor Violation – failure to follow directions regarding specific activities, curfews, etc. will result in discipline administered by the sponsor. Violation of adopted school policy – any violation that results in suspension or expulsion from school will result in the student not being able to participate in any capacity in any and all ECA activities (including athletics) until the conclusion of the suspension or expulsion period.

ECA Flagrant Violations

A review of the established facts and the administration of the suspension will be conducted by the coach, sponsor, Athletic Director and Principal or designee. An offense will result in the following

disciplinary action:

Category 1 – Students should not violate the conditions of the student drug testing policy.

First Offense – Students will be suspended for 30 calendar days and/or 25% of the current or next ECA activities as the result of a positive drug test. The suspension will be assessed beginning with the parent/guardian notification meeting. The student and parent/guardian will be required to meet with a school counselor to discuss intervention options. A secondary drug test within the 30 days, yielding a negative result, will be necessary in order to resume participation. A second positive test will constitute a second offense. Once a positive test is obtained the student may be subject to subsequent testing at any time within that calendar year (360 days).

Second Offense – Upon a second positive drug test, students will be suspended for 90 calendar days and or 50% of the current or next ECA activities. The suspension will be assessed beginning with the parent/guardian notification meeting. An additional drug test at the end of the 90 days, yielding a negative result, will be necessary in order to resume participation. An additional positive test will result in a third offense. Once a positive test is obtained the student may be subject to subsequent testing at any time within that calendar year (360 days).

Third Offense – Upon a third positive drug test students will be suspended for 365 calendar days from all ECA activities. The suspension will be assessed beginning with the parent/guardian notification meeting. An additional drug test at the end of the 365 calendar days, yielding a negative result, will be necessary in order to resume participation. An additional positive test is obtained the student may be subject to subsequent testing at any time within one calendar year.

Final Offense – Upon a fourth positive drug test students will be suspended from participation in all extracurricular activities for the remainder of his/her high school career.

Category 1A –Students selling, possessing, hosting or consuming any substance which is or contains marijuana,CBD oil, a stimulant, a narcotic, a depressant or a hallucinogen without a prescription or over the counter drug as well as paraphernalia or any substance represented by the provider to be any of the listed substances.

First Offense – Students will be suspended for 30 calendar days and 100% of the current or next ECA activities as the result of selling, possessing, or consuming any substance which is or contains marijuana, a stimulant, a narcotic, a depressant or a hallucinogen without a prescription or over the counter drug as well as paraphernalia or any substance represented by the provider to be any of the listed substances. The suspension will be assessed beginning with the parent/guardian notification meeting. The student and

parent/guardian will be required to meet with a school counselor to discuss intervention options. A secondary drug test within the 30 days, yielding a negative result, will be necessary in order to resume participation. A second positive test will constitute a second offense. Once a positive test is obtained the student may be subject to subsequent testing at any time within that calendar year (360 days).

a. Rehabilitation: The student may reduce the penalty to 30 calendar days and 50% of the current and/or next ECA activity by submitting to a substance abuse program of assessment, counseling, screening and/or indicated therapy. The program must have been approved by the Principal and may include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardians. The student will serve the remainder of the entire 30 day suspension beginning with the notification from the Principal that the student has violated any of the stated conditions of the substance abuse program.

B. Self-Reporting: The total penalty will be reduced to 30 calendar days and 25% of the current and/or next ECA activity if 1) the student or the student's parents or guardians report the violation to the Administration or the ECA sponsor prior to their independent confirmation of a violation and 2) the student submits to a substance abuse program as described above.

Second Offense – Upon second offense students will be suspended for 90 calendar days and 100% of the current or next ECA activities. The suspension will be assessed beginning with the parent/guardian notification meeting. An additional drug test at the end of the 90 days, yielding a negative result, will be necessary in order to resume participation. An additional positive test will result in a third offense. Once a positive test is obtained the student may be subject to subsequent testing at any time within one calendar year.

a. Rehabilitation: The student may reduce the penalty to 90 calendar days and 75% of the current and/or next ECA activity by submitting to a substance abuse program of assessment, counseling, screening and/or indicated therapy. The program must have been approved by the Principal and may include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardians. The student will serve the remainder of the entire 90 day suspension beginning with notification from the Principal that the student has violated any of the stated conditions of the substance abuse program.

b. Self-Reporting: The total penalty will be reduced to 90 calendar days and 50% of the current and/or next ECA activity if 1) the student or the student's parents or guardians report the violation to the Administration or the ECA sponsor prior to their independent confirmation of a violation and 2) the student submits to a substance abuse program as described above.

Third Offense – Upon a third positive drug test students will be suspended for 365 calendar days from all ECA activities. The

suspension will be assessed beginning with the parent/guardian notification meeting. An additional drug test at the end of the 365 days, yielding a negative result, will be necessary in order to resume participation. An additional positive test is obtained and the student may be subject to subsequent testing at any time within one calendar year.

Final Offense – Upon a fourth positive drug test students will be suspended from participation in all extracurricular activities for the remainder of his/her high school career.

Category 2 – Students selling, possessing, hosting or consuming any substance which is or contains alcohol.

First Offense - The student shall be excluded from 100% of current and/or next ECA activities from the day that the violation is confirmed.

a. Rehabilitation: The student may reduce the penalty to 50% of the current and/or next ECA activity by submitting to a substance abuse program of assessment, counseling, screening and/or indicated therapy. The program must have been approved by the Principal and may include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardians. The student will serve the remainder of the suspension beginning with notification from the Principal that the student has violated any of the stated conditions of the substance abuse program.

b Self-Reporting: The total penalty will be reduced to 25% of the current and/or next ECA activity if 1) the student or the student's parents or guardians report the violation to the Athletic Director or a head coach prior to their independent confirmation of a violation and 2) the student submits to a substance abuse program as described above.

Second Offense - The student shall be excluded from 100% of current and/or next ECA activities from the day that the violation is confirmed.

a. Rehabilitation: The student may reduce the penalty to 75% of the current and/or next ECA activity by submitting to a substance abuse program of assessment, counseling, screening and/or indicated therapy. The program must have been approved by the Principal and may include a recommendation for parent or guardian participation. The cost of the program is the responsibility of the student and/or his parents or guardians. The student will serve the remainder of the suspension beginning with notification from the Principal that the student has violated any of the stated conditions of the substance abuse program.

b. Self-Reporting: The total penalty will be reduced to 50% of the current and/or next ECA activity if 1) the student or the student's parents or guardians report the violation to the Athletic Director or a head coach prior to their independent confirmation of a violation and 2) the student submits to a substance abuse program as described above.

Third Offense – Students will be suspended 365 days from all ECA activities. The suspension will be assessed beginning from the parent/guardian notification meeting.

Final Offense – Upon a fourth offense the student will be suspended from participation in all ECA activities for the remainder of his/her high school career.

ACCUMULATIVE EFFECT – Students in violation of category 1 or 1a shall be aware these offenses are cumulative. An offense in category 1a followed by an offense in category 1 will result in a second offense.

**Students that are proven to have been in the presence of illegal drugs and/or alcohol will be under a one calendar year probation period. A second similar violation will result in a 10% loss of the current or next ECA season. A third similar violation will result in a 20% loss of the current or next ECA season. More violations will result in increasing the penalty by 10% each offense to a loss of 100% of the current or next season.

Category 3 – Students who are proven to have possession of or have used tobacco products, including but not limited to E-cigarettes, vapes or electronic smoking devices.

First Offense – Students will be suspended for 10% of competitions, performances, and functions from current and/or next ECA activity. The Suspension will be assessed beginning from the parent/guardian notification meeting.

Second Offense – Students will be suspended for 25% of competitions, performances, and functions from current and/or next ECA activity. The competitions, performances, and functions from current and/or next ECA activity. The suspension will be assessed beginning from the parent/guardian notification meeting.

Third Offense – Students will be suspended for 50% of competitions, performances, and functions from current and/or next ECA activity. The suspension will be assessed beginning from the parent/guardian notification meeting.

Category 4 –Students who commit crimes that would be deemed a felony or misdemeanor in adult court or acts of delinquency or status offenses:

First Offense – Students arrested or detained as a juvenile or adult on such a charge will be suspended from participation pending investigation of the incident. Conviction/adjudication of a crime equivalent to a felony in adult court shall exclude the student from ECA participation for one full year (12 months) from the day the violation is confirmed. Conviction/Adjudication of a crime equivalent to a misdemeanor in adult court or *acts of delinquency or status offenses shall be suspended from participatian in 25% of ECA contests and/or activities. Practice will be at the discretion of the sponsor.*

Second Offense – The second or succeeding offense, either misdemeanor or felony, will bring an ECA suspension for one (1) calendar year.

Category 5 – Students shall not commit acts of disrespect, vandalism and/or theft:

First Offense – Students will be suspended from participation in 25% of ECA contests and/or activities. Practice will be at the discretion of the sponsor.

Second Offense – Students will be suspended for a minimum of one (1) calendar year (12 months) from the day the violation is confirmed.

Category 6 - Students who are in violation of school rules such as truancy, suspension, classroom disruption or other punishable acts: The participant may further be dealt with within the structure of each sponsor's rules for their activity. If a participant is suspended out of school for any reason they will be ineligible for all contests for the term of his/her suspension. In-School suspension and Out of school suspension students cannot practice during the suspension time.

Second and/or Subsequent Offenses – The sponsor may remove the participant from any further activities for the remainder of the season or activity period.

Category 7 – Specific ECA group or team rules may be set forth by the sponsor of each ECA group. These rules and the penalties for breaking them will be given to the students by the sponsor at the first meeting or practice of that ECA group. These written regulations will be on file with the school office.

**ALL OFFENSES ARE CUMULATIVE.*

***ALL SUSPENSIONS CAN BE CARRIED OVER TO THE FOLLOWING SCHOOL YEAR.*

****ALL RULES APPLY DURING THE ENTIRE SCHOOL YEAR AND DURING SUMMER.*

*****SUMMER ACTIVITIES CAN BE AFFECTED BY THIS CODE.*

NON SCHOOL SPONSORED ECA ACTIVITIES

Parents should understand that the after prom is a parent sponsored function and not school sponsored or supervised. In addition, there are several sport camps during the school year and summer that are sponsored by the coaches and not the school.

ACADEMIC INTEGRITY POLICY

The educational process demands active engagement in the learning process. Students must think about the material at hand; they must practice the skills being taught; they create products that demonstrate their learning. Students and teachers are responsible for honest participation in the learning process. Students have the responsibility of following the expected process and putting forth genuine effort to learn.

Teachers have the responsibility of assigning activities that are respectful of a student's time and talent and that the teacher can reasonably expect will result in educational progress.

Occasionally students attempt to bypass steps in the learning process by allowing others to do some of the work that is required for a good education or by assisting others in avoiding those steps. Cheating is defined as affecting the perception or assessment of one's academic achievement through illegitimate means. Plagiarism is the active or tacit representation of another's writing or ideas as one's own. While students are encouraged to seek help from parents, authorities, reference materials and other students, they are expected to complete assignments themselves. It is the position of Edgewood High School that plagiarism and cheating are serious violations of academic ethics.

The intended effect of this policy is to enhance the learning of any students who cheats or commits plagiarism or who helps another cheat or plagiarize. Students who inadvertently commit plagiarism through oversight or ignorance will receive instruction on how to avoid repeating such occurrences. Students who intentionally cheat should learn the seriousness of academic dishonesty.

Examples that illustrate the problem of plagiarism and cheating include, but are not limited to the following:

- Downloading resources from the Internet and turning them in, even with substantial changes.
- Copying another student's work, or allowing another student to copy one's work.
- Paraphrasing a book, encyclopedia or another's work without citation.
- Using another's effort to avoid doing the work oneself.
- Providing another with answers or work that allows that other person to avoid doing the expected work.
- Using Internet software to translate material in a foreign language class.
- Including passages that are substantially similar to those of another student or to another informational source.

An Academic Integrity Committee will review any referral that is challenged involving plagiarism and cheating. The panel consists of an administrator, an English teacher, and two teachers from departments other than English. If a member of the panel is responsible for the referral, that member will be replaced on the panel for the consideration of that particular incident. The duty of the panel will be to review the referral, interview the teacher and accused student(s), determine the level of infraction, if any, and, if an infraction has been found to have been committed, determine the appropriate punishment.

Violations of the Academic Integrity policy are brought to the committee by teacher referral. Teachers may exercise professional judgment if they believe an incident is too minor for referral. All teachers are urged, however, to consider referral for the long-term benefit of the student involved and the student body as a whole. Students who are allowed to behave unethically, without consequence, might not learn the significance of dishonesty. Likewise, consistent referrals promote

fairness to the school database of Academic Integrity violations.

- All academic integrity violations and responses will be documented and tabulated through Harmony.
- Academic Integrity violations brought to the attention of the committee result in identification of infraction level and appropriate response.

Level I Description: This level involves relatively minor infractions, such as the inadvertent failure to cite a source of a quote or idea, paraphrasing a brief passage from a text without attribution.

Level I Possible Consequences:

- Counseling regarding academic integrity and possible reassignment of work in a new form.
- Possible partial or total loss of points for the assignment with no opportunity for make up or extra credit.
- Ideally, consequences for Level I infractions display creative efforts to help students learn from their mistakes.

Level II Description: This level involves blatant cheating or plagiarism. Level II infractions include duplicating work from an information source, copying another student's work, providing another student with answers or assignments, turning in the work of another.

Level II Possible Consequences:

- Loss of points for the assignment.
- Requirement to redo the assignment for no credit or reduced credit.
- Documentation of student's violation record in a school database of Academic Integrity violations for the duration of high school career.
- Reconsideration of student's membership in honor organizations. *Level III Description:* The most serious level reflects repeated violations of Level I or II or gross interference of teacher evaluation such as technological sabotage, grade alteration, theft and distribution of tests, answers, papers, etc.

Level III Possible Consequences:

- Loss of credit for the term.
- Removal from the class.
- Reconsideration of student's membership in honor organizations. • Office referral for disciplinary action such as suspension/expulsion. *NOTE: All recommendations of the Academic Integrity Committee are subject to review of the Principal.*

FIELD TRIPS

General Rules for Field Trips and/or ECA events

1. When on a school trip you are representing the school, your community, and your group. Your behavior as an individual reflects upon your reputation and the reputation of your group, school and community. Always conduct yourself in a friendly and courteous

manner.

2. Students are under the direct supervision of teachers and chaperones. Students should treat all chaperones with respect and do what they ask.
3. Students must be in good standing in all classes and/or attendance to attend field trips
4. Students are expected to use school provided transportation to and from all field trips or events. **Exceptions must have prior written approval from principal or principal designee**.

General Rules for Overnight Trips

1. When on a school trip you are representing the school, your community, and your group. Your behavior as an individual reflects upon your reputation and the reputation of your group, school and community. Always conduct yourself in a friendly and courteous manner.
2. These general rules will apply for all trips, but there may be additional special rules that are also needed for a particular trip or program. A tentative itinerary and any special rules that are needed should be distributed to students, parents, chaperones, and administrators at least two weeks before the trip.
3. No student will be permitted to go on an overnight trip until the "Authorization for Medical Treatment" form used by the school has been filed with the sponsor.
4. At least one week in advance of the trip chaperones should meet to discuss rules and be assigned individual students that they are to supervise.
5. Those who are not a part of the group are not permitted in student rooms overnight. Chaperones do not need the extra responsibility. 6. Students are to treat all chaperones with respect and do what they ask. If you become ill or have any problem you should report to your respective chaperone.
6. Students are not allowed in unassigned rooms without a chaperone present.
7. Curfew times will be established for the group and you are expected to be in your room with lights out at the times established.
8. Chaperones are to check your room daily and at checkout to see that there is no damage to the room or furnishings. Those responsible if damage occurs will pay for the damaged hotel property and are subject to prosecution if the management desires to prosecute.
9. Drugs and alcohol will not be tolerated. If you are involved, every attempt will be made to contact your parent to arrange your immediate trip home. Any violation of drug or alcohol possession or usage will result in a permanent career ban of participation in any overnight trip.
10. No smoking or use of tobacco products will be permitted.
11. Always go in groups of at least two or more when using hotel

elevators, going to meals, or whenever you are out of your room. Chaperones should always know where they can find you if you are out of your room.

12. Students are expected to use the transportation provided for the group, or particular adult chaperone. Students are not permitted to use rental cars or share transportation with others who are not approved by the sponsor.
13. Students who violate the general or special rules established for overnight trips, will be placed under the direct supervision of the chaperone for the remainder of the trip or until they are sent home.
14. All overnight trips must be approved by the Board of School Trustees.
15. ORGANIZATIONS MAY BE CHARGED A TRANSPORTATION FEE FOR ANY FIELD TRIPS THAT ARE TAKEN.

FLOWERS, BALLOONS, and OUTSIDE FOOD

Flower and balloon deliveries will not be delivered to students at school. Please make arrangements for flowers and balloons to be delivered to your child at home or other location. In addition, students may not receive third party food deliveries (except food deliveries from guardians). All deliveries brought to the school will be sent back with the delivery person.

GUIDANCE SERVICES

The purpose of the guidance services is to help each student in social, educational, vocational, and personal development. The counselors are in the guidance offices daily. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary.

If you wish to talk to your counselor, sign up on the sheet in the reception area of the counselors' offices. The counselor will send for you when ready. The general counseling load will be divided between three counselors. You may select any counselor for a personal problem.

Counselors can assist students in recommending materials the student may use to improve study habits or find peer tutors to aid students who are having difficulty with studies. They will help you in planning schedules and your individual school program. They will aid you in adjustment to personal problems.

INSURANCE

The school does not provide student insurance.

LOCKERS

- Lockers are assigned when you receive your books at the bookstore
- All lockers and storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search.

- Unapproved locks will be removed and destroyed
- Each student is responsible for their locker and all items in their locker
- Students will NOT share lockers
- Students who vandalize lockers will be responsible for the financial repair or replacement of the locker as well as disciplinary action - All lockers should be cleaned out at the conclusion of the year, items left behind will be thrown away.
- Due to excessive clean-up only magnets may be used for hanging of personal items inside student lockers. Students are responsible for clean-up.
- Outside decorations must have administrative approval.

LOST AND FOUND

The bookstore and the front office are the place to take articles that you find and the place to look for your lost items. The bookstore and office are not responsible for items left unclaimed. Items left at the end of the year will be donated to charity.

RESTROOMS

- Students are expected to use the restroom during passing periods and at lunch
- A media center or hall pass is NOT a restroom pass
- If a student becomes ill, report to the nurse, not the restroom so appropriate actions/remedies can be offered

NUTRITION SERVICES

Children need healthy meals to learn. The Richland-Bean Blossom Community School Corporation offers healthy meals every school day. Our breakfast is offered daily and is free. Our lunch program is offered daily and is $2.70. All Schools offer reduced lunches for $.40. *We do not accept cash or checks at the schools.* We have a no-cash back policy and cashless 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.

RBBCSC HEALTH SERVICES

Immunizations

According to Indiana Code 20-34-4, when a student enrolls for the first

time in a school corporation, a statement of the student's immunizations which shows that the student has received at least the minimum number of immunizations for the student's age will be supplied to the school by a parent or guardian. All immunizations **MUST** be current **AT THE TIME OF REGISTRATION.** Students without current immunizations may be admitted to school provided the parent requests and obtains a waiver from the school, which shall not exceed 20 days, or the local health department or a health care provider determines that the student's immunizations have been delayed due to extreme circumstances and a written schedule is provided for the remainder of the immunizations..

Student Medications

1. All prescription and over-the-counter (OTC) medication will be kept in the school office, unless a student has written physician permission to possess and self-administer the medication according to IC 20-33-8-13.
2. Written instructions from the parent/guardian are required for all prescription and OTC medications. **The instructions must include: name of medication, reason for medication, amount to administer, and time to be administered.** OTC medication amounts must be age appropriate per product label and may not be given more frequently than stated on label except with physician prescription (see the attached medication form).
3. Pharmacy and OTC medication **must be in the original container affixed with a current pharmacy or package label.**
4. Medication ordered **three times a day or less should be given before and after school and at bedtime.** Prescription medication that must be administered during school hours will be given as directed.
5. Medications must be picked up in the school office and will be released to the parent or a designee who is at least 18 years old with written permission from the parent. OTC or non-controlled medication may be sent home with the student with written permission from the parent. **Controlled substances (stimulants, prescription pain medication, anxiety medications etc.) can NOT be sent home with a student.**
6. 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.
7. 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.

Students with Diabetes

A diabetes management and treatment plan will be prepared and

implemented for use during school hours and after/school hour school-related activities. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetic treatment and the student's parent/legal guardian. This plan should be updated annually.

Injury:

Our "School Health Guidelines" are approved annually by the County Health Officer (currently Dr. Thomas Sharp, MD) and are followed in each school for exclusion for illnesses and basic first aid measures used for the treatment of injuries. Nurses or their designee may administer Tylenol (generic) or an antacid (usually Tums or a generic) with parent permission. The following medications and supplies are kept on hand in the health offices at RBBCSC schools: Tylenol (generic), antacid (generic), contact lens solution, eye irrigations, topical antiseptics, topical analgesics, throat lozenges, band-aids, bandages, elastic wraps, heating pads, splints and ice packs. Diphenhydramine (an oral antihistamine) may be used for severe allergic reactions if the parent is contacted and gives verbal permission. Keep in mind that our budgets and supplies are limited and are not to be a substitute or replacement
for situations that can be taken care of at home. Please notify us in writing if you prefer that these products not be used when treating your child.

Illness:

Students with vomiting, diarrhea, undiagnosed skin rashes, eye infections, or fever over 100.4° should not attend school. Students should not return to school until symptoms have resolved, or are fever-free for 24 hours. **Students being treated with antibiotic medications should receive the medication for 24 hours before returning to school.** Students will be sent home from school with temperatures over 100°, vomiting, diarrhea, skin rashes, eye infections, or other symptoms of illness.

Health Screenings:

Head lice checks are done individually on an as-needed basis if signs of possible head louse infestation are noted, such as excessive head scratching or bugs in the hair. Students may be excluded from school if live lice or nits within ¼" of the scalp are found. Students must be checked by the school nurse **before** they may return to class.

Vision screening is done with all students in grades K, 1, 3, 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. Referrals are based upon Indiana State referral recommendations. Further medical evaluation should be obtained. Questions regarding these procedures should be directed to your child's school health aide..

Corporation Nurse 812-876-2277, ext. 2296

EHS Health Aide 812-876-2277, ext. 2206

School Nurse and Health Programs

- A nurse is available during school hours – located in the administrative office area
- Students who are ill should report to the health office • Students should NOT call home to be picked up at school for illness until they have checked at the health office. Students leaving for illness without the approval of the school nurse will be considered unexcused.
- Generic Tylenol is kept in the health office on a first aid basis • Medications must be kept in the health office unless other arrangements are made with a parent, physician and school administration
- If a student will need to take prescription medication at school, the medication must be brought in the original prescription bottle from the pharmacy accompanied by doctor and parent forms
- Non-prescription medication must be in the original container accompanied by a parent note
- Each health office visit is documented and habitual use may result in disciplinary actions.

Reasons for Exclusion from School

- Vomiting, persistent diarrhea
- Inflammatory eye condition
- Rash associated with fever
- Cough associated with fever
- Sore throat associated with fever

SCHOOL PUBLICATIONS

There is one school publication, the El Corral school yearbook, which is produced by a regularly scheduled class. To be involved in this publication you must meet various criteria and be scheduled into the yearbook class.

The El Corral is available to all students. Orders are taken in the fall and the publication is distributed during the following spring. You must order in advance to be assured of getting a yearbook.

TELEPHONE

- Students may use Cell Phones during passing periods and lunch time.
- Urgent messages from legal guardians for students will be relayed to students through the main office
- Students may make emergency calls from the office phone • Students may NOT use classroom phones

CHROMEBOOK AND TEXTBOOK RENTAL, FEES AND BOOKSTORE SERVICES

It is the student's responsibility to take the necessary Chromebook,

textbooks, and supplies to each class. Various types of school supplies are available in the bookstore for the convenience of students.

A damage fee will be assessed for any Chromebook or textbook returned in improper condition. Students are responsible for Chromebooks and textbooks until the final day of the semester/year.

VISITORS

All visitors or persons having business with the school:

- Must enter through the main entrance.
- Sign in with the main office
- Will undergo a background check prior to entering the school
- Students from other schools will NOT be allowed to visit without prior approval from school administration

HALL PASSES

- Students leaving any room or assigned location unless accompanied by a staff member *must have a signed hallway pass.*
- Students' hall pass privileges may be revoked for habitual use or disobedience
- Students in the hall without a pass will be sent back to class.

SCHOOL DISMISSAL

Students should leave the building immediately after dismissal unless scheduled for an activity supervised by a teacher or coach. Students are not to be in the building for any activity without a sponsor. Gates to lockers will be closed at 3:00 p.m.

PART II: PROGRAM OF STUDIES

ENROLLMENT PROCEDURES

1. Parent/Guardian must accompany student to enroll.
2. Proof of Residency – you must provide a copy of 3 bills showing your pre-printed name and new address, i.e.: electric bill, telephone bill.
3. Proof of Guardianship – legal court document.
4. Proof of Custody – which parent has physical custody of child – legal court document.
5. Birth Certificate – If not provided within 30 days a letter will be sent to the Indiana State Police Missing Children Clearinghouse. 6. Copy of transcript, must include attendance information. 7. Copy of Immunizations.
8. Withdrawal from, including withdrawal grades, from last school attended.

Any student having been expelled from another high school, facing expulsion proceedings and/or having an elevated attendance or discipline record will not be allowed to enroll at Edgewood High School.

REQUIREMENTS AND GRADUATION

A student must satisfactorily complete both the graduation requirements of the State Department of Education and those set by the Richland-Bean Blossom Community School Corporation. **Under no circumstance will a student be permitted to participate in graduation exercises if all requirements are not met.**

SELECTION OF COURSES

The student's curriculum should be selected after careful consideration by parents, students, and advisors. Every effort should be made to prepare the program properly the first time so that it will not have to be changed. The administrators, counselors, and teachers welcome the opportunity to counsel with any student or parent regarding any phase of the program. Counselors meet with students during the second semester each year to give them information and aid in making course selections for their next year's classes. Teacher assignments and student schedules are made on the basis of these course selections.

Requests for schedule changes after scheduling has been completed and resources have been committed creates a real problem for the school. Schedule changes should be requested only if we have made an error and misplaced the student or to balance class sizes for better management of instruction.

As a part of the curriculum students will receive career information as freshmen, which may help them to decide some of their educational needs in order to take advantage of certain career opportunities. Students should also discuss the educational requirements of certain careers in which they have an interest when planning their program of studies.

An updated list of course offerings is available every year from the counseling offices. Courses are listed with short descriptions and other information to help you choose courses for your program. A list of courses and graduation requirements are included in the Red Book course guide and are available from the Guidance Office.

Schedule Change Policy

For class schedule changes, the student must complete a Schedule Change Request form (with parent signature). During the summer, a phone call from the parent is acceptable. Any request for a class change made prior to July 1 will be granted (unless the student requests a class for which space is not available).

Class change requests made after July 1 may not be completed by the start of school. This is due to the guidance office being closed during the month of July and the month of August being a very busy time due to enrollment of transfer students and finalizing class schedules. Time may not permit these requests to be made prior to the start of school. Once the school year has begun, a request to change a class must be made by

the end of the first week of school. The teacher of the class being dropped must sign the request form. After the first week of school has passed, changes will be made only under extenuating circumstances and with administrative approval.

Requests for second semester class changes must be made by December 1. Requests to change classes made after December 1 will be made only under extenuating circumstances and with administrative approval.

Dropping a class after the first three weeks of either semester will result in a letter grade of "WF" (withdrawn/failing) for that semester. The "WF" will show on the student's transcript and will be figured into the grade point average as an "F."

WITHDRAWAL FROM SCHOOL

Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian is conducted with the Principal or designee. If a student withdraws from school, s/he will receive an "incomplete" in each subject enrolled for that semester, unless s/he transfers to another school. When a student withdraws from a class, s/he must return the textbook and notify the teacher of that class and have the proper form signed. Incomplete grades due to withdrawals become "W.F.'s" at the end of the semester.

PART III: POLICIES AND PROCEDURES

The policies below are provided to aid you in understanding your responsibilities as a student at Edgewood High School. These policies are necessary for the orderly day-to-day operation of the school. We feel that most people are willing to cooperate and to do what is expected of them if they know what is expected.

ASSIGNMENTS, GRADES AND OTHER FORMS OF ASSESSMENT

Students should complete all assignments and turn them in on time. Grades are based on your work and performance in class. Incomplete grades become failing grades two weeks after a grading period or end of semester unless other arrangements are made through the office.

To calculate semester grades, multiply the percentage value of each 9 weeks grade by two and add those together with the point value of the grade received on the final exam.

The 9 weeks grade percentage = First grading period. (2/5)
The 9 weeks grade percentage = Second grading period. (2/5)
The final exam percentage. (1/5)
Semester grade is equal to: First grading period percentage x (2/5), plus
Second grading period percentage x (2/5), plus
Final exam percentage x (1/5), equals students semester grade.

SEMESTER GRADING SCALE GRADING SCALE

	93-100 A	90-92 A-
87-89 B+	83-86 B	80-82 B-
77-79 C+	73-76 C	70-72 C-
67-69 D+	63-66 D	60-62 D-
	0-59 F	

* Dual Credit college courses that are taught by EHS faculty often have different requirements and final exam schedules. These are the courses that may use a weighted scale

**Other forms of assessment not related to credit standing or grade point average include: PSAT (10th/11th grade) SAT (11th grade)

ATTENDANCE

All students are expected to attend school regularly and to be on time to classes in order to receive maximum benefit from the instructional program. Good attendance is extremely important. There is a close correlation between attendance and achievement in school; therefore, students should not be absent unless it is absolutely necessary.

In keeping with the Board approved attendance philosophy, a student may not be absent from school for more than nine (9) days each semester. It is believed that students who miss more than nine instructional periods per class per semester have missed a significant amount of classroom interaction as well as instruction. A day absent from the classroom can never be replaced and the learning that has taken place between the teacher and student can never be duplicated. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during discussion, explanation, or supervised drill. Every absence interrupts a student's understanding of the material being presented and weakens his/her interest in the continuing program. In addition, regular and punctual attendance in school helps develop habits necessary for the work world they will enter upon leaving school.

The primary responsibility for school attendance rests with the parents and student. The school will assist the parents and student in this responsibility. The cooperation of the student, parents, and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

A student's day begins once they arrive on school grounds whether by bus, motor vehicle, or walking. Students will remain under the jurisdiction of the school while traveling to and from school on school provided transportation.

Students must sign in and out on entering and leaving the premises during the school day.

An absence is recorded when a student is not in class. The student who misses more than fifteen (15) minutes of class shall be considered absent from that class, unless an exemption is granted by the administration.

Leaving during the School Day

A student may be released from school during the school day only through the office. A student must see the nurse in case of illness, the attendance clerk, or the principal or the principal's designee before being allowed to leave. *The student must get permission from the office and from the parents before leaving school.* Any time a student leaves school without following these procedures will be considered truant. In cases of medical or dental appointment, etc., a parent must call the office to obtain a pass for the student to leave for an appointment.

Late Arrivals

Students arriving to school after 7:40 a.m. are considered "late arrivals". If the reason for being late is an unexcused absence (see policy below) the student will be given a verbal notification. Subsequent late arrivals will result in a Thursday School assignment. This is a per-semester policy.

All students arriving after the school day begins should enter through the main entrance. Exterior doors (excluding the main entrance) will be locked at 7:45 am. Students are not to prop or inhibit exterior door from being open during the school day.

Excused Absence

A student's absence will be considered excused if (1) contact is made by phone by the parent or guardian or written notification of the absence accompanies the student upon his/her return to school and (2) an excused absence criterion is met.

Excused absences include absence from school for the following reasons:

1. Illness (medical, dental, and/or clinical appointment)
2. Death in the family
3. Required religious observance
4. Quarantine and communicable disease

Students who have absences classified as EXCUSED will have the benefit of make-up work for credit.

Absence notification can be made 24 hours a day by calling 876-2277 and leaving a message on the voice mail.

Each student and parent should realize that the determination of a valid, and therefore an excused absence, rests with the administration of Edgewood High School.

IN THE FOLLOWING EVENTS STUDENTS ARE NOT COUNTED ABSENT IN ACCORDANCE WITH IC 20-33-2. AND THESE ABSENCES MUST BE PREARRANGED.

1. Page or honoree in the Indiana General Assembly
2. Subpoenaed court appearance
3. Helper to a political candidate, a political party, or to a precinct election board on the date of an election
4. National Guard Duty (if the student is not a habitual truant)

Unexcused Absence

An absence is classified as unexcused according to the following criteria:

1. A parent/guardian fails to verify the absence upon the students return to school.
2. The reason for missing school does not fall under the criteria for an excused absence.
3. The student fails to notify the attendance office in advance in cases of pre-arranged absences.
4. A student has accumulated more than 9 absences in a semester, the absence is considered unexcused, unless a doctor's statement is provided for each absence.
5. Leaving school without the knowledge or permission of a school official even if a parent or guardian has been called prior to leaving.
6. An absence due to truancy or missing class without school authorization.
7. Students who are late to class for more than fifteen (15) minutes .
8. A student who is absent from school due to illness shall not

participate in or be present at an extracurricular event the same day as the absence, regardless of parent call.

Repeated unexcused absences may warrant disciplinary action, such as detention, suspension or expulsion, and may result in action taken under the compulsory school attendance laws. (I.C. 20-33-2)

Any combination of nine (9) excused or unexcused absences in any course during any term will be considered excessive absences. Students will be ineligible to earn further credit in the course(s) for the remainder of the term unless documented evidence is presented during the attendance review.

NOTE TO PARENTS AND STUDENTS: EACH ABSENCE, WHETHER EXCUSED OR UNEXCUSED OR TRUANCY, COUNTS TOWARD THE NINE DAY LIMIT.

The following is the procedure that the attendance review will follow:

1. After the fifth (5th) absence from one or more classes, contact shall be made with the parent/guardian by school officials regarding the student's absences. This can be either in the form of a letter or phone call to the parent/guardian.
2. After the seventh (7th) absence, a parental conference with the parent/guardian, student and the attendance committee shall be held. Included in the conference will be a review of the student's absences and the student may be placed on an attendance contract. Failure to attend the conference may result in the loss of credit for the semester. During this conference or at any time when they believe such circumstances merit special consideration, parents/guardians may request an extenuating circumstance form. Parents are responsible for returning the completed form in a timely fashion. The committee may agree to reinstate the students' credits if the contract is completed successfully.

   The student's academic progress, grades, the reasons for missing school, effort in completing make-up assignments and any other relevant information including medical records will be used to determine the measures for the attendance contract.

   An attendance contract may include, but is not limited to, any or all of the following:

   1. A required doctor's certificate for any further absences (Administrative probation)
   2. Revocation of student's **driver's license**
   3. Loss of credit for assignments given on days of absence, no make-up work allowed.
   4. Revocation of **ECA privileges** including field trips, prom, senior trip, band trips, athletic trips, etc...
   5. Notification of student's absences to the Monroe County Probation Office
3. With the student's ninth (9th) absence, the Attendance Committee may convene. Parent/guardian may attend this meeting. The committee will make a determination of the student's status and

report the approval or denial of the extenuating circumstance status to the parent in writing.

4. Following the student's tenth (10th) absence from a class or classes in the semester, in the event that no request for extenuating status has been made or if a request has been made and denied, the student shall be declared ineligible to earn further credit in the class/classes missed.

   With loss of credit, the student will

   1. remain in class and do the work as required
   2. discipline problems will result in withdrawal

   If the student has lost credit in three (3) or more classes, notification may be made to the Bureau of Motor Vehicles for license suspension.

   The final decision of the attendance committee is at the discretion of the high school administration.

Habitual Absence

Under I.C. 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction *shall report a child who is habitually absent from school* in violation of this chapter to an *intake officer of the juvenile court or the department of child services.* The intake officer or the department of child services shall proceed in accord with IC 31-30-through IC 31-40." Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused. I.C. 20-33-2-11.

Pre-arranged Absences

Although the school recognizes the need for family to spend time together and for other activities to be scheduled on school days, the position of the school is that the academic program is of such importance that family travel days and other activities should be scheduled at times other than while school is in session. Avoidable absence of this kind must be pre-arranged with the school when in excess of more than one day; in addition, the following conditions must be met:

1. The parent must personally file a request with the school by completing a prearranged form at least *three (3) days prior* to the absence. This form is available in the school's attendance office.
2. Students must have a principal's signature before the form can be taken to the classroom teacher for initializing.
3. It is the student's responsibility to have all class work that is missed during the absence completed and given to the teacher the day of her/his return to school. All quizzes and tests must be made up within two days of the student's return to school. Failure to do so will result in loss of credit for the class work missed.
4. Students may not request more than 2 different pre-arranged

absences or exceed 5 days.

*Class work missed may not be made up for credit if the absence is not pre-arranged.

Please note: Pre-arranged absences will not be granted during final exams. Students and parents must recognize that pre-arranged absences may count against the maximum number of days allowed to miss during each semester.

College Visitations

Seniors may take up to two days per school year and juniors may take up to one day per school year to visit prospective colleges/universities. College Visits must be pre-arranged. **Failure to fill out a pre-arranged absence form will result in an unexcused absence.** Students must return to school with documentation from a university or college official to validate the absence. No College Visits will be approved after May 1. College visits may not be approved if a student has excessive absences.

Tardies (Per semester basis)

Student's should be in class on time. Being in the halls and arriving late to class disturbs entire classes. Unexcused tardies in excess of fifteen (15) minutes will count as an unexcused absence for the class in which you are tardy and will carry the same penalty as skipping a class. All students must sign in.

A. 1st Tardy – No Action

B. 2nd Tardy – No Action

C. 3rd Tardy – No Action

D. 4th Tardy – Referral to the office; 1, 30 minute detention

E. 5th Tardy – No Action

F. 6th Tardy – Referral to the office; 1 hr detention (two 30 minute detentions)

G. 7th Tardy and subsequent Tardies – Thursday School.

*******failure to serve detention or Thursday school may result in out of school suspension or in-school suspension***

******AFTER 7 OR MORE TARDIES DRIVING PRIVILEGES WILL BE REVOKED.**

TRUANCY: Truancy is not acceptable for school. Any absences, for any amount of time, without authorization from the school or notification by the parent/guardian, is truancy. (This includes students arriving late for school and missing any part of one or more periods). Three (3) truancies will result in the student being considered a "Habitual Truant" which may result in:

A. 1st Truancy – alternative placement (Thursday School).

B. 2nd Truancy – In-School Suspension

C. 3rd Truancy – Out-of-school suspension and referral to probation department.

D. ***Truancy can result in loss of Indiana's Driver's License (see IC 20-33-2-11).***

BUS STUDENTS

Students who ride buses are not to leave the bus until it arrives at school. Tell your bus driver if you are not going home on the bus. Bus drivers are performing a valuable service for you and have the same authority as teachers when you are on the bus. The service may be canceled for repeated rules violations.

Driver Discipline Procedures

A. Verbal correction.

B. Assignment to front seat with notification of school and parent.

C. Removal of transportation privileges for one day with notification of school and parent.

D. Any other action as directed by school.

E. Further misconduct may result in multiple days of suspension and could result in transportation/Administrative conferences and removal of student from the bus for the remainder of the semester and/or school year.

STUDENT BEHAVIOR CODE

The grounds for suspension or expulsion listed below will apply when a student is:

1. On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group.
2. Off school grounds at a school activity, function, event or traveling to or from school or a school activity, function, or event.
3. In addition to the times listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

ECA and Suspension/Expulsions

- Student policies and regulations are in force at all school functions regardless of the time or location.
- Students who are on out-of-school suspension are suspended from attending any school-sponsored event continuously from the date the suspension begins until the first day they may return from the suspension.
- Students who are expelled may not attend any student-sponsored event during the semester.

GROUNDS FOR SUSPENSION OR EXPULSION ARE STUDENT MISCONDUCT OR SUBSTANTIAL DISOBEDIENCE.

The following includes examples of student misconduct or substantial disobedience, but are not limited to:

A. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct or constituting an interference with school purposes or urging other students to engage in such conduct prohibited by this subdivision:

1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

2. Blocking the entrances or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from use of the building, corridor, or room.

3. Setting fire to or damaging any school building or property.

4. Prevention or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.

5. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.

6. Possessing, firing, displaying, or threatening use of firearms, explosives, firecrackers, or other weapons on the school premises for any unlawful purpose.

B. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

C. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-Defense or reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

E. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

F. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon. Students that use any item, as a weapon in a fight will be recommended for expulsion under due process

G. Possessing, using or transmitting or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, CBD oil, alcoholic beverage, stimulant, depressant, or intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any substances immediately before

attending school or a school function.

1. Possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, amphetamine, barbiturate, marijuana, CBD oil, alcoholic beverage, stimulant depressant, or intoxicant of any kind, including substance that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
2. Possessing, using, transmitting, or being affected by caffeine based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
3. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
4. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

I. Failing in a substantial number of instances to comply with directions of teachers, or other personnel during any period of time when the student is under their supervision, where the failure constitutes an interference with school purposes or an educational function.

J. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

K. Violation or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

1. Engaging in sexual behavior on school property
2. Disobedience of administrative authority
3. Willful absence or tardiness of students
4. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, CBD Oil, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

L. Cell phones/Wireless Communication Device (WCD's)

1. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
2. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
3. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related

function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

M. Possession of a Firearm:

1. No student shall possess, handle or transmit any firearm on school property. The following devices are considered to be firearms as defined in Section 921 of Title 18 of the United States Code:

   a. Any weapon which will or is designed to or may readily be converted to expel and projectile by the action of an explosive.
   b. The frame or receiver of any weapon described above.
   c. Any destructive device, which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge.
   d. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.

2. The penalty for possession of a firearm: 10 days suspension and recommend expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

N. Misbehavior and disrespect of any kind will not be tolerated during or at the end of the school year. Any misbehavior occurring on the school grounds or on the bus will be subject to disciplinary action by school officials during the summer or at the beginning of the next school term. This includes failure to serve any outstanding discipline.

O. Engaging in any type of activity that leads school officials to reasonably believe that such behavior constitutes sexual harassment. This may consist of unwelcome advances, request for sexual favors, and any other inappropriate verbal or physical conduct of a sexual nature.

P. Gang activity or association: Any article of clothing which has been altered to indicate gang activity or affiliation will not be permitted. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed reflected or participated in by the student shall not:

1. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives.

2. Present a physical safety hazard to self, students, staff or other employees.

3. Create an atmosphere in which student's, staff members, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.

4. Imply gang membership or affiliation by written communication, bodily gesture, tattoos, drawings, paintings, designs, and emblems upon any school or personal property or on one's person.

Q. Fighting or provoking violence in school or wherever the school has jurisdiction may be grounds for expulsion. The punishment may be more or less severe depending on the disposition of the combatants. Any involvement of fighting or provoking violence may result in a 1-10 day out of school suspension or in-school suspension and possible recommendation for expulsion.
***Automatic referral to Monroe County Juvenile Probation for assaulting or provoking violence with intimidation.

R. Rude, disrespectful, or insubordinate behavior will result in an administrative conference and may result in suspension or expulsion.

S. Communication of threats of physical or emotional injury via verbal, written or electronic means may result in suspension or expulsion.

1. Communication of threats via verbal, written or electronic communication of damage to property may result in suspension or expulsion

T. Threatening a staff member will be considered grounds for suspension/expulsion.

U. Assault of a staff member will be considered grounds for suspension/expulsion.

V. Use of abusive, vulgar, lewd, indecent, or suggestive language will result in an administrative conference and may result in suspension or expulsion.

W. Stealing may result in suspension or expulsion and may result in referral to Monroe County Juvenile Probation.

X. Cheating may result in suspension or expulsion. Plagiarism, which can be defined as representing another person's ideas or writings as one's own will also be regarded as cheating and grounds for suspension, loss of credit, or expulsion.

Y. Damaging or destroying school property may result in expulsion. Vandalism of another student's or staff member's personal property may result in suspension or expulsion.

Z. Harassment or hazing may result in suspension or expulsion.

AA. Solicitations for money, donations, etc. by individuals at school are strictly forbidden-any attempt to persuade money by coercion or intimidation will result in suspension and/or expulsion and referral to law enforcement.

BB. False reporting such as pulling fire alarms as a prank, or other activities forbidden by law will result in suspension and/or expulsion and will result in referral to law enforcement.

CC. Undue displays of affection or gross sexual misconduct may result in suspension or expulsion.

DISCIPLINE

The superintendent, principal, any administrative personnel, any designee of the principal or any teacher of the Richland-Bean Blossom School Corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in IC 20-33-8; that is reasonably desirable or necessary to help any student to further school purposes, or to prevent an interference therewith, such action may include but not limited to the following:

1. Counseling with a student or group of students
2. Conferences with students and/or parents' of students
3. Verbal reprimand or warning to student
4. Assigning student additional work
5. Rearranging class schedules
6. Requiring a student to attend school detentions, or Thursday School
7. Restriction of extracurricular activities
8. Restriction of driving privilege
9. Suspension of Indiana Drivers License (see PL51-1990)
10. Suspension and expulsion
11. Restitution
12. Community Service
13. Alternative to Suspension Program
14. Referral to Monroe County Probation Prosecutor office Office Discipline Referrals: The general procedure for handling disciplinary referrals will be the administration will exhaust all avenues of disciplinary actions before recommending expulsion except in extreme cases where the handbook recommends expulsion for specific violations.

NOTE: ANY STUDENT WHO RECEIVES MORE THAN 8 REFERRALS (cumulative throughout the school year) MAY BE RECOMMENDED FOR EXPULSION.

STATE LAW CONCERNING DISCIPLINE-DRIVER'S LICENSE OR PERMIT

I.C. 9-24-2-1. Individual less than eighteen years of age — School sanctions — Determination of whether withdrawal for financial hardship.

(a) The bureau shall suspend the driving privileges or invalidate the learner's permit of an individual who is at least fifteen (15) years of age and less than eighteen (18) years of age and meets any of the following conditions:

(1) Is a habitual truant under IC 20-33-2-11.

(2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.

(3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.

(4) Is considered a dropout under IC 20-33-2-28.5.

(b) At least five (5) days before holding an exit interview under IC 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under IC 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 may result in the revocation or denial of the student's:

(1) driver's license or learner's permit; and

(2) employment certificate issued under IC 22-2-18 (before its expiration on June 30, 2021).

Edgewood High School will re-validate only under the conditions of IC 9-24-2-4.

BULLYING

1. This rule applies when a student is:
   a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
   b. Off school grounds at a school activity, function, or event;
   c. Traveling to or from school or a school activity, function, or event; or
   d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Procedures for handling a bullying report:

Once a report is filed: The incident shall be investigated and documented:

1st incident is a conference and verbal warning

2nd incident may result in a Suspension/Expulsion from school

3rd incident may result in Expulsion and referral to law enforcement

*These are the guidelines for handling individual incidents, however, if an incident is deemed severe the following steps may be bypassed regardless of previous incidents.

**Retaliation against any person who reports , is thought to have reported, files a complaint, or otherwise participates in an investigation concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation is considered a serious violation of school policy and may be disciplined as indicated above.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

SEXUAL HARASSMENT

It is the policy of the Richland-Bean Blossom Community School Corporation to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the RBBCSC staff to harass another staff member or student through conduct or communications of a sexual nature as defined.

General Prohibitions:

- Unwelcome conduct of a sexual nature, conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
- Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated, by his/her conduct, that it is unwelcome.
- A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome.
- Violations of this policy may result in suspension or expulsion. ****Any act of misconduct, which also violates a state or federal law, will be referred to law enforcement and/or the juvenile authorities.**

UNIFORM STANDARD OF DRESS

Richland Bean Blossom Community Schools respects students' rights to express themselves in the way they dress. All students who attend RBBCSC are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

For general guidance, any fashion (dress, accessories, or hairstyle) that disrupts or interferes with the educational process or presents a safety risk will not be permitted.

Distracting apparel includes sunglasses, hats, bandanas, and other head coverings beyond those used for religion. Students shall not wear clothing that is inappropriate or indecent. Apparel with reference to drugs, alcohol, profanity, sexual innuendo, or deviates from the educational mission of the school is not appropriate.

Students shall not wear clothing, footwear, insignia, jewelry, or accessories that are destructive to school property or cause excessive maintenance problems (such as cleats, pants/skirts with metal inserts that damage furniture, chains, jewelry with spikes, etc.)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be asked to change or be removed from the educational setting.

Students will be afforded the opportunity to correct improper attire on their first visit to the assistant principal for this offense. **Students who are unable or refuse to remedy this clothing violation will spend the remainder of the day in ISS** (in-school suspension) for not complying with this rule. Additional dress referrals will be viewed as **refusal to comply with a reasonable request.**

CELL PHONE/ELECTRONIC DEVICES

- Students may use cell phones and other wireless communication devices during passing periods and lunch time.

- Urgent messages from legal guardians for students will be relayed to students through the main office.

Students may make emergency calls from the office phone.

Students may NOT use classroom phones.

Improper use of a cell phone and other wireless communication devices may result in one or all of the following actions:
First Offense: A cell phone or other wireless communication device confiscated from a student for improper use may be retrieved by the student at the end of the school day in the office.

Second Offense: A cell phone or other wireless communication device confiscated a second time from a student for improper use may be retrieved by the parent or guardian at the end of the school day in the office. A disciplinary consequence may be assigned at the discretion of an administrator.

Multiple Offenses: Subsequent offenses may result in the cell phone or device not being allowed at school permanently and a possible suspension assigned to the student.

Illegal Offenses: A student's potentially illegal use of a cell phone or other wireless device will result in the device being turned over to law enforcement.

EHS assumes no responsibility for these items if they are damaged, lost, or stolen. All teachers reserve the right to collect all cell phones at the beginning of class and return them to students at the end of class.

SKATEBOARDS/STUNT BIKES

Skateboards and stunt bikes are prohibited on school property due to liability and damage to school facilities.

DRUGS AND ALCOHOL

In accordance with Federal law, Edgewood High School prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by state statute, or substance that could be considered a "look-a-like" controlled substance. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials. Enrolling in a drug program after the first offense may be an alternative to expulsion for those with a drug problem. No alternative to expulsion will be offered for sellers or distributors.

DUE PROCESS

No disciplinary action shall be made without affording the student an opportunity to receive

(1) a written or oral statement of the charges against the student.

(2) if the student denies the charges, a summary of the evidence against the student will be presented to her/him.

(3) an opportunity for the student to explain the student's conduct.

(a) When misconduct requires immediate removal of a student, the meeting shall commence as soon as reasonably possible after the student's suspension.

(4) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:

(a) The student's misconduct

(b) The action taken by the principal.

The student or parent has a right to appeal disciplinary action involving suspension. The process of appeal is described in Indiana Code 20-33-8-18.

THURSDAY SCHOOL PROGRAM

Thursday School is a program designed to provide a means of modifying student behavior that does not interfere with the student's academic progress or have a direct negative effect on grades. Students are to enter and leave the building by the main entrance. Thursday School will be from 2:45 pm – 4:45 pm.

1. Students who are dismissed from Thursday school or who violate the rules will be suspended out of school in addition to being required to complete a Thursday School assignment. Credit will not be given for partial completion of Thursday School.
2. Each student is expected to bring study materials for the 2 hours. Acceptable working materials include textbooks, library books, appropriate paperback books and magazines, and homework assignments.
3. It is recommended that students contact their teachers for assignments so they may do constructive work in Thursday School.
4. Students, who fail to bring materials or who fail to keep busy on appropriate work, may be dismissed from the program and referred to an administrator for further action.
5. Excused absences include: Personal illnesses, unavoidable family emergency, and death in the family or medical appointment. A parent's note or phone call must be received by the assigning administrator on the first day the student returns back to school following her/his Thursday School assignment.
6. Sleeping or giving the appearance of sleeping will result in a dismissal.

You will NOT be excused from Thursday School assignments because of a job or other commitments. Failure to attend Thursday School assignments will result in the following:

First offense: One-day in-school suspension.

Second offense: One day out–of-school suspension.

Third offense: 3-day out-of-school suspension.

Fourth offense: 5-day out–of-school suspension with a recommendation for expulsion.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students may be placed in OSS for disciplinary reasons. Work missed due to an OSS, must be turned in within 1 day upon return. Major assessments, such as tests or projects over material for which the student was in class, must be made up and will count with a penalty directly related to the number of days missed. Any assignments due on the day(s) of OSS must be turned in by the student. OSS does not extend any assignment deadlines.

- Students who are on out-of-school suspension are suspended from attending any school-sponsored event continuous from the date the suspension begins until the first day they may return from the suspension.

EXTRACURRICULAR BUSES

Students who ride buses to extracurricular activities are expected to return on the bus unless excused by the sponsor upon written request of a parent or guardian.

GANG POLICY

The Board of Education finds that the presence of gangs and gang activities causes a substantial disruption of school activities. It is the school's responsibility to maintain a safe and disruption-free environment.

"Gangs' ' as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the school district's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting. The Board of Education is aware that their presence interferes materially and substantially with the educational process and the requirement of appropriate discipline in the school environment. They also foster antisocial behaviors, attitudes, and practices, which may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to a gang, secret society, any public school fraternity or sorority while attending school or school-sponsored events.

By this policy the Board of Education acts to prohibit the existence of gangs and gang activities as follows:

A. Shall wear, possess, use, distribute, display, or sell any clothing,

jewelry, emblem badge, symbol, sign, or other thing, which is evidence of membership or affiliation in any gang.

B. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.

C. Shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity including, but not limited to:

1. soliciting others for membership in any gangs;
2. requesting any person to pay protection or otherwise intimidating or threatening any person;
3. committing any other illegal act or violation of school district policies;
4. inciting other students to act with physical violence upon any other person.

A. Penalties for violations:

1. Any student who is first suspected of violating paragraphs one and two of this policy will be required to surrender any material or object alleged to violate the policy to school officials and attend a parent conference. The police will also be notified. Subsequent identical violations of the policy will subject the student to a suspension or expulsion as described in sub-paragraph b.

2. Any student alleged to have violated paragraph 3 of the policy upon a finding of a violation in accordance with the school handbook or Indiana code shall be subject to a suspension or expulsion for a period not to exceed one full year.

SEARCH AND SEIZURE

Richland-Bean Blossom School Corporation has a detailed search and seizure policy

A. Definitions. As used in this section:

1. "reasonable cause for a search" means circumstances which could cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
    a. evidence of a violation of the student conduct standards contained in the student handbook.
    b. anything, which because of its presence presents an immediate danger of physical harm or illness to any person.
2. "principal" refers to the chief administrative officer of a particular school and his designees (IC 20-33-8-1).
3. "member of the administrative staff" means a licensed teacher or administrator who has supervisory authority over other school corporation employees (IC 20-33-9-3).

B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for

maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.

1. The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search has reasonable cause for a search of the locker.
2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.

C. The principal, or another member of the administrative staff, designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:

1. searches of the pockets of the student.
2. any object in the possession of the student such as a purse or briefcase, and/or book bag.
3. a "pat down" of the exterior of the student's clothing. Searches of the person of a student which require removal of clothing other than a coat, jacket or outer layer when multilayered clothing are worn, will be referred to a law enforcement officer in accordance with subsection G of this section. Searches of the person of a student shall be conducted in a private room by the person of the same sex as the student being searched. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness, but not participate in the search. At the request of the student to be searched, additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

D. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle when there is a reasonable cause of that motor vehicle. Refusal by a student, parent, or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises and further, discipline action may be taken, possibly to the point of expulsion. The principal or member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.

E. Anything found in the course of the search conducted in accordance

with this section, which is evidence of a violation of the student conduct standards contained in the student handbook, may be:

1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is present at the hearing.
2. return to the parent or guardian of the student from whom it was seized.
3. destroyed if it had no significant value or
4. turned over to any law enforcement officer in accordance with subsection G.

F. Anything found in the course of the search conducted in accordance with this section which by it presents an immediate danger of physical harm or illness to any person may be seized and:

1. return to the parent or guardian of the student from which it was seized,
2. destroyed, or turned over to any law enforcement officer in accordance with subsection G.

G. The principal or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student, or any motor vehicle on school premises;
2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

TOBACCO/VAPING/ELECTRONIC SMOKING POLICY

Students are not to possess or use tobacco/vaping/electronic products during the school day, on school grounds at any time, or at any activity where the school has jurisdiction. This includes the time immediately before and after school. With any violation of the tobacco/vaping/electronic products policy the school may call the police and have them enforce the state and or local fines.

A. 1st Offense – 3 days out-of-school suspension and the student will receive a citation from local law enforcement **or** 1 day out-of-school suspension with documented completion of an assigned tobacco cessation program.

B. 2nd Offense – 5 days out-of-school suspension and the student will receive a citation from local law enforcement.

C. 3rd Offense – 10 days out-of-school suspension and the student will receive a citation from local law enforcement. Recommendation for expulsion will be considered.

Traffic Regulations

Driving to school is a privilege granted to students who want or need an alternative form of transportation to and from school. Some students have jobs and need to drive to school. Others participate in after-school activities and driving is a convenience to them. Bus transportation is the alternative to driving and is available to all who live out of walking distance to the school.

Students who wish to continue to have the privilege of driving to school must abide by the following regulations or the privilege will be suspended.

A. Students must purchase and display a parking sticker which indicates permission to park on school property. Failure to register a vehicle or not display a proper identification sticker will result in disciplinary action.

B. All traffic rules of the State of Indiana and the town of Ellettsville apply to motor vehicles and operators of motor vehicles on school property. Police have ticketing and arrest authority on school property.

C. Speed limit on school property is 15 mph

D. Buses and pedestrians always have the right-of-way once buses have started to exit the school lot, student drivers must not break into the bus line of progression.

E. Students should enter and leave the back parking lot using Edgewood Drive. Students should not go through the junior high area as they have traffic congestion of their own.

F. Cars should be parked immediately upon your arrival at school, locked and left for the day.

G. Students may not drive during lunch hours or during the day unless your school assignment changes during the day. Students are not permitted to transport other students away from school if authorized to leave at any time during the school day.

Parking Regulations*

A. A student driver form is available online. . The form must be complete and submitted by the parent/guardian. Submission of this form grants permission for the car to be searched if there is reasonable cause. A parking sticker will be issued once the form is completed. The sticker must be displayed in the front windshield. Cars without parking permits and student driver forms may be towed at the owner's' expense or driving privileges may be cancelled.

B. Parking is located at the front of the building on the blacktop. C. All students arriving late, internships, cadet teachers or other drivers arriving after the building is locked down are required to park in the front lot, must enter and exit through the front doors. You must then check in with the front office to obtain an admission pass. D. Parking on the grass or on the road, which circles the building is not permissible.. All legal parking spots are marked with white lines. E. Altering or trading parking stickers will result in loss of driving privileges.

F. Hoosier Hills Career Center students may have permission from their teacher to operate their car during the day as part of the class activity. Passes must be brought to an administrator prior to driving to Hoosier Hills Career Center.

G. Possible consequences to parking violations are:

1. Conference/Warning
2. Driving privileges suspended for a period, up to one full semester.
3. Driving privileges suspended for one calendar year.

NOTE: Students who are penalized for a violation will be required to turn in their student parking tag until the date the suspension ends. If a student's driving privileges are suspended and that student is caught driving to school, that student will have his/her driving privilege cancelled for the remainder of the school year. If the student's driving privilege has already been cancelled, the student then faces suspension and/or expulsion.

***The Richland-Bean Blossom Community School Corporation assumes no responsibility for loss of personal property or damage to motor vehicles parked on school property.**

STUDENT DRIVER DRUG TESTING PROGRAM

The purpose of random drug testing is not intended to be disciplinary or punitive in nature. Students driving to and from school need to be exemplary in the eyes of the community and other students. A primary factor in drug testing of student drivers is the safety of the drivers, potential passengers, and any person student drivers may come in contact with behind the wheel of an automobile either on or off school grounds. Additionally the goal of the RBB Drug Testing Program is to educate, help, and direct students away from drug and alcohol abuse toward a healthy and drug free lifestyle. The goals of this program are:

- To provide for the health and safety of students
- To undermine the effects of peer pressure by providing an additional reason for students to refuse to use illegal drugs
- To detect and act on a student's poor choices while the effects and consequences are reversible
- To reduce injuries and illness which may be caused by students using drugs and alcohol while participating in extracurricular, curricular, or driving to and from school grounds
- To educate all students about the harm caused by the use of drugs and alcohol
- To provide early warning to parents of substance abuse by their children
- To encourage students who use drugs to participate in drug treatment programs

The implementation of random drug testing will not affect the policies, practices, or rights of the RBB Schools in dealing with drug and alcohol use where reasonable suspicion is obtained by means other than random sampling provided within this program.

First Offense: Students will be suspended from driving privileges for 30 *calendar days* as the result of a positive drug test. The suspension will be assessed beginning with the parent/guardian notification meeting. The student and parent/guardian will be required to meet with a school counselor to discuss intervention options. A secondary drug test within the 30 days, yielding a negative result, will be necessary in order to resume driving privileges. A second positive test will constitute a second offense. Once a positive test is obtained the student may be subject to subsequent testing at any time within that school year.

Second Offense: Upon a second positive drug test students will be suspended from all driving privileges for 90 *calendar days*. The suspension will be assessed beginning with the parent/guardian notification meeting. An additional drug test at the end of the 90 days, yielding a negative result, will be necessary in order to resume driving privileges. An additional positive test will result in a third offense. Once a positive test is obtained the student may be subject to subsequent testing at any time within one calendar year.

Third Offense: Upon a third positive drug test students will be suspended for 365 *calendar days* from all driving privileges. The suspension will be assessed beginning with the parent/guardian notification meeting. An additional drug test at the end of the 365 calendar days, yielding a negative result will be necessary in order to resume driving privileges. An additional positive test is obtained the student may be subject to subsequent testing at any time within one calendar year.

Final Offense: Upon a fourth positive drug test students will be suspended from driving privileges for the remainder of his/her high school career.

WEAPONS POLICY:

I.C.20-33-8-16. Expulsion for firearms, destructive devices, or weapons.

(a) As used in this section, "firearm" has the meaning set forth in *IC 35-47-1-5*.

(b) As used in this section, "deadly weapon" has the meaning set forth in *IC 35-31.5-2-86*. The term does not include a firearm or destructive device.

(c) As used in this section, "destructive device" has the meaning set forth in *IC 35-47.5-2-4*.

(d) Notwithstanding section 20 [*IC 20-33-8-20*] of this chapter, a student who is:

(1) identified as bringing a firearm or destructive device to school or on school property; or

(2) in possession of a firearm or destructive device on school property;

must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

(e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.

(f) Notwithstanding section 20 of this chapter, a student who is:

(1) identified as bringing a deadly weapon to school or on school property; or

(2) in possession of a deadly weapon on school property;

may be expelled for not more than one (1) calendar year.

(g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.

(h) A student with a disability (as defined in *IC 20-35-1-8*) who possesses a firearm on school property is subject to procedural safeguards under *20 U.S.C. 1415*.

The following is the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules: knowingly possessing, handling or transmitting any object that can be considered a weapon.

PART IV: PUBLIC LAWS AFFECTING EDUCATION

FAMILY RIGHTS AND PRIVACY ACT

This act permits parents and eligible students (18 years of age) to review their present and past school records. Upon request to the principal, arrangements will be made for parents or eligible students to review and

discuss their educational records. The principal or his designee will be present during the review to answer questions or interpret data. Copies of records are available to the parent or eligible student on written request and payment of fees for copying services. Edgewood High School will forward educational records to an educational institution that is receiving, or has received, one of our students without the parent or eligible student signing a release request. We will not forward any information other than directory information to any other organization or individual without the written authorization of the individual or parent if the individual is under eighteen years of age. If the parent or eligible student objects to automatic forwarding of records to education institutions or directory information being made available the objection should be made in writing to the building principal by September 30th of the current school year. Indiana law requires that schools provide information to parents on aid for books, lunches, etc. for those children who may not be able to afford them. Eligibility forms are available in the superintendent's office and principal's office to see if you qualify. Indiana law requires parents to provide a written record of immunizations as proof that student have been immunized against diphtheria, whooping cough, tetanus, measles, rubella, poliomyelitis, and other diseases as determined by the Indiana State Board of Health. Tests are sometimes required for tuberculosis. The law provides that you can be exempt from immunizations if you show a physician's statement indicating that the child cannot receive immunizations.

Richland-Bean Blossom Community School Corporation

EDGEWOOD JUNIOR HIGH SCHOOL

Caring. Daring. Preparing.

"Home of the Colts"

2024 – 2025 Parent/Student Handbook

851 W. Edgewood Dr.
Ellettsville, Indiana 47404
Phone: (812) 876-2005
Fax: (812) 876-8985

Principal: Mr. Kent Rentschler
Assistant Principal: Mr. Jonathan Siegelin

Location		23-24	24-25
Page	Section	Old Statement	New Statement
1,2,3,		2023-2024	2024-2025
7	Attendance	Corporation wide Ownership in Education handbook.	See the Corporation-Handbook.
7	Discipline	Corporation wide Ownership in Education handbook.	See the Corporation-Handbook.
7	Announcements	Such announcements should be in the main office no later than 7:30 A.M.	Such announcements should be in the main office no later than 8:00 A.M.
8	Bicycles/Mopeds/Skateborads	Students riding bicycles to school shall park them in the rack at the rear of the building near the P.E. locker rooms.	Students riding bicycles to school shall park them in the rack at the front of the building near the main entrance.
10	Dismissal (End of Day)	After giving the signal (once buses have left) they will exit door 8 to the north lot.	After giving the signal (once buses have left) they will exit door 2 to the north lot.
11	Publication of Student Information	Any parent or guardian wanting the name(s) of his child (ren) excluded from any listing of honor rolls, athletic awards, or other forms of school participation is asked to notify the principal's office in writing.	Any parent or guardian wanting the name(s) of his/her child (ren) excluded from any listing of honor rolls, athletic awards, or other forms of school participation is asked to notify the principal's office in writing.
12	Technology/Book Rental		Waiting on Update From Rick

12	Cell Phones		Students' personal cell phones may be used before and after school and at lunch (in the cafeteria only).	Students' personal cell phones may be used before and after school and at regulation break & lunch. Addition of Christine Bartlett's verbage: CELL PHONES AND OTHER WIRELESS COMMUNICATION DEVICES Students' personal cell phones and other wireless communication devices may be used before and after school and at lunch (in the cafeteria only). Cell phones and other wireless communication devices must be off and stored in the lockers at all other times of the day. Improper use of a cell phone and other wireless communication devices may result in one or all of the following actions: First Offense: A cell phone or other wireless communication device confiscated from a student for improper use may be retrieved by the student at the end of the school day in the office. Second Offense: A cell phone or other wireless communication device confiscated a second time from a student for improper use may be retrieved by the parent or guardian at the end of the school day in the office. A disciplinary consequence may be assigned at the discretion of an administrator. Multiple Offenses: Subsequent offenses may result in the cell phone or device not being allowed at school permanently and a possible suspension assigned to the student. Illegal Offenses: A student's potentially illegal use of a cell phone or other wireless device will result in the device being turned over to law enforcement.
12	Food Service		Free breakfast will be available daily to all students and will be served in Homerooms.	Free breakfast will be available daily to all students and will be served in the cafeteria.
14	EJHS Students Taking HS Classes		It will be the policy of Edgewood Junior High School that junior high students who take high school credit Math classes (Algebra I &Algebra II)	It will be the policy of Edgewood Junior High School that junior high students who take high school credit Math & Science classes (Algebra I, Geometry, and Biology)
15	Athletics		Each participant must pay a transportation fee of $30. If a family has two students in one sport, the second one is half; $15. If a student is in two sports during the same season, they pay $45.	Each participant must pay a transportation fee of $30.
15	Athletics Eligibility		The student must pass ALL of their classes in order to be eligible to participate.	The student must pass six out of eight of their classes in order to be eligible to participate.

EDGEWOOD JUNIOR HIGH SCHOOL
ACKNOWLEDGEMENT OF
the *Edgewood Junior High Manual of Student Rules, Responsibilities, and Expectations (MSRRE)*

2024 - 2025

The Edgewood Junior High Manual of Student Rules, Responsibilities, and Expectations (MSRRE apply to regular school, all school-sponsored activities, extra-curricular activities, summer school, and night school programs.)

I acknowledge having received a copy of *The Edgewood Junior High Manual of Student Rules, Responsibilities, and Expectations* (MSRRE; having the Rules reviewed with me by school personnel; being instructed to read and study the Rules; and being told to share them with my parents for their review and general information.)

_____ _____
Student Signature Date

_____ _____
School Personnel Signature Date

I acknowledge having seen and/or reviewed my son's/daughter's *The Edgewood Junior High Manual of Student Rules, Responsibilities, and Expectations*. I am aware that these Rules have been approved by the Board of Education

_____ _____
Parent/Guardian Signature Date

EDGEWOOD JUNIOR HIGH SCHOOL
SCHEDULE 2024 - 2025 SCHOOL YEAR

DAILY CLASS SCHEDULE

MONDAY, TUESDAY, THURSDAY, FRIDAY

HOMEROOM/ FLEX TIME----------7:30 - 8:15

1ST/5TH PERIOD ----------8:20 - 9:35

REGULATION BREAK ----------9:35- 9:50

2ND/ 6TH PERIOD ----------9:50 - 11:05

7TH GRADE LUNCH ----------11:05 - 11:35

3RD/ 7TH PERIOD ----------11:10- 12:25

3RD/ 7TH A PERIOD ----------11:10 - 11:45

8TH GRADE LUNCH----------11:45 - 12:15

3RD/ 7TH B PERIOD ----------12:20-12:55

6TH GRADE LUNCH----------12:25 - 12:55

4TH/ 8TH PERIOD----------1:00 - 2:20

2 HOUR DELAY SCHEDULE

1ST PERIOD ---------- 9:30 - 10:00

ANNOUNCEMENTS ---------- 10:03 - 10:08

2ND PERIOD ----------10:03 - 10:33

3RD PERIOD ----------10:36 - 11:06

7TH GRADE LUNCH ----------10:03 - 11:03

4A PERIOD ----------11:09 - 11:39

4B PERIOD ----------11:39 - 12:09

8TH GRADE LUNCH ---------- 11:39 - 12:09

5A PERIOD ---------- 11:42 - 12:12

5B PERIOD ---------- 12: 45 - 1:15

6TH PERIOD ---------- 12:15 - 12:45

6TH GRADE LUNCH ----------12:45 - 1:45

7TH PERIOD ----------1:10 - 1:47

8TH PERIOD ---------- 1:51 - 2:20

PLC WEDNESDAY DAILY CLASS SCHEDULE

1ST PERIOD	8:00 - 8:40
2ND PERIOD	8:45 - 9:25
3RD PERIOD	9:30 - 10:10
4TH PERIOD	10:15-10:55
7TH GRADE LUNCH	10:55 - 11:25
5A PERIOD	11:00 - 11:40
5B PERIOD	11:25 - 12:05
8TH GRADE LUNCH	11:40 - 12:10
6A PERIOD	11:45 - 12:25
6B PERIOD	12:10 - 12:50
6TH GRADE LUNCH	12:25 - 12:55
7TH PERIOD	12:55 - 1:35
8TH PERIOD	1:40 - 2:20

INTRODUCTION

WELCOME TO EJHS!

Welcome to Edgewood Junior High School, home of the "Colts". The purpose of this handbook is to familiarize the parents and students of Edgewood Junior High School with the policies and practices that will be followed during the school year. The handbook is broad and general, and is not intended to answer specific, individual questions. Students encountering problems not discussed in this handbook should feel free to ask questions concerning their specific problems.

We hope you have an excellent school year. We wish you success in all of your coursework and hope you become actively involved in the many extracurricular activities offered to students at Edgewood Junior High School.

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.

Edgewood Junior High School

VISION STATEMENT

At EJHS we promote: **C**reativity, **O**ptimism, **L**earning, **T**ogetherness, **S**uccess, in a united effort to provide all students with social, academic, and real-world skills.

MISSION STATEMENT

Edgewood Junior High School is a disciplined environment dedicated to developing lifelong learners.

GOALS

All students will demonstrate growth in literacy.
All students will demonstrate growth in mathematical skills.
All students will demonstrate growth in interpersonal skills.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The R.B.B.C.S.C. School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment. Further, it is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

PART I - GENERAL INFORMATION

HISTORY AND TRADITION

Our school corporation was formed in 1963. Both township schools merged into the Richland-Bean Blossom Metropolitan School District in order to provide a better education and facilities than each system could provide individually. The name of the school district was changed to Richland-Bean Blossom Community School Corporation in 1965. Our present building was completed in 1969; it was named Edgewood Junior High School and would house sixth, seventh, and eighth graders from the community.

SCHOOL SONG:

"THE VICTORS"
Hail to the victors valiant;
Hail to the conquering heroes;
Hail, Hail, the Edgewood Colts
The leaders and the best.
Rah, Rah, Rah
There is no stopping us.
We'll be victorious.
Hail, Hail, the fighting Colts-
From Edgewood Junior High

ACCREDITATION

All Richland-Bean Blossom Community School Corporation Schools are accredited by AdvancED, for the North Central Association/Commission of Accreditation and School Improvement. Edgewood Junior High School and the Richland Bean Blossom school district are committed to continuous school improvement.

HARMONY 3 FAMILY ACCESS CONNECTION

Parents have the ability to view student's school information over the Internet. The Harmony link has been created on the school's and district's web sites that will take you to the connection. Once connected, you will have the ability to view your student's information by entering your student "ID number" and parent "password" for Harmony 3 Family Access.
Parents will be issued a User ID and password. Please contact Edgewood Junior High School at 812-876-2005 if you have any questions or experience difficulty logging on.

OBJECTIVES

The objectives and programs at Edgewood Junior High School have been designed to reflect how the learning process and the students are impacted. The objectives are:

- To provide the students opportunities for a planned transitional period between the self-contained classroom of the elementary school and the departmentalized specialized instruction found in the high school.
- To provide students some personal choice activities in the academic and exploratory areas of the curriculum.

- To permit the organization of a program with emphasis upon a continuation and enrichment of the basic skills introduced in the elementary grades that will allow each student to progress at his/her optimum rate of learning.
- To provide an educational experience for students who will foster a favorable attitude toward school and learning, and assure some measure of success.
- To provide for students systematic development of interpersonal and small group interaction skills.
- To provide a variety of life experiences that will help the students learn social graces, respect for others, and acceptance of individual differences.
- To provide the students opportunities for cultural experiences and development, and to foster an appreciation for aesthetics.
- To provide a program of guidance and personal services adapted to the needs of the "adolescent".
- To provide health and physical education activities unique to this period of rapid physical growth.
- To challenge and stimulate all students to reach their potential in the academic, social, and physical areas.
- To help students develop the ability to make decisions.
- To help students become contributing citizens in their local community as well as global community.

PART II - GENERAL INFORMATION

ATTENDANCE
See the Corporation-Handbook.

DISCIPLINE
See the Corporation-Handbook.

AFTER SCHOOL ACTIVITIES
A student cannot stay after school unsupervised until the activity begins or to wait for a friend/relative to complete an activity. Students must be under the direct supervision of a teacher, sponsor or coach. A student is to wear appropriate school clothes to the after school activities. Dance activities are limited to EJHS students.

ANNOUNCEMENTS
Daily announcements related to school and student activities will be given each day. Students who wish to have activities announced must have the information written and approved by the sponsor. Such announcements should be in the main office no later than 7:30 A.M. the day of the announcement. Special announcements will be kept to a minimum so as not to disturb regular class procedure. The bulletin will be posted daily and is archived on the school's website.

BUILDING HOURS
The building and school office are open in the morning at 7:00 a.m. and closes at 3:30 p.m. You are encouraged to use the facility for study, committee and project work, and for individual and group practice. You must, however, be supervised by an adult. If you do not need to arrive early for study or teacher help, please plan your arrival between 7:00 a.m. and 7:15 a.m. School begins at 7:30 a.m.

CHANGE OF ADDRESS
Please update demographic information in Harmony and/or inform the Junior High office secretary of any changes in your address, telephone number, email, guardianship, etc., which occur during the school year.

CARE OF THE BUILDING

The taxpayers of our community, including your parents, paid for the school facilities. All of us at RBBCSC, as well as the greater RBBCSC Community, take great pride in the facilities. They belong to all of us. Maintaining the building and its surroundings in a clean and orderly condition is the responsibility of every student in cooperation with the faculty and custodial staff. Take pride in the attractive appearance of our building. If you accidentally damage something, report it as quickly as possible so we can help to correct the damage. Intentional markings, cutting, or other defacing and damage will result in disciplinary action for those involved and restitution from them.

CONVOCATIONS

Convocations will be periodically scheduled throughout the year. You are asked to conduct yourself in the best possible manner and to show courtesy and respect to those presenting the program.

FIELD TRIPS

Field trips supplement classroom learning and benefit students in many ways. Students must have signed, written permission slips on file before being allowed to go on any school field trips. All school rules are enforced during field trips. Students with frequent absences, failing grades, and/or major discipline problems may be restricted from participation at the discretion of the teacher and/or building administrator.

FLOWERS/BALLOONS

Please refrain from having flowers and balloons delivered to students during the school day.

BICYCLES/MOPEDS/SKATEBOARDS

Students riding bicycles to school shall park them in the rack at the front of the building near the main entrance. The student must provide his own lock and chain to keep the bike secure from theft. While students are allowed to bring skateboards to school, they must be stored and will not be accessed during the school day. Students are not to drive mopeds or any type of motorized vehicle to school.

WHAT TO KNOW ----------WHERE TO GO!!!

Problem/Concern	Person(s) to See
Absence from school	Office Secretary Guidance Counselor Administrator
Athletics	Assistant Principal Athletic Director
Book rental/other fees	Office Secretary
Bus problems	Bus Driver Junior High Administrator Transportation Director
Class Schedule	Guidance Counselor
Forgotten lunch money	Your responsibility
Getting along with others	Teachers, Counselors, Administrators
Grades, report cards	Teacher, Counseling Office
Health/illness problems	Health Aide, Office Secretary
Library books, etc.	Media Center Personnel
Medications	Health Aide, Office Secretary
Misplaced books	Teachers, Media Center, Lost & Found, Office
Misplaced personal items	Teachers/ Office
New address/phone number	Junior High Secretary
Your gym/athletic locker	PE Teacher, Coach
Your hall locker	Office Secretary

LOCKERS

Use of school lockers is a privilege, not a right. All lockers made available for student use at EJHS are the property of the school. These lockers are made available solely for student use in storing school supplies and personal items necessary for use at school. **Backpacks and small cinch sacks are not allowed in classrooms – students must store these items in their lockers**. Your locker is on loan to you. You are the only student provided the combination; protect your security by not sharing the combination with anyone! The school cannot be responsible for lost articles. The student's use of a locker does not diminish the school's ownership or control of the locker. The school reserves the right to search a student's locker, book bag, etc., if the school believes a search is necessary to maintain the integrity of the school environment, to protect other students, or to locate lost or stolen materials.

1. Do not leave valuables or money in your locker.
2. Lockers should not be slammed, kicked, or marked on.
3. Stickers should not be placed in or on your locker; writing on or in lockers is strictly prohibited. Do not use contact paper. **Lockers exterior may not be decorated.**
4. Soft drinks, water bottles, food, snacks or candy are NOT to be stored in lockers.
5. Students should not bother or attempt to open a locker other than their own.
6. If you have trouble with your locker, see the counseling office.
7. Students are not permitted to "set" your locker nor share lockers.

LOST & FOUND

Library and other books that are lost and found will be taken into the instructional media center. Technology devices that are lost and found will be taken to the office. Other lost and found articles can be claimed in the classroom or cafeteria. The school is not responsible for valuable items brought to school. If such items are brought to school for class use, they may be left in the office.

DISMISSAL (END OF DAY)

During dismissal, students who are being picked up will line up in the back hallway near the concession stand. After giving the signal (once buses have left) they will exit door 2 to the north lot. Students walking home will be dismissed at this time as well. All vehicles shall exit the north parking lot (once given the sign by the administrator on duty) to the East (left) and drive around the building in a clockwise direction.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

As per state law, Indiana schools are now required to have a voluntary daily reciting of the pledge of allegiance. Any student who chooses, or whose parent or legal guardian chooses for them not to participate, should notify the student's teacher or principal. Students who are exempt will remain quietly standing while others recite the pledge and will not make any display that disrupts or distracts the other students. The pledge will be followed with a daily moment of silence.

School corporations are also required to have a moment of silence. The moment of silence is not intended to be, and shall not be conducted as a religious exercise. In order that the right for each student to exercise freedom of religion is guaranteed and the freedom of each student is subject to the least state coercion from the state either to engage in or refrain from religious observation on school grounds, there will be a daily moment of silence observed in each classroom or on school grounds. During the moment of silence, the teacher responsible will ensure that all students remain standing and silent, so that each student may exercise his or her individual choice to pray, meditate, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

PARKING

Visitors may park in the north lot (where there are basketball goals). There is also visitor parking to the east of the school near the front of the building (Entrance 1).

PUBLICATION OF STUDENT INFORMATION

Any parent or guardian wanting the name(s) of his/her child (ren) excluded from any listing of honor rolls, athletic awards, or other forms of school participation is asked to notify the principal's office in writing.

RIDING A SCHOOL BUS

Riding a school bus is a privilege extended to you. Students are under the school's jurisdiction while riding on the bus. The transportation director and/or bus drivers will distribute rules for students riding buses at the beginning of the school year. If a student is suspended from school, the student is not permitted to ride a school bus. The driver's primary concern of transporting students must be their safety. Any student behavior that may distract the driver and affect his/her skill in driving the bus will result in disciplinary action. This disciplinary action could lead to suspension from school provided transportation.

SCHOOL SAFETY

Safety, both in and out of school, must be constantly stressed if we are to avoid accidents and bodily injury. In the building, please walk through the halls; never run. Talk with your friends using a normal conversational volume; avoid shouting and noise making. Your cooperation during school drills is expected. Students have a responsibility to report to school authorities their knowledge of other student's possession of weapons, drugs, alcohol, or other dangerous items. EJHS personnel will work with parents and students to improve student behavior and school safety at school.

There is a difference between "tattling" and notifying your teachers/ administrators about legitimate concerns regarding drug use, potential fights, and other dangerous situations that might affect your own safety, as well as, all the other students and teachers that are a part of our school. Reporting that two students may be involved in a fight, for instance, is a good example. You are helping those students avoid serious injury and possible suspension/expulsion from school. We are all in this together, and we need to help each other.

EMERGENCY PREPAREDNESS

Emergency procedures are outlined in the Edgewood Junior High School Safety Handbook. Directions for fire and disaster drills are posted in each room. Emergency drills will be conducted on a regular basis throughout the year. When the alarm sounds, follow the plans indicated. Your teacher will direct you to the areas assigned for each type of drill. Drills are staged throughout the school year and should be treated with all the seriousness of real emergencies. Three things to remember are:

(1) proceed in orderly lines

(2) move rapidly without shoving or pushing

(3) refrain from talking so that a change of directions may be heard. In case an exit is blocked, follow the directions of the teacher.

EMERGENCY SCHOOL CLOSINGS

It may be necessary for the school to close or have delayed openings during the school year because of inclement weather conditions or other unforeseen emergencies. Edgewood currently uses Blackboard Connect as one of our many methods of communication. Blackboard Connect will be used to announce school closings or early dismissals or other important information. The information may be delivered via a phone call or email. It is important we have your current phone number in our student database to ensure you receive the information in a timely fashion. If you change phone numbers or email addresses please update in Harmony and/or call the office to update at 876-2005. The local radio stations and television stations will broadcast the appropriate information. Please refrain from calling the administration, teachers, or the school to request this information. Additionally, closing or delayed starts are posted on the home page of the district's website as well as television and radio media outlets.

SUBSTITUTE/GUEST TEACHERS

A substitute/guest teacher is an important visitor who has a job to do. You, the student, can help by giving this teacher your complete cooperation. Remember: A substitute teacher has the same authority as a regular teacher. Impressions, good or bad, are carried from the school to the community by visiting

substitute teachers. Let us make certain that positive impressions of our school and its programs are extended to the community!

SOLICITING

Soliciting by students in the school is prohibited during the school day.

TECHNOLOGY

Students will have the opportunity to use the various types of technology in the building. Individual computers in the classrooms and computers within the various labs will be available to the students while under direct supervision of the classroom teacher. Students will adhere to the EJHS technology policy. This policy and other pertinent technology related information will be distributed to the students with 1:1 devices.

A complete list of devices/books will be available in Harmony or at the office. Students are not charged for any electronic damages to Chromebooks but are subject to charges for cosmetic damages and lost, mistreated, or stolen power chargers. Also, lost or stolen Chromebooks are covered under the Schools Protection Plan that is purchased by the corporation for the school year. It is still the responsibility of the student to take care of school property and to report any issues with their Chromebooks immediately to the designated staff member. **Chromebooks will not be allowed in the cafeteria during lunch or breakfast periods. EJHS Students will be issued a loaner Chromebook at the school's discretion. Loaner Chromebooks are not covered by a student's protection plan.**

TELEPHONES & MESSAGES

Office phones are for conducting school business and may be used before 7:30 a.m. or after school from 2:30 to 3:30 p.m. or during Junior High lunch; students should not ask to use the office phone unless it is an absolute emergency. Telephone messages from home are discouraged as the delivering of phone messages often disrupts the classroom climate; if a message is necessary, contact the office before 1:30 pm. It is requested that such messages be avoided *unless an emergency makes it necessary.* Students will be called to the phone only in cases of emergency. Only messages from parents will be relayed to students.

CELL PHONES AND OTHER WIRELESS COMMUNICATION DEVICES

Students' personal cell phones and other wireless communication devices may be used before and after school, during regulation break and lunch.

Cell phones and other wireless communication devices must be off and stored in the lockers at all other times of the day.

Improper use of a cell phone and other wireless communication devices may result in one or all of the following actions:

First Offense: A cell phone or other wireless communication device confiscated from a student for improper use may be retrieved by the student at the end of the school day in the office.

Second Offense: A cell phone or other wireless communication device confiscated a second time from a student for improper use may be retrieved by the parent or guardian at the end of the school day in the office. A disciplinary consequence may be assigned at the discretion of an administrator.

Multiple Offenses: Subsequent offenses may result in the cell phone or device not being allowed at school permanently and a possible suspension assigned to the student.

Illegal Offenses: A student's potentially illegal use of a cell phone or other wireless device will result in the device being turned over to law enforcement.

VISITORS

Parents are encouraged to visit the school at any time but are encouraged to make an appointment beforehand if a conference is desired. All visitors to the school should report to the office to sign in and get a visitor's pass. Visitor passes will not be provided to friends of the student for the purpose of being with that student during the regular instructional school day.

FOOD SERVICE

Free breakfast will be available daily to all students and will be served in the cafeteria. Lunch will be served daily in the school's cafeteria. Prices for the meals and individual prices are established by the Board of School Trustees. For financial assistance please fill out the on-line free/reduced form on Harmony during registration. Students are not allowed to leave school during the lunch hour. Students are expected to practice good table manners and to be responsible for the cleanliness of their place at the table. Students should immediately clean up any spills, food, or wrappers. Students should not move from table to table. No food or drink is to be taken from the cafeteria without the permission of a building administrator.

SCHOOL LUNCH PAYMENT POLICY – MY SCHOOL BUCKS

The school lunch line is cashless. It is the responsibility of the parent to load money in the online account at myschoolbucks.com. There is no charging of lunches. If you require cash or check payment, you may drop this off at the School Service Center to the Nutrition Services Director. Plan ahead; it may take several hours to post to the student's account. ***Students found taking food from the cafeteria line without paying for the food will incur disciplinary action.***

ASBESTOS NOTIFICATION POLICY

State and federal law requires that we notify you annually that we maintain an asbestos management plan for each building. Edgewood Junior High School had abatement of asbestos-containing materials during the remodeling of the building. If you have any questions about our asbestos program, please contact the building principal.

PESTICIDE NOTIFICATION POLICY

Edgewood Junior High School will provide 48 hour notice for all planned pesticide application details to parents, guardians and staff members requesting to be notified. In order to be notified you must be registered with the school in advance to receive this information.

HEALTH SERVICES

A student who becomes ill during the day must request to visit the health Office. The student should first report to his class/teacher and request to visit the Junior High Health or Administrative office. **Do not call home without permission.** Students are not permitted to use their cell phone for this purpose. If it is advisable for the student to leave school, the school health aide, or other school official, will contact the parent.

Seeing the school health aide is not meant to take the place of your family doctor. Law forbids the health aide from dispensing medication of any kind until the following conditions are met:

1. All medication must be brought to school in a container labeled by a physician or pharmacist, stating the student's name, the doctor's name, and the dosage.
2. Non-prescription medication will be administered when medication is in the original container and clearly labeled with the student's name and the dosage to be administered.
3. Written permission of the parent or guardian is required.

Circumstances that necessitate additional services need to be discussed with the building administrator and the school health aide.

Medication possessed by a school for administration during school hours or at a school function may be released only to the student's parent(s) or guardian(s). Medication may not be sent home with the student.

GUIDANCE AND COUNSELING

The purpose of the guidance/counseling services is to help students, teachers, and parents in understanding the student's potential ability and achievement levels. The counselors will assist new students to become acquainted and adjusted to our school and will counsel individually and in small groups regarding concerns or problems. Information concerning career opportunities can be found in the Junior High office. Students may request a conference with a counselor, or teachers may refer a student to a counselor for help. Parents are also encouraged to call the counseling office if they feel their son or daughter is experiencing a problem.

GRADING

EJHS operates on a nine-week grading period. Grade reports will be emailed at the end of each grading period. Progress reports/grades can be checked at any time in Harmony.

A+	100%	High Achievement
A	93-99%	
A-	90-92%	
B+	87-89%	Above Average
B	83-86%	Achievement
B-	80-82%	
C +	77-79%	Average
C	73-76%	Achievement
C-	70-72%	
D +	67-69%	Below Average
D	63-66%	Achievement
D-	60-62%	
F	0-59%	Unsatisfactory Work

While the above is a general guideline for grading available to the teachers, the uniqueness of each subject is recognized and each teacher is encouraged to outline course requirements early in the grading period so that you have a clear understanding of how you will be graded. Do not hesitate to address questions to your teachers regarding grading. No two classes will be graded in exactly the same manner.

EJHS STUDENTS TAKING HIGH SCHOOL CLASSES

It will be the policy of Edgewood Junior High School that junior high students who take high school credit Math & Science classes (Algebra I, Geometry, and Biology) will have those classes counted into their high school GPA and class rank for graduation purposes. Students may have the option of retaking these classes if they do not get the desired grade while in junior high, but this must be done by the end of the following year.

INCENTIVES/RECOGNITION

Our incentive program(s) recognizes and rewards students who excel in various aspects of the school. Incentive awards and recognition are given in the areas of academics, athletics, attendance, citizenship, leadership and service. Certificates, recognition in the local paper and school newsletter, student of the month, acknowledgment in the daily bulletin, academic and athletic trophies/plaques, field trips, and team awards are among some of the incentives.

HONOR ROLL

There are two honor rolls at EJHS. The requirements for each are as follows:

All A Honor Roll – a student must have all "A's" (4.0 G.P.A.)
Honor Roll – no grade lower than a "B"

WITHDRAWAL FROM SCHOOL

Prior to withdrawing from school for any reason, parent(s) and the student must notify the office at least one day **prior** to the last day of attendance for the student. All books and technology devices must be turned in and all financial obligations fulfilled prior to withdrawing from school.

PROMOTION, PLACEMENT, AND RETENTION

(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.

ATHLETICS

Edgewood Junior High School is proud of its interscholastic athletic program that offers several different sports for student involvement. Information about participation in each sport is made available to students at appropriate times of the school year. EJHS competes with neighboring schools in volleyball, tennis, football, cross country, basketball, wrestling, swimming/diving softball, and track/field. We offer excellent facilities for athletes and it is the athlete's responsibility to show proper respect and attitude toward maintenance of our newly renovated facilities and school equipment. Each participant must pay a transportation fee of $30.

ATHLETICS ELIGIBILITY

We feel that emphasis needs to be placed on academics to be eligible for athletics at Edgewood Junior High School. Only students enrolled full-time may participate on sports teams (IHSAA Rules 12-1, 18-1). A medical physical must be on file in the school office before participation begins. The student must pass six out of eight of their classes in order to be eligible to participate. The following measures will be taken to ensure that each student is meeting these criteria. **Students may be denied participation or dismissed from a team if they have accumulated 10 or more Tardies OR 6 or more Discipline Reports.**

Grades will be checked at midterms (4 ½ weeks) and at the end of each grading period (9 weeks). Student athletes must be passing six out of eight classes to be considered eligible for ECAs. If students are failing three or more classes they become ineligible to participate in games/meets. They can still practice daily, but they cannot participate in contests. After two weeks, grades will be rechecked. As long as they are passing six out of eight of their classes, they become eligible again. If they are failing three or more classes they are done for the remainder of the season. Each student will begin each year as eligible.

Conflicts Between Activities

1. Activities at Edgewood Junior High School share many students. From time to time there may

be a conflict between the practice, rehearsal, game, and/or performance times of these activities. The student-athlete can help make a decision as to which activity to attend.

2. The general rule is that the student can choose, without any type of grade loss penalty, to attend the EJHS activity he/she wants. All conflicts should be known before the season, when possible, and the coach and sponsors of the conflicting activities should communicate and resolve conflicts before problems occur. When several conflicts occur, students should alternate days back and forth between practices or rehearsals after making the decision of which rehearsal or practice to attend initially.

3. The importance of a game or contest will always take precedence over any practices or rehearsals. Student-athletes and performers will be expected to prepare with their groups or teams the day of a performance or game. Co-curricular events take preference over ECAs. If you have given an excuse to not participate in PE, you may not participate in after school activities or sports. With foreknowledge of non-health related absence (court, voting polls, routine/follow up appointments, bereavement), students are allowed to practice or play in a game that same day.

Student athletes may be dismissed from a team for failure to represent EJHS appropriately, for gross misconduct or for not following school rules or public laws.

SCHOOL SPIRIT

Each student will have opportunities to exhibit school spirit. It should be expressed at all times -- in school, at games, and at all school activities. The key to school spirit lies in the *positive* attitudes of individuals. Those who possess confidence, pride, and enthusiasm create an atmosphere that leads to success at school.

School Colors – Black & Red
School Logo - Running Horse
School Nickname - Colts

GO Colts!

UNIFORM STANDARD OF DRESS
(UPDATED JUNE 15, 2022)
UNIFORM STANDARD OF DRESS

Richland Bean Blossom Community Schools respects students' rights to express themselves in the way they dress. All students who attend RBBCSC are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

1. For general guidance, any fashion (dress, accessories, or hairstyle) that disrupts or interferes with the educational process or presents a safety risk will not be permitted. Distracting apparel includes sunglasses, hats, bandanas, and other head coverings beyond those used for religion. Students shall not wear clothing that is inappropriate or indecent. Apparel with reference to drugs, alcohol, profanity, sexual innuendo, or deviates from the educational mission of the school is not appropriate.

2. Students shall not wear clothing, footwear, insignia, jewelry, or accessories that are destructive to school property or cause excessive maintenance problems (such as cleats, pants/skirts with metal inserts that damage furniture, chains, jewelry with spikes, etc.)

3. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be asked to change or be removed from the educational setting

DISCIPLINE

The superintendent, principal, any administrative personnel, any designee of the principal or any teacher of the Richland-Bean Blossom School Corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in IC 20-33-8 that is reasonably desirable or necessary to help any student to further school purposes, or to prevent an interference therewith, such action may include but not limited to the following:

1. Counseling with a student or group of students
2. Conferences with students and/or parents of students
3. Verbal reprimand or warning to student
4. Assigning student additional work
5. Rearranging class schedules
6. Requiring a student to attend school detentions, or Thursday School
7. Restriction of extracurricular activities
8. Restriction of driving privilege
9. Suspension and expulsion
10. Cancellation of work permit
11. Restitution
12. Referral to Monroe County Probation Prosecutor office

Office Discipline Referrals:

The general procedure for handling disciplinary referrals will be the administration will exhaust all avenues of disciplinary actions before recommending expulsion except in extreme cases where the handbook recommends expulsion for specific violations.

NOTE: ANY STUDENT WHO RECEIVES MORE THAN 8 REFERRALS (cumulative throughout the school year) MAY BE RECOMMENDED FOR EXPULSION.

BULLYING

Per Indiana Code (IC 20-33-8-0.2) and RBBCSC Board Policy 5517.01, Bullying is defined as, "*an overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the targeted student and create for that targeted student an objectively hostile school environment.*"

How to report bullying: Parents/Students can report Bullying anonymously by retrieving the Bullying Report Form from the website or by entering the following web address into their browser:

http://www.rbbcsc.k12.in.us/ejhs-parents/ejhs-bullying-form

1. This rule applies when a student is:
    a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
    b. Off school grounds at a school activity, function, or event;
    c. Traveling to or from school or a school activity, function, or event; or

d. Using property or equipment provided by the school.

2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Procedures for handling a bullying report:
Once a report is filed: The incident shall be investigated and documented:

1st incident is a conference and verbal warning

2nd incident may result in a Suspension/Expulsion from school

3rd incident may result in Expulsion and referral to law enforcement

*These are the guidelines for handling individual incidents, however, if an incident is deemed severe the following steps may be bypassed regardless of previous incidents.

**Retaliation against any person who reports , is thought to have reported, files a complaint, or otherwise participates in an investigation concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation is considered a serious violation of school policy and may be disciplined as indicated above.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Richland-Bean Blossom Community School Corporation

EDGEWOOD INTERMEDIATE SCHOOL

Caring. Daring. Preparing.

"Home of the Eagles"

2024-2025 Parent/Student Handbook

7600 West Reeves Road
Bloomington, IN 47404
Phone: (812) 876-2219
Fax: (812) 876-2269

Principal: Mr. Andy Scholl
Assistant Principal: Mrs. Katy Key

Location		23-24	24-25
Page	Section	Old Statement	New Statement
1		2023-2024	2024-2025
1		Mrs. Jennifer Barrett & Mr. Andrew Scholl	Mr. Andy Scholl and Mrs. Katy Key
4	Daily Schedule	Previous specials schedule	Adjusted specials schedule for new year
6	Emergency Procedures	A lockdown drill is conducted twice each semester.	A Stay-Put drill is conducted twice each semester.
11	Attendance	A student is considered to have perfect attendance is he /she has been in attendance during every school day as having zero absence.	A student is considered to have perfect attendance if he /she has been in attendance during every school day as having zero absence.
15-16	Discipline	N/A	In addition, EIS uses a discipline matrix in the school environment to align disciplinary practices. The caregiver version of the matrix is listed below:

EIS Handbook Official

WELCOME

We are proud of the heritage we are building at Edgewood Intermediate School. The strong tradition of commitment to our students is shared within our community, parents, and staff members. The safe, caring Edgewood Intermediate School Community empowers each student to dream, explore, and achieve.

This handbook is a resource for you to use when questions arise about school procedures. We follow the guidelines set in this handbook for the safety and best learning environment for all students in our school family. EIS uses best practice strategies for the education of all students. It is your child's responsibility to follow the procedures set forth in this handbook.

Working together with our parents, students, and the entire school community, we trust that the 2024-2025 school year will be our best school year ever!

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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.

EIS MISSION STATEMENT

Edgewood Intermediate School strives to be a dynamic, caring, safe, and engaging environment that respects all people and is dedicated to the pursuit of life-long learning.

We believe...

...every student has 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 and their families are actively involved in the learning process.

...students should acquire the lifelines to work cooperatively and be accountable for their actions in becoming productive citizens.

...students need to value life-long learning.

DAILY SCHEDULE

School Begins **8:25 a.m.** **Tardy Bell** **8:45 a.m.**

First Bell for Dismissal: **3:10p.m.** **Dismissal Bell:** **3:15p.m.**

Students are marked ½ day absence after 10:30 am. Students are marked ½ day absent if they leave before 1:15pm. All students who do not ride a bus must enter through the main entrance of the school.

WEDNESDAY MORNINGS

School Begins: 8:55 a.m **Tardy Bell:** 9:10 a.m.

	Art	Music	Library	P.E.	Wellness
8:55 – 9:40	**4th Grade**	**4th Grade**	**4th Grade**	**4th Grade**	**4th Grade**
9:45 – 10:30	**4th Grade**	**4th Grade**	**4th Grade**	**4th Grade**	**4th Grade**
10:35 – 11:20	**5th Grade**	**5th Grade**	**5th Grade**	**5th Grade**	**5th Grade**
11:55 – 12:40	**5th Grade**	**5th Grade**	**5th Grade**	**5th Grade**	**5th Grade**
12:50 – 1:15	**Special Area Teachers Preparation and Lunch Time**				
1:20 – 2:05	**3rd Grade**	**3rd Grade**	**3rd Grade**	**3rd Grade**	**3rd Grade**
2:10 – 2:55	**3rd Grade**	**3rd Grade**	**3rd Grade**	**3rd Grade**	**3rd Grade**

Daily Recess:

20 minutes once per day

20 degrees wind chill or above to go out

CLASS ASSIGNMENT

Edgewood Intermediate School follows best-practice strategies to help our students achieve the maximum positive learning environment that we can create in our school. To develop this learning environment, we balance our classes as closely as possible with gender and academic levels. To ensure that our students learn to work in an environment that teaches them responsibility, patience, persistence, and flexibility, we help our students learn to have compassion and understanding for those around them.

Edgewood Intermediate School has highly-qualified staff and they are trained yearly with professional development to know how to teach students the most effective way. We strive for the best for our students and seek the most challenging ways to help our students meet their potential.

Edgewood Intermediate Administration and staff understand that moving a student after the beginning of a school year has been established can be very emotional and the adjustment period can be longer than usual. Administration will use every possible strategy to keep a child with his/her classmates until the end of the school year. However, sometimes a behavioral issue can cause a need to have placement elsewhere.

VISITORS

ALL VISITORS MUST REPORT TO THE MAIN OFFICE BEFORE GOING TO ANY AREA OF THE SCHOOL

Parents are always welcome to visit school and are encouraged to do so. If parents want to talk to a teacher regarding their child, they are asked to write a note to the teacher asking for an appointment or to call the office and ask to schedule a conference. Only parents, guardians, or other relatives will be allowed to visit school. Friends from out-of-town or other schools will **not** be allowed to visit classes without prior approval of the principal.

CLOSED CAMPUS

Students will be required to remain on the school grounds from the time buses arrive in the morning until buses depart at the end of the day including lunch periods.

CROSSING ROADS/STUDENT RIDES AND TRAFFIC

Students arriving in the morning before 8:25 a.m. **must wait in the drop off zone with their ride until the bell rings.** All students who do not ride a bus must enter through the main entrance of the school. Students leaving the school must wait for their rides in the designated area if not riding a bus.

Students walking home or elsewhere must wait at the bus lot until all buses have departed from our school. At no time will students be permitted to walk from school unless the principal has a written note on file in the office giving the student permission to walk to and from school.

EMERGENCY PROCEDURES

EMERGENCY CLOSING OF SCHOOL

We must be prepared to delay school in the morning or to close schools any day when required by weather or emergency conditions. Please be sure your child knows what to do in case of early

dismissal or delay in starting time. Your planning is essential for the safety of your child. The following radio and television stations are notified of emergency closings:

RBBCSC Home Page rbbschools.net

RADIO

WBWB-FM	B97
WTTS-FM	92.3
WGLC-AM	1370
TELEVISION	Channel 6 or 8
WEATHER LINE	876-9020

FIRE DRILL

A fire drill is conducted once each month. When the alarm sounds, everyone will leave the building in a quiet and orderly manner. Students are to remain outside the building with their designated teacher until the signal to return is given.

FALSE ALARMS AND THE LAW

INDIANA CODE 35-44.1-2-3 states that false alarms or the pulling of the alarm as a prank is a criminal act. Charges against the student can be made to local law authorities. Students will be suspended or expelled from school based on the individual circumstances. Students may be held responsible for payment if any fire apparatus is sent to the school.

TORNADO DRILL

A tornado drill is conducted twice each semester. When the notification occurs, everyone should seek shelter in the designated area as indicated on the plan posted in each classroom. If the electricity is off, students and staff will be alerted with short blasts from a bullhorn. Everyone will remain in the designated area until the signal to return is given.

SHELTER-IN-PLACE DRILL

A Stay-Put drill is conducted twice each semester during the school year to prepare students and staff in case of an intruder in the building and/or a hostage situation. When the shelter-in-place notification occurs, students will follow the directions of the staff member who is in their immediate vicinity. The drill is conducted to allow the students and staff time to practice various situations and procedures, which could occur.

SAFE HARBOR

Safe Harbor drills are held once a semester. To protect children from potential situations (e.g. biochemical, anthrax exposure, or bomb evacuation), the students and staff will practice the evacuation process to another location on the RBB campus.

SCHOOL BREAKFAST AND LUNCH

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 and

textbook assistance, 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. Please let your secondary student know they 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% Chocolate, 1% Strawberry, Skim or 1% White Milk. We sell fruit, veggies and 2nd Lunches as A la Carte at Secondary Schools. We also have a vending machine at the High School allowing students to purchase items on their account. Please send an email to Vickie Coffey at vcoffey@rbbschools.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 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. Menus are posted on our webpage.

HOMEWORK

HOMEWORK POLICY STATEMENT

Homework refers to an assignment to be completed during a period of time whether supervised during study time or outside of the class at home. Well-chosen, clearly communicated homework is an integral part of the instructional process in the extension of classroom learning at Edgewood Intermediate School. Homework that teaches, reinforces, enriches, and enhances instruction encourages families to become more involved with education. It also teaches students to work independently and to become more responsible for their own achievements.

RESPONSIBILITIES OF THE STUDENT

Each student has the responsibility to develop good work and study habits. The student should clarify with the teacher any questions pertaining to instructions for homework at the appropriate time. The student should take home any materials and information needed to complete the assignment. The student should learn to budget his/her time. When study time is provided during the day, the student should take advantage of it. Long-term assignments should be planned, so they do not have to be done all at once. It is the student's responsibility to return all

work completed to the teacher by the date requested. Students must also make up the work missed during an absence.

RESPONSIBILITIES OF THE PARENT

It is important for parents to support the teacher and to instill in the child an attitude that homework is an important and necessary part of the learning process. Parents should provide a quiet, well-lighted place in which their child may study. Parents should encourage and support their child's efforts and be available for questions, being careful to remember that homework is the child's responsibility, not the parents. Parents should check their child's work for accuracy and neatness as needed.

MAKE-UP WORK

Make-up work is the responsibility of the student. A student will receive an equal number of days to make up work as he/she was absent from school. Example – if a student is out one day, they have one day to make up the work when returning to school. The student may receive an "F" for work not made up within the appropriate number of days. A request for make-up work can be made on the second consecutive day a student is absent by calling the school office before 9:00 a.m. Requests after 9:00 a.m. cannot be processed until the following school day. Assignment requests are prepared during the teacher's preparation period; therefore, requests must be limited to extended illnesses. The make-up work and student's books are to be picked up in the school office before 4:00 p.m. A student who is absent the day of a test is expected to take the test upon returning to school. Again, students are encouraged to record daily assignments, long-term projects, and upcoming events in their agendas.

LATE WORK

All assignments can be turned in up to one week later with full credit being earned. Assignments beyond one week and up to two weeks late will receive half credit earned. Assignments beyond two weeks late will be entered into the gradebook for zero points. **These assignments will be denoted with a "missing" comment.** At the end of a grading period, no more late assignments will be accepted for credit.

ASSESSMENT RETAKES

Assessments fall into two categories, formative and summative. **Formative** assessments are ongoing checkpoints throughout a unit. They inform instruction going forward. These assessments are recorded as classwork and opportunities can be given to retake these assessments or earn back missed points. **Summative** assessments are the final checkpoint of a student's mastery of a skill and cannot be retaken.

EXTRA CREDIT

A grade shall be an accurate reflection of a student's mastery of the content. Therefore, additional work to raise a student's grade will not be given. However, extra credit may be given at teacher discretion based on exemplary work on an assignment given to all students.

GRADES IN HARMONY

Teachers shall enter grades into Harmony in a timely manner. All work turned in during a particular week shall be graded and entered into Harmony by Wednesday of the following school week. This excludes weeks when school is not in session.

WEIGHTED GRADES

Grades in English/Language Arts and Math will be weighted as follows:

- English/Language Arts
  - Language Arts/Reading Classwork 40%
  - Language Arts Assessments 15%
  - Reading Assessments 25%
  - Word Study 20%
- Math
  - Classwork 40%
  - Assessments 40%
  - Math Study 20%

GRADES

The following grading system is recommended for use at Edgewood Intermediate School:

A+	100
A	93-99
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	0-59

REPORT CARDS

Report cards are distributed each nine (9) weeks through Harmony. Report cards are usually distributed to the students on Friday following the end of the nine (9) week grading period. All students absent from school on report card day will receive their report card the next school day in the office.

SEMESTER GRADES

Each semester is divided into two grading periods of nine weeks each. To complete the semester grade the above grading scale will be used. Each nine (9) weeks represents ½ of the semester grade. Special Areas (art, music, and physical education) will give only semester grades.

PERMANENT RECORDS

Permanent records are available for parents/guardians of students during regular school hours of 8 a.m.-3:30 p.m. Student permanent records contain such information as semester grades, attendance records, 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.

1. Inspect and review the student's records
2. Request an amendment to the records if the parent believes the information to be inaccurate or misleading
3. Limit the disclosure or personal identification information or such other disclosure not required by law
4. Request a hearing with the Department of Education
5. Obtain a copy of the Corporation's policy of student records

ATTENDANCE POLICIES

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

CLASSIFICATION OF ABSENCES

Excused Absences are the following:

1. Illness under a physician's care;
2. Death in the immediate family;
3. Quarantine;
4. Religious services;
5. Child to Work Day (a prearranged absence is required);
6. Probation Officer appointments;
7. Prearranged absences to perform in performing arts;
8. Medical or dental appointments. Upon returning, an appointment card or doctor's note must be presented. Failure to bring such notes may result in the absence being considered unexcused.
9. Service as page or honoree of general assembly
10. Subpoena to appear in court
11. Educationally related non-classroom activity
12. State Fair participation

ATTENDANCE PROCEDURES

Edgewood Intermediate School follows the guidelines of the State of Indiana and Richland-Bean Blossom Community School Corporation policy. (See Corporation Handbook) Parents should call the attendance clerk at 876-2219, (ext. 2403) before 9:00 a.m., for a morning tardy and/or absence. If students arrive late to school, they must report to the office and receive a pass to class. 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.

ABSENCES

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.

DOCTOR'S NOTES

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.

PERFECT ATTENDANCE

A student is considered to have perfect attendance if he/she has been in attendance during every school day as having zero absence. An exception would be a death in the immediate family.

TARDY TO SCHOOL

Students tardy to school are to report to the Attendance Clerk to sign in. If a student is tardy to school 10 days per year, a lunch detention or after-school detention can be served.

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 be 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.

EXTRACURRICULAR ACTIVITIES

A student who is unable to attend school is also unable to attend extracurricular activities later in the same day. A student who attends school for the second ½ of the day may attend extra-curricular activities that day. Students serving In School or Out of School Suspensions may not participate in or attend class activities or extracurricular activities on the assigned days.

HEALTH SERVICES

The school health program is a cooperative one involving the entire school staff and the parents. The school program can be adjusted to meet pupil needs based on student health information. The clinic provides first aid service and emergency care for the sick and injured. Beds are available for emergency use. The clinic assists with screening for vision, hearing, and scoliosis.

CLINIC POLICIES

Administration of Medication at School:

The following guidelines for medication administration at school have been set up in accordance with Indiana Codes as related to Education:

NON PRESCRIPTION DRUGS can be dispensed by the school nurse or office personnel if written permission is granted by the parents or legal guardian and a physician. This includes Tylenol, cold formulas, herbs, and any over-the-counter medication. These must be sent in the original container with the student's name. No medication can be given to the student unless it is brought from home with written permission.

PRESCRIPTION DRUGS can be dispensed by the school nurse or office personnel if written permission is granted by the parent or legal guardian and a physician. Medications prescribed for an individual child shall be kept in the original container bearing the up to date original pharmacy label that shows the prescription number, date filled, physician's name, directions for use, and the child's name. When no longer needed, the medication will be returned to the parents or destroyed.

CONTROLLED DRUGS must be brought to school by the parent or legal guardian (e.g. Ritalin, certain pain medication). These drugs may not be sent home with the student by personnel in the school. These medications will only be released to parents or legal guardians or an individual at least 18 years old who has been designated by the parent in writing.

SELF-ADMINISTRATION OF MEDICATION may be permitted if the student has a chronic disease or medical condition if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication.
2. A physician states in writing that:
    a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
    b. the student has been instructed in how to self-administer the medication; and
    c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement must be filed annually with the student's principal. I.C. 20-33-8-13.

EMERGENCY SITUATIONS for critically injured or ill students who may warrant an ambulance or emergency medical service, these procedures shall be followed:

1. Determination of injury/illness by nurse
2. Call ambulance or emergency service*
3. Administer first aid
4. Contact principal
5. Call parent or emergency contacts
6. Complete an accident report

*Ambulance and emergency medical service costs are the parents' responsibility.

IMMUNIZATION

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

Verification includes:

3 Hepatitis B
5 DTaP
4 Polio
2 Varicella
2 MMR
2 Hepatitis A

EXEMPTIONS

1. A written statement from a licensed physician stating that this would be detrimental to the student's health.
2. A written statement from the parent that states this interferes with free exercise of the student's religious rights.
3. The statements will be kept by the school as part of the student's immunization record.

The state department of health may expand or otherwise modify the list of communicable diseases that require documentation of immunity as medical information becomes available that would warrant the expansion or modification in the interest of public health.

PROVISIONAL ADMISSION

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:

1. An official school record from another school
2. A record maintained by a parent
3. A certificate or record signed by a licensed physician or clinic

SCHOOL PROCEDURES AND REGULATIONS BEHAVIOR

1. Be courteous and respectful to peers, teachers, staff and guests.

2. The school dress code must be followed while on the school grounds.
3. Do not use pagers, cell phones, radios, video cameras, or CD/tape players of any variety during school hours. Such items will be taken from the student if used during the school day. These items will be returned to the student after school is officially over at the end of May or parents may pick up confiscated items in the front office during regular school hours.
4. There is no hand holding or other types of body contact during school hours or at extracurricular activities unless the activity requires body contact (e.g. dancing).

CAFETERIA

1. Students must use their pin number to access their account.
2. Students may access only their account.
3. Students may add money to their account in the a.m. only.
4. Money should be placed in an envelope with the student's name.
5. All students sitting at a table are responsible for litter.
6. Permission must be given to move from seat to seat in the cafeteria.
7. Use common sense and manners while eating.
8. Do not touch someone else's food or share items.
9. Follow requests of cafeteria supervisors the first time they are given.
10. Students are not allowed to take food/drink from the cafeteria.
11. Violation of rules can result in an isolated lunch period.
12. Follow cafeteria procedures that are posted.

CLASSROOM PROCEDURES

Individual teachers and/or grade levels have procedures that are enforced in their own classrooms. The following guide-lines should be followed throughout the building:

1. Student behavior should encourage learning.
2. Respect others at all times and use courtesy.
3. Follow the classroom procedures.
4. Be responsible and take care of your school.

SCHOOL DISCIPLINE

Edgewood Intermediate School strives to develop good character education for our students. We use Life Goals, Lifelong Guidelines, and Lifelines to help our students become productive citizens and lifelong learners. Edgewood Intermediate School believes that proactive learning results in positive growth toward correct behavior.

Education is a discipline that takes the effort of both parents and school working together towards a common goal to reach each and every student's fullest potential. However, sometimes discipline gets in the way of the learning environment and impedes the learning of all students in a classroom setting. Classrooms have a behavior plan that is set by the grade level which teachers follow. These behavior plans have levels that students work through before referral to the office is necessary. It is the desire of Edgewood Intermediate School staff to meet the needs of all discipline issues at the classroom level. However, this sometimes does not work for some students. Discipline referrals are based on individual student needs.

Teachers will give a copy of the classroom behavior plan for their grade level and share information about the classroom procedures on Parent Night. In addition, EIS uses a discipline matrix in the school environment to align disciplinary practices. The caregiver version of the matrix is shown below:

Richland-Bean Blossom Community School Corporation

EDGEWOOD INTERMEDIATE SCHOOL

Discipline Matrix (Caregiver Version)

Type A Behaviors *(Addressed within the classroom)*	**Type B Behaviors** *(Teacher-assigned consequence with Harmony classroom referral, follow up with SEL team member)*	**Type C Behaviors** *(Automatic Harmony office referral to administration)*	**Category:** *RBB Graduate Profile Citizenship/Morals/Academic*
	Persistent type A behavior	Persistent type B behavior	
	Inappropriate language (cursing in conversation, inappropriate gestures (middle finger), discussion/language about socioeconomic status, race, culture, sexual orientation, etc)	Racial, sexual, intelligence-students with special needs, or cultural harassment (physical or verbal)	Compassion/Citizenship
Lack of attention (sleeping in class, unable to stay on task, rushing through work, note writing/distracting other students, etc)	Disrespect to an adult (rude gestures, comments under your breath, backtalk)	Severe disrespect to an adult (cursing at the teacher/adult, verbal attacks that are personal, etc)	Compassion/Morals
Irresponsibility (failure to turn in homework or assignments, completing no work (non-disruptive), unprepared for class (fails to turn in work), dishonest about work)	Participating in cheating (copied homework, daily work, projects, or tests)	Plagiarism, state testing issues	Resilience/Academic
Personal space/desk violations (getting out of one's seat, tipping the chair, putting feet on the desk, etc)	Area violations- being in an area (hallway, classroom, bathroom, stairs) that you are not supposed to be in or are not regularly in	Skipping class or leaving your classroom without permission	Critical Thinking/Academic
Mild disruptions (talking without permission, making noises, blurting out, etc)	Continual and deliberate disruption of class, stealing (from someone else's area)	Serious violations of safety or rules (pulling a fire alarm, playing with hazardous materials, fighting with food, malicious pranks, etc)	Critical Thinking/Citizenship
Minor negative behaviors (invading others' space, misuse of supplies, etc)	Throwing of non-dangerous items (erasers, pencils, etc)		Critical Thinking/Citizenship

Not following classroom or school expectations, procedures, routines	Refusal to comply with an adult directive to classroom or school expectations, procedures, routines	Refusal to comply with an adult directive when safety is concerned	Collaboration/Citizenship
Mild horseplay (aggravating or annoying peers, running around, touching other people or their things)	Moderate horseplay (running, tripping, pushing, slapping, playing a prank on someone)	Possession of a weapon or illegal substance	Critical Thinking/Morals
Bickering and disagreements between students	Persistent or heated conflict between students that could lead to violence	Physical violence (hitting, kicking, biting, throwing dangerous items, etc.)	Collaboration/Citizenship
Gossiping/talking about other students	Moderate gossiping/verbal conflict (name calling, insults, rumor spreading, or exclusionary jokes)	Severe bullying (repeated threats or intimidation)	Compassion/Citizenship
Misuse of computer privileges (using games, email, videos, etc at an inappropriate time)	Repeated misuse of computer privileges (using games, email, videos, etc at inappropriate times)	Inappropriate use of a device (inappropriate material-vulgar, obscene, etc.)	Critical Thinking/Morals

Additional Options

Other options which may be used when students misbehave include counseling with a student or group of students, conferences with a parent or group of parents, assigning students additional work, or requiring a student to remain after regular school hours to do additional school work or missed school work when removed from the classroom.

Proactive Discipline

Edgewood Intermediate School believes that proactive learning results in positive growth toward correct behavior. EIS will provide programs to help develop positive discipline and good behavior models during the school year.

It is extremely important as parents to be fully informed about the guidelines set by a school corporation. Please be informed by reading the School Corporation Handbook and talk with your child about consequences. Be proactive in your child's education and support good behavior.

DISCIPLINE OPTIONS

The following is a brief summary of the disciplinary options which may be assigned to a student by the principal:

Detention/Lunch Detention/Half Day In-School Suspension

A teacher has the right to remove a student from his/her class or activity for the balance of the school day if there is a need to restore order to an atmosphere conducive to learning in the classroom for all students. If a student has a discipline problem in a class, in the cafeteria, at recess, or on any part of school property, the student may receive a Discipline Notice. The referral is sent to the principal who will then determine if a detention is to be served before school, after school, or during the school day.

In-School Suspension

In-school suspension (ISS) for 1-10 days is assigned by administration. Students who are given in-school suspension are given assignments by their classroom teacher to work on during the In-school suspension period. Students receive full credit for their work completed during this time. **STUDENTS ARE NOT PERMITTED TO ATTEND OR PARTICIPATE IN EXTRA-CURRICULAR OR SCHOOL SPONSORED ACTIVITIES FOR THE DAYS ASSIGNED IN SCHOOL SUSPENSION.**

Out of School Suspension

Out of School suspension for 1-10 days is assigned by the administration. Out of school suspension shall be made only after the principal has made a thorough investigation and has then determined that such suspension is necessary to prevent interference with an educational function or school purposes. **STUDENTS ARE NOT PERMITTED TO ATTEND OR PARTICIPATE IN EXTRACURRICULAR OR SCHOOL SPONSORED ACTIVITIES FOR THE DAYS ASSIGNED TO OUT OF SCHOOL SUSPENSION.**

EXPULSION FOR FIREARMS POSSESSION

Any student who is found to possess a firearm or a destructive device on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year.

SUSPENSION/EXPULSION FOR DRUGS

Any student who knowingly transfers prescribed medication or any drug will be given an informal hearing with the parent. If a student is suspended, parent(s) will be notified in writing, within five days of the reason for and the length of the suspension.

Edgewood Intermediate School follows the guidelines set by Richland-Bean Blossom Community School Corporation policy when following DUE PROCESS AND EXPULSION.

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of Edgewood Intermediate School. If there is a reasonable suspicion that the student is in violation of the law or school rules, the school will conduct a search with or without a student's consent.

Anything that is found in the course of the search that may be evidence of a violation will be held by school staff or law enforcement personnel. The school reserves the right to not return any of the items confiscated.

DRESS CODE

Our school administration and staff continue to encourage all students to dress in a fashion that reflects good taste and style appropriate for a school day. EIS will adhere to the corporation dress code expectations and consequences for violations.

Students that have questions about particular types or items of dress should talk with the principal or counselor.

BUS TRANSPORTATION

Students will ride the assigned bus to and from school daily unless parents provide transportation. All students are expected to follow the rules set by Richland-Bean Blossom Community School Corporation. The safety of all passengers is important. The following guidelines will be enforced for school bus safety:

1. Be early to the pick up area assigned
2. Stay off the road while waiting on bus
3. Do not move toward bus until fully stopped
4. Refrain from crossing road until signaled by driver
5. Go immediately to seat and sit correctly
6. Remain seated while bus is in motion
7. Keep head, hands, arms, and legs inside the bus at all times
8. Do not litter in the bus or throw anything from the bus
9. Keep books, coats and self out of the aisle
10. Do not touch or tamper with any of the bus equipment
11. Remain seated until the bus has stopped completely
12. Cross the road ten (10) feet in front of the bus

Bus Discipline Procedures

Bus drivers will contact parents if there is a problem with student behavior or safety. Parents and drivers must work together to achieve maximum safety for students. If problems persist, the student will receive a Bus Conduct form letting the principal know about an on-going problem. The principal will follow these procedures:

1. 1st Referral: Student conference
2. 2nd Referral: Assigned seating/Detention
3. 3rd Referral: Up to a 5 day suspension
4. 4th Referral: Up to a 10 day suspension
5. 5th & Subsequent Referrals: Suspension of bus privileges for up to 1 calendar year

A parent, student, bus driver, and principal conference may be required if problems persist.

The driver will not discharge a student at places other than their regular stop at home or at school unless s/he has proper notification from school officials. Parents must call or send a note if transportation arrangements are different from what is on the school form by 2:00 pm. Any notice of changes after 2:00 pm will not be honored. Emergency situations will be dealt with on an individual basis.

LATCH KEY

Edgewood Intermediate School has a before/after school extended care program. Parents may sign up for this with the Latch Key director. The cost is minimal for this service and all information will be provided by the director. EIS office staff can direct you to the person to contact for this service.

HIGH ABILITY PROGRAM

Richland Bean Blossom Community School Corporation believes in maximizing the development of each high ability student. Go to the www.rbbcsc.k12.in.us homepage for the High Ability handbook and programming information.

PARENT NIGHT

Parent night is during the first few weeks of school. It is very important to attend this meeting because it sets the guidelines and routine for students for the entire year. Parents need to be informed of what the expectations are for their child to be successful during the school year.

PROGRESS REPORTS AND CONFERENCES

Parent-teacher conferences will be conducted throughout the school year on designated Wednesdays. Report cards will be sent each nine week grading period.

STUDY TRIPS

Students are expected to follow all school procedures and guidelines when on study trips. Any student who does not comply and risks the safety of themselves or others will be sent home. Parents will be required to pick their child up from the location of the study trip.

PTO

The parent-teacher organization is vital in providing our students with the enriched experiences that a school budget cannot offer. These meetings are held once a month on a designated night in the school library.

BIRTHDAY INVITATIONS

Edgewood Intermediate encourages all parents to send invites to birthday parties by utilizing times/methods "outside" of the school day. We will not allow students to hand out birthday invitations at school. If you have a situation where you can not contact an individual that your student wants to invite, then contact the teacher directly and he/she can help arrange communication.

TITLE ONE SCHOOL PARENT INVOLVEMENT POLICY

Schools receiving Title 1 money are required annually to provide parents with information about their rights as a parent whose child is receiving services from a Title 1 staff member. EIS has a Reading Interventionist who is a certified teacher.

The curriculum for Title 1 students will be the same as the students at that grade level. The instruction may be individualized or in small groups, however, the expectations will be similar. Students will be expected to meet the state standards that are required by the state of Indiana.

DIBELSmClass and iReady benchmarking assessments are given two to three times per year and determine eligibility for Title 1 services and to monitor the student's progress.

RESPONSE TO INTERVENTION

Response to Intervention builds on the requirements of the "Every Student Succeeds Act" (ESSA). All EIS students are given DIBELSmClass and iReady assessments two to three times per year. All students are given a formal assessment of ILEARN or I AM in the spring of each school year. 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.
3. Provide a more practical method of identifying students as learning disabled. RTI is based on a 3-tiered model that monitors student progress on interventions, and uses this information to determine who is in need of more services.

Richland-Bean Blossom Community School Corporation

EDGEWOOD PRIMARY SCHOOL

Caring. Daring. Preparing.

"Home of the Ponies"

2024-2025 Student/Parent Handbook

Edgewood Primary School
7700 W Reeves Rd
Bloomington, IN 47404
Phone: (812) 876-9600
Fax: (812) 876-9611

Brenda Whitaker, Principal
Matt Wooden, Assistant Principal

June 6, 2024

Dear R-BB school board,

In addition to the date change on the handbook cover, please see the following proposed changes to the Edgewood Primary School handbook for your consideration. Minor formatting changes (adjusting spacing, capitalization, etc.) that did not involve text changes are not noted here.

Page	Existing Text	Proposed Text/Change
4	Certainly, if a child is ill, he/she should not be in school.	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.
5	The office will notify you by letter when 10 absences have occurred.	The office will notify you by letter when 10, 15, and 20 absences have occurred.
6	Please call the school office ***before 2:00 PM*** or send a note to your child's teacher if there is a change in normal transportation home.	Please call the school office ***before 2:00 PM*** if there is a change in normal transportation home.
6	You are welcome and encouraged to visit your school and observe its operation and activities. You must have a previously approved background check on file through our school corporation's SafeVisitor system.	To visit and/or volunteer at school, you must have a previously approved background check on file through our school corporation's SafeVisitor system.
7	Studies that compare recess/no recess generally find that children are more engaged if they have recess or other breaks	We need a doctor's excuse if your child misses outdoor recess for more than 3 days.

	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.	
8		Remove section about Library (no longer accurate).
8	Please ask your child's teacher if you wish to see a copy of their discipline policy.	Please ask your child's teacher if you wish to see a copy of their discipline procedures.
8	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	Remove this section. We do not use the language of "informal" and "formal" discipline and actual disciplinary measures are more broad and situation-specific than what is written here. Discipline protocols are addressed in the corporation handbook.

	consecutive school days.	
9	All RBB Edgewood students will receive breakfast at no cost!	All RBB Edgewood students may receive breakfast at no cost!
13-20	Student Health sections	This section has been reviewed by Lorna Dhom and Hana Dodds. Language was clarified from "24 hours" to "a full school day." Clarification was added that students should stay home while they have pending test results for a communicable disease or illness. Language was added to communicate that students may not bring medication to school and that it is destroyed at the end of the year by the corporation nurse if it is not picked up.
22	**Gender/Ethnic/Religious/Disability/Height/Weight Harassment** • verbal • nonverbal • physical	**Gender/Ethnic/Religious/Disability/Height/Weight Harassment** • verbal • nonverbal • physical contact
23	**Lockdown Drill** Lockdown drills are held once a semester at a minimum. These drills teach students to take safe	**ALICE Drill** 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.	actions in the event of an intruder in the building or similar scenario.
24	You can expect a monthly newsletter from the school stating what the students have done and will be doing.	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.
24	**The Richland-Bean Blossom Community School Corporation's Extended Day Program**	**The Richland-Bean Blossom Community School Corporation's Extended Day Program (Latch Key)**

Thank you for your consideration,

Matt Wooden
Assistant Principal
Edgewood Primary School

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 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

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 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.

GRADES (K-12) 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.

Absences

The office will notify you by letter when 10, 15, and 20 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. Absences over 20 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.

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. Since red drink stains carpets permanently, it 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, 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.

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 home 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.

(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.
- 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 100.4 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),
- 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.

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. Some medications may be kept with the student for self-administration, only if physician orders state they can do this and is agreed upon by the administration.

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.

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.

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.
- Children have the right to self-administer any emergency medication and carry this medication with them at all times if the student has an acute or chronic disease or medical condition and the student has been instructed on how to self-administer the medication. This requires a form completed by the parent and a form completed by the doctor (attached to the back of this handbook), and approved by administration. Parents assume legal responsibility for the medication (I.C. 20-33-8-13).

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 Drill

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 Drill

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.

Richland-Bean Blossom Community School Corporation

EDGEWOOD EARLY CHILDHOOD CENTER

Caring. Daring. Preparing.

Paths to QUALITY™

2024-2025 Parent/Student Handbook

Edgewood Early Childhood Center
7700 W. Reeves Rd.
Bloomington, IN 47404
Phone: 812-935-0160
Fax: 812-876-9603

Location		23-24	24-25
Page	Section	Old Statement	New Statement
1		2023-2024	2024-2025
3	Welcome	EECC is a Paths to Quality Level 3 preschool (in.gov/fssa).	EECC is a Paths to Quality Level 4 preschool (in.gov/fssa), and is accredited by the National Association for the Education of Young Children (NAEYC).
4	Enrollment	In addition, your student's birth certificate and immunization record are required before starting school at EECC.	In addition, proof of residency, your student's birth certificate and immunization record are required before starting school at EECC.
5	Assessment	Preschool students are assessed on these and other essential foundations at least quarterly. A	Preschool students are assessed on these and other early learning standards, three times each school year. Assessments are completed by classroom teachers with degrees in early childhood education, which includes training on how to assess young children. .
5	Assessment	(additional statement)	Families are always welcome to ask questions about assessment methods used with their children.
8	Health Policy	All medications must be checked in with the front office staff and will be stored in a secure location when not in use.	All medications must be checked in with the front office staff and will be stored in a secure location. (ie. a locked cabinet in the EPS Health Office, or a location that is out of reach of children if the medication needs to be readily available.) A doctor's note must be provided, stating the name of the medication and all directions for administering. Medication must be kept in the original container.
11	Tuition, Payment, and Fees	The current preschool tuition rate is $16.00/day for half-day students and $32.00/day for full-day students.	The current preschool tuition rate is $16.00/day for half-day students and $32.00/day for full-day Pre-K *4 by August 1st), and $35.00/day for full-day Preschool (3 by August 1st.)
11	Tuition, Payment, and Fees	Because EECC is a Paths to Quality Level 3 preschool	Because EECC is a Paths to Quality Level 4 preschool
14	Mandatory Reporting of Child Abuse or Neglect	None	In compliance with School Board policy and State statute, professional staff members are required to report to the proper legal authorities any sign of child abuse or neglect.

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Welcome!

We are thrilled to be your partners in early childhood education for your child. At Edgewood Early Childhood Center (EECC), the preschool program of the Richland-Bean Blossom (R-BB) Community School Corporation, we offer a play-based, child-centered place for children to develop a positive self-concept, the ability to problem solve and negotiate with their peers, and to engage in a variety of hands-on, language-rich activities that will establish the foundation for lifelong learning. EECC is a Paths to Quality Level 4 preschool (in.gov/fssa), and is accredited by the National Association for the Education of Young Children (NAEYC).

In addition to this handbook, additional information about district-wide protocol and procedures can be found in the Richland-Bean Blossom Community School Corporation handbook.

Our School Corporation: Caring, Daring, and 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.

At R-BB, 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

Edgewood Early Childhood Center Beliefs

- We believe that all children have the capacity to learn and grow as individuals.
- We believe that young children learn best by doing and through play.
- We believe that children learn through active involvement with their environment.
- We believe that each new experience adds to the learning process.

Enrollment

Current class offerings and enrollment information can be found on our corporation's website (www.rbbschools.net/enrollment) or by scanning the QR code below.

A non-refundable $125.00 deposit is due at the time of enrollment. This deposit will be applied to the first tuition payment(s) of your child's school year. In addition, proof of residency, your student's birth certificate and immunization record are required before starting school at EECC.

Curriculum and Instruction

At EECC, we use The Creative Curriculum from Teaching Strategies to help children master Indiana's Early Learning Foundations. The Creative Curriculum is a playful centers-based experience for children and their peers that creates a deep classroom community for learning and growth.

For more information about our curriculum, visit **teachingstrategies.com** or scan the QR code below.

For more information about Indiana's Early Learning Foundations, the standards the state recommends for kindergarten readiness, visit **doe.in.gov** or scan the QR code below.

Assessment

Edgewood Early Childhood Center, in collaboration with Edgewood Primary School, has identified seven essential foundations from the state of Indiana's Early Learning Foundations to prioritize and assess for all students. We want every student to be able to say, at a developmentally appropriate level, each of the following seven statements:

- "I can tell other people what I think and feel. I can understand others' feelings too."
- "I can take care of myself."
- "I can be safe at preschool."
- "I can keep going until I get it done."
- "I can follow directions."
- "I can name letters."
- "I can count and sort."

Preschool students are assessed on these and other early learning standards, three times each school year. Assessments are completed by classroom teachers with degrees in early childhood education, which includes training on how to assess young children. . Assessment is done through observation and student portfolios on each of these goals through observation and conversation; we avoid the use of testing methods that are not age-appropriate at EECC. Student growth is collected in portfolios of student work and/or through the use of Indiana's ISPROUT tool to help us assess a student's progress toward kindergarten.

EECC staff meets weekly to review student growth toward these seven goals and uses data collected to inform instruction in the classroom and overall program improvement. Parent-teacher conferences are offered in the fall to discuss student progress, and additional conferences can be scheduled as needed; a written assessment report is provided to parents in the Fall, Winter,

and Spring. Families are always welcome to ask questions about assessment methods used with their children.

Typical Daily Schedule

Our full-day classes meet from 8:45-2:50 each day.
Our half-day morning classes meet from 8:45-11:15 each day.
Our half-day afternoon classes meet from 12:30-2:50 each day.

EECC has a delayed start schedule on Wednesdays with classes beginning at 9:15.

While each classroom varies in its time spent at school (half day/full day, two/three/five days a week), some elements of our schedule are consistent for each class.

- Centers: Students participate in a wide variety of play-based classroom centers, including but not limited to centers for block play, dramatic and dress-up play, toys and games, art, sand and water, library, discovery and science, music and movement, cooking, technology, and outdoor play.
- Circle Time: Students form community in their classroom circles, a time to celebrate each other, hear stories, and share experiences.
- Rest: For full-day students, a rest time is provided. Some students sleep during this time, while others engage in restful activities like listening to stories or other calming exercises.
- Snack (and Lunch for Full-Day Students): This is a time for students to sit together and nourish their bodies. In addition, it is part of the way we build community and conversation in our classrooms. Current classroom snack policies are available by contacting your student's teacher or the preschool director.
- Outdoor/Gross Motor Play: Each day, students have multiple opportunities for gross motor play, outdoors when possible and indoors if not. We will be outdoors when the temperature/wind chill is twenty degrees or higher. We also might go outdoors in mildly inclement conditions (light rain, snow, etc.). Please dress your child appropriately for the weather each day.

Student Supervision

State licensing requirements allow up to a 12:1 student to staff ratio for environments with only students age four or older present. In environments where three year old students are present, the minimum student to staff ratio is 10:1. Our average student to staff ratio at Edgewood Early Childhood Center is between 4:1 and 6:1.

Our staff are required to supervise preschool students by sight and sound, although supervision for short intervals (no longer than ten minutes) by sound is permissible when staff is frequently checking on children who are out of sight (e.g. when a child is using the restroom independently). All staff supervising students independently have completed training regarding student safety.

Diapering/Restrooming

Students are not required to be toilet-trained to attend EECC. If a student wears diapers or another form of disposable undergarment, it is our policy that staff frequently check for and change wet/soiled diapers/undergarments, including but not limited to when children wake up from resting.

Staff and students are required to wash hands following diapering/restrooming, as well as before and after feeding a child, before and after administering medication (trained staff only), after handling garbage, and after cleaning.

Parents are responsible for providing all diapering materials, including diapers and wipes. EECC will provide gloves for staff to wear while changing diapers.

Health Policy

We are committed to providing a safe, healthy environment for each child and our staff. Staff and students should **not** attend preschool if, in the past 24 hours, they have any of the following symptoms or conditions:

- Fever (100.4 degrees or higher)
- Diarrhea
- Vomiting
- Undiagnosed rash
- Red eyes with discharge
- Discolored nasal discharge
- Severe cold or sore throat
- Any other contagious illness

Staff and children should not attend preschool until 24 symptom-free hours have passed without the use of over-the-counter and/or fever-relieving medications.

If a child exhibits these symptoms or conditions while at preschool, they will be cared for by the school health office until a parent/guardian is able to pick them up.

In the event of a serious injury, staff will contact emergency personnel, then immediately contact the family.

Additions or modifications to these procedures may be made in the event of unusual health situations.

Students are required to have an immunization record on file at EECC. Per national accreditation guidelines, it is our policy that a student who has not received the recommended number or types of vaccines for his or her age according to the current national and local immunization schedules (AAP) must remain out of school if a vaccine-preventable disease to which children are susceptible occurs in the program.

All medications must be checked in with the front office staff and will be stored in a secure location. (ie. a locked cabinet in the EPS Health Office, or a location that is out of reach of children if the medication needs to be readily available.) A doctor's note must be provided, stating the name of the medication and all directions for administering. Medication must be kept in the original container.

Behavior Support

Preschoolers are often entering an environment with peers outside their families for the first time. EECC teaches and encourages positive, prosocial behaviors through a variety of methods, including establishing classroom procedures together at the beginning of the year. We will demonstrate consistency in expectations related to these procedures, using positive language to remind students of procedures, giving clear choices when appropriate, redirecting students as needed, and collaborating with you and each other as a staff to best help students learn, understand, and follow

procedures. We help children learn how to express their emotions in a manner that is respectful to all: self, peers, and staff.

We model this respect in our interactions with each child and will never use any of the following in an effort to regulate a child's behavior.

- Physical punishment (e.g. shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, pulling of arms, hair, or ears, or requiring a child to remain inactive for a long period of time)
- Psychological abuse (e.g. shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection, seclusion)
- Coercion (e.g. rough handling such as shoving, pulling, pushing, grasping any body part; physical restraint such as forcing a child to sit down, lie down, or stay down except when restraint is necessary to protect the child or others from harm*; physically forcing a child to perform an action such as eating or cleaning up)

*In the rare event that physical restraint is necessary, restraint is performed only by staff members who have completed corporation-approved training regarding safe and appropriate restraint.

When our classroom community procedures are not followed or a child exhibits behaviors that are not respectful to the needs of self, peers, or staff, our role is to help children understand their emotions and actions, then regulate behavior. If a student demonstrates ongoing challenging behaviors that interfere with learning, development and success at play, are harmful to the child, other children, or adults, or puts a child at high risk for later social problems or school failure (e.g. hitting, biting, shoving, relational aggression, verbal bullying, tantrums, whining, testing limits, or refusal to follow directions or observe classroom rules), it is our policy to:

- Assess the function of and reason for the behavior
- Work with the student's family and our corporation's team of professionals to develop an individualized plan to address the behavior, including positive behavior support strategies as part of the plan (e.g. removing materials or modifying the classroom environment that triggers challenging behaviors, creating a predictable daily schedule so children know what to do and when to do it)

- Limit exclusion, suspension, and expulsion to situations in which the above interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child and is also in accordance with RBBCSC policies and federal and state civil rights laws.
- In the event of exclusion, EECC will assist families in accessing resources, services, and an alternative placement.

Parent-Teacher Contact

Parent-teacher conferences are held, at minimum, once a year and are also available as needed. If you have thoughts or questions regarding your child, please reach out first to your student's teacher. If you have additional questions that your child's teacher is not able to address, please contact the preschool director.

Transportation

Parents/guardians are responsible for transporting their children to and from EECC. Bus transportation is only available to students whose IEPs dictate the need for transportation services.

School Security: Building Entry and Child Pick-Up

Visitors to the building remain in our locked vestibule until granted access by front office staff. Anyone entering student areas of EECC including but not limited to classroom volunteers must complete the corporation's SafeVisitor protocols (including all necessary background checks) and receive subsequent approval from the preschool director. We welcome volunteers as needed by classroom teachers and school staff. If you are interested in volunteering, please contact your child's teacher or the preschool director to inquire about immediate or ongoing volunteer needs.

Any individual wishing to pick up a child from EECC must have been granted parent/guardian approval in our corporation's online student database prior to arrival at the school. If EECC staff has reason to doubt the safety of a child at pick-up, school staff will wait with the student until the student's safety can be assured.

Drop Off and Pick Up

Individuals dropping off students park in the circle drive in front of EECC and wait for the signal to exit their vehicles and escort their children to staff waiting at the front entry.

Individuals picking up students park in the circle drive in front of EECC and wait for the signal to exit their vehicles and retrieve their students from school staff and escort them back to their vehicles. Individuals picking up their students late are subject to a late pick up fee of $5 for every 5 minutes they are late.

Vehicles should be turned off and not be left idling while waiting for drop off and pick up.

At drop off, all children should remain seated and properly buckled until their vehicle is parked. At pickup, all children should be properly buckled before vehicles begin leaving the parking lot.

Tuition, Payments, and Fees

The current preschool tuition rate is $16.00/day for half-day students and $32.00/day for full-day Pre-K (4 by August 1st), and $35 for full-day Preschool (3 by August 1st). Because EECC is a Paths to Quality Level 4 preschool, tuition assistance is available for qualifying families through Indiana's On My Way Pre-K program (www.onmywayprek.org). Tuition is billed weekly and is automatically withdrawn each Friday from a provided checking account via our online billing system. Tuition payments must be current one week ahead of a student's attendance. In the event tuition payments fall two weeks behind, the student may be removed from the preschool program. A student may be re-admitted if there is available space in the class, payments are made current, and a $35 re-enrollment fee is paid. If, after re-enrolling, a two-week payment deficit should occur a second time, the student may not be permitted to enroll again during the same school year.

Tuition is charged for any day preschool services are offered to a child. Credits will be given in the event of two-hour delays or cancellations by the school corporation. In the event of a two-hour delay, full-day students will be credited $11.

A $75 materials fee is required at the start of the school year. This fee covers consumable art supplies and other materials used by your child during the school year. If your child qualifies for free/reduced lunch, this fee will be waived or reduced.

Any unpaid tuition or fees are subject to collection according to the R-BB Central Office procedures for collections.

Student Withdrawal

Please contact the preschool director if you plan to withdraw your student. Tuition will be charged until notification is given.

Breakfast, Lunch, and Snacks

Breakfast: Breakfast is available to half-day AM and full-day preschool students through the school cafeteria. Breakfast is an optional activity and students who do not eat breakfast from the cafeteria are not required to bring a breakfast from home. For the 2024-2025 school year, breakfast will be provided at no cost to families.

Lunch: Full-day students may bring a lunch to school or purchase lunch and/or milk from the school cafeteria. The cost of lunch is $2.55 and the cost of milk only is $0.45.

In order to purchase items from the school cafeteria, pre-pay on your student's account at **www.myschoolbucks.com**.

Guests may be able to join their students for lunch and should contact the preschool director for current procedures.

Snacks are served in the classroom. Food and drinks kept in the classroom are stored at the appropriate temperature and distributed is monitored by classroom staff. Expiration dates are monitored and expired food/drinks are discarded. All fruits and vegetables are washed thoroughly prior to serving. In the event that a child's food is warmed in a microwave (a practice only done in the event of need for a child's health and well-being), plastic or polystyrene (Styrofoam™) containers, plates, bags, or wraps are removed. For students with special feeding needs, EECC staff documents the type and quantity of food the child consumes and provides this information to the child's family.

Before and after each use, surfaces used for eating are cleaned first with soapy water and then through the use of a sanitizing spray, per state licensing regulations.

Weather Policies

We will participate in outdoor activities when the temperature or wind chill is twenty degrees or higher and in mildly inclement weather situations (such as light rain or snow). Please dress your child appropriately for the weather and provide two bagged sets of clothes to be kept onsite at all times.

EECC follows the R-BB calendar and will be closed when the district closes for inclement weather situations.

If R-BB closes school for the entire day, all preschool classes for that day will be canceled.

If R-BB institutes a two-hour delay, morning preschool classes will be canceled. Afternoon classes will not be affected by the delay.

Occasionally, the district needs to release students from school early in the event of severe weather. Please have a plan for your student in this event.

School delays, closings, and other important announcements are communicated by a recorded phone call from the superintendent, as well as postings on the corporation website.

Disaster Plans: Severe Storm, Fire, Lockdowns, Safe Harbor

In the event of a severe storm, children will be taken to a designated safe place.

In the event of fire, students will be escorted along a safe escape route to an outdoor area.

In the event of a soft lockdown, classroom activities continue as normal, but doors are secured and window blinds are closed. All students remain in the classroom.

In the event of a hard lockdown, students are gathered into an area of the classroom not easily seen through doors or windows. Doors are secured and window blinds are closed. Students remain silent.

In the event of a Safe Harbor evacuation, students are taken to a safe alternate location.

Drills for all disaster plans are practiced regularly. Maps of buildings and escape routes are posted in each classroom.

Mandatory Reporting of Child Abuse or Neglect

In compliance with School Board policy and State statute, professional staff members are required to report to the proper legal authorities any sign of child abuse or neglect.

13. Consideration of Agreement for RBB\Indiana University SMAHRT Grant Year 2

Richland-Bean Blossom Community School Corporation

EDGEWOOD SCHOOLS

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Memo to School Board Members

Jennifer Anderson, Director of Student Services

June 17, 2024, Board Meeting

Consideration of Agreement for RBB/Indiana University SMAHRT Grant Year 2:

I request approval of the agreement between RBBCSC and Indiana University School of Education. RBBCSC was awarded a $3.4 million School-Based Mental Health grant from the US Department of Education, submitted in collaboration with the University.

The attached agreement outlines the collaboration between RBBCSC and IU related to the U.S. Department of Education's (SMAHRT) grant awarded to RBBCSC. The services provided by IU will be paid for using the SMAHRT grant. This Agreement will be effective from January 1, 2024, through December 31, 2024. Thank you for considering this request. Ferguson Law has reviewed the agreement.

Sincerely,

Jennifer Anderson

Jennifer Anderson
Director of Student Services

Office for Research Administration
509 E. 3rd Street
Bloomington, IN 47401
Phone: (317) 278-3473
E-mail: IUAward@iu.edu

INDIANA UNIVERSITY IU NID# 202157 / IPID 00754653

AMENDMENT #1

This is an amendment to the Agreement for Research Services entered into by and between Richland-Bean Blossom Community School Corporation ("RBBCSC") and the Trustees of Indiana University ("University") with an effective date of January 1, 2023.

This Amendment revises the above-referenced Agreement as follows:

1. **Term.** The term of this Agreement is hereby extended for an additional 12-month period from the date of January 1, 2024, through December 31, 2024 ("Year 2").

2. **Payment.** $184,222 is hereby added to this Agreement in consideration for the Services.

All other terms and conditions remain the same.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment signed by their respective officers duly authorized as the date and year written.

TRUSTEES OF INDIANA UNIVERSITY	**SPONSOR**
Signed:_____ Date:_____	Signed:_____ Date:_____
Name: Joshua A. Eal	Name: Jerry Sanders
Title: Contract Officer	Title: Superintendent

14. Consideration of Contract of Anna Merrill, Ph.D.HSPP

Richland-Bean Blossom Community School Corporation
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Memo to School Board Members

Jennifer Anderson, Director of Student Services

June 17, 2024, Board Meeting

Consideration of Contract of Anna Merrill, Ph.D. HSPP:

I am asking for consideration for approval of the contract with Dr. Anna Merrill for services related to students' individualized education programs (IEP).

Dr. Merrill will provide clinical consultation, training and consulting with staff, assistance in the development of new student programs, and observation of current and future RBB student programs as well as other services as assigned that are aligned with the purpose of clinical consultation.

Dr. Merrill comes highly recommended and has been recognized as a leader in the field of autism and related neurodevelopmental disabilities. She is the Clinical Director for the IU Learning and Developmental Evaluation Clinic and an Affiliated Faculty member with the IU School Psychology program.

Services will be paid for from the Medicaid or Part B funds. The contract has been reviewed by the special education attorney, Jessica Heise of Imprint Legal Group.

Sincerely,

Jennifer Anderson

Jennifer Anderson
Director of Student Services

Superintendent · Dr. Jerry Sanders · jsanders@rbbschools.net
Board Members · Mr. Larry DeMoss · Mr. Jimmie Durnil · Mrs. Angie Jacobs · Mr. Dana Robert Kerr · Mr. Brad Tucker

600 South Edgewood Drive · Ellettsville, IN 47429 (812) 876-7100 · www.rbbschools.net

This Personal Services Contract ("Contract") is entered into on the date signed below between Richland Bean Blossom School Corporation ("RBB") and Anna Merrill Ph.D. HSPP ("Contractor").

Whereas, RBB seeks to hire Contractor in an at-will contracted relationship for the following purpose as assigned by the Special Education Director:

- Clinical consultation, including but not limited to observation at ABA centers or day treatment centers, review of student evaluations and documents, and active consultation with staff, students, and families in RBB schools or other agreed upon locations, to determine appropriate education and emotional and behavioral health approaches.

- Training and consulting with RBB administration and teachers regarding student emotional and behavioral health.

- Assistance in development of new student programs and observation of current and future RBB student programs.

- Other services as assigned by RBB, aligned with the purpose of clinical consultation.

Now, therefore, in consideration of the premises and of their mutual covenants and Contracts set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. At-Will Contractual Relationship. RBB hereby agrees to employ Contractor in the position described above, and Contractor accepts such Contracted position. Contractor specifically acknowledges and agrees that the Contractual relationship is on an at-will basis, and that either party may terminate this relationship at any time for any reason, with or without cause or prior notice. Nothing in this Contract shall be interpreted to create any Contractual relationship other than at-will.

2. Term. The term of Contract shall continue on an as-needed basis until terminated for any reason by either party and without prior notice.

3. Warranties and Indemnities. Contractor warrants that Contractor is not a party or subject to any restrictive covenant, contract, or other Contract limiting or otherwise adversely affecting Contractor's Contract with RBB. Contractor agrees to indemnify and hold RBB harmless from any and all suits, claims, or damages arising from any such restrictive covenant, contract, or other Contract.

4. Manner of Performance. Contractor shall at all times devote Contractor's full working time, best efforts, ability, skill, and attention exclusively to the furtherance of the best interests of RBB when engaged in duties as assigned by RBB.

5. Compensation. While employed by RBB, Contractor shall be paid at the rate of $195 per hour, for no more than ten (10) hours per week for thirty-six (36) weeks concordant with the school schedule. Adjustments to Contractor's compensation may be made from time to time in the sole discretion of RBB.

6. Attorney Fees. If any action, at law or in equity, including an action for declaratory relief, is brought to enforce or interpret this Contract, RBB shall be entitled to recover reasonable attorney fees from Contractor, in addition to any other relief that may be awarded.

7. Severability. The invalidity or unenforceability of any term, provision, clause or portion thereof, of this Contract shall in no way impair or affect the validity or enforceability of any other provision in this Contract.

8. Governing Law and Venue. This Contract shall be governed by the laws of the State of Indiana. The parties agree the venue for any dispute shall be the courts with jurisdiction in Monroe County, Indiana.

9. Entire Contract. This Contract contains the entire Contract of the parties and any modification or amendment of the terms hereof shall be in writing.

10. Binding Effect. This Contract shall be binding upon the parties hereto, their successors and assigns, and to the estate, heirs, legatees, executors, administrators and beneficiaries of the parties.

11. Modification. No modification, renewal, extension, or termination of this Contract or any provision herein contained shall be binding upon the party against whom enforcement of such modification, renewal, extension, or termination is sought, unless it is made in writing and signed on its behalf by its duly authorized officer or representative.

12. Interpretation. The parties acknowledge and agree that this Contract shall not be interpreted in favor of or against any party because of such party's ability or inability to control the drafting of this Contract.

13. Attorney Review. Both parties acknowledge they have been advised to seek the advice of an attorney and to have an attorney review this Contract on their behalf. This Contract shall not be considered to have been written by one party or otherwise be construed against either party based on authorship.

IN WITNESS WHEREOF, the parties have executed this Contract on the date below:

Richland Bean Blossom School Corporation

Signature _____

Printed Name _____

Title _____

Date _____

Contractor Anna Merrill, PhD, HSPP

Signature [signature], PhD, HSPP

Printed Name Anna Merrill, PhD, HSPP

Date _____

Richland-Bean Blossom Community School Corporation

EDGEWOOD SCHOOLS

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Superintendent · Dr. Jerry Sanders · jsanders@rbbschools.net
Board Members · Mr. Larry DeMoss · Mr. Jimmie Durnil · Mrs. Angie Jacobs · Mr. Dana Robert Kerr · Mr. Brad Tucker

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15. Consideration of Agreement for MOU First Steps-Southeast

Richland-Bean Blossom Community School Corporation
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Memo to School Board Members

Jennifer Anderson, Director of Student Services

June 17, 2024, Board Meeting

Consideration of Agreement for MOU First Steps-Southeast:

I am requesting approval for the Memorandum of Understanding (MOU) with First Steps Southeast. First Steps and RBB collaborate to offer coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start.

The MOU with First Steps is renewed every two years, and there have been no changes from the last MOU written in 2022. Jessica Heiser, a special education attorney with Imprint Legal Group, has reviewed the MOU.

Sincerely,

Jennifer Anderson

Jennifer Anderson

MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS – SOUTH EAST
And
RICHLAND-BEAN BLOSSOM SCHOOLS

The **PURPOSE** of this Memorandum of Understanding (MOU) is to ensure that the parties to the MOU, First Steps South East and Richland-Bean Blossom Community School District, work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures these entities implement federal, state and local regulations in an appropriate and timely manner.

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, which means the written plan for for providing early intervention services to an infant or toddler with a disability and the infant's or toddler's family that meets the requirements of 34 CFR § 303.20.
IEP: Individualized Education Program, which means a the written document, developed, reviewed and revised by a case conference committee in accordance with IDEA and Article 7 that describes how a student will access the general education curriculum, if appropriate, and the special education and related services needed to participate in the educational environment.
Case Conference: Meetings between Part B school personnel and parents who may be receiving Part B services to discuss a child's individualized educational program
Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

Part C Partner: First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays
Part B Partner: Richland-Bean Blossom Community School District,, the lead educational agency (LEA) for children ages 36 months and up who qualify for the Early Childhood Program in the Special Educational Planning District in which the child resides
Head Start: Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families
Other Community Partners: Generally local preschools or child care representatives who will work with transition partners to ensure ongoing services and supports.

MUTUAL OBLIGATIONS OF PARTNERS

By executing this MOU,, the parties agree to follow the timelines established below in the ***Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start.***

Additionally, the Parties shall follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #00000000000000000000021429 executed August 3, 2017.

Finally, Parties agree to honor the following requirements of the participating partners:

- The Department of Education requirements set forth under Special Education Rules Title 511, IAC 7-36-2 and 7-43-2, December 2014
- First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-3 (Local Planning and Coordinating Council Responsibilities)
- First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-4 (Service Coordinator Responsibilities)
- Head Start requirements set forth under Head Start Performance Standards on Community Partnerships and on Services for Children with Disabilities (45 CFR Parts 1304.41 and 1308)

MEMORANDUM OF UNDERSTANDING

TRANSITION FROM EARLY INTERVENTION (Part C)
TO PRESCHOOL SPECIAL EDUCATION (Part B) and/or HEAD START

Local Transition Working Procedures, Timelines and Responsibilities

The following chart sets forth the agreed upon working procedures, timelines and responsibilities for all partners:

Process	**Time Line**	**Person(s) Responsible**	**Procedures**
Intake Notification	Upon Enrollment	First Steps Service Coordinator	o Begin to discuss transition procedures and timelines with family.
IFSP Reviews	Quarterly	First Steps Service Coordinator	o Continue discussion on transition procedures and timelines with family.
30 Month Notification	Monthly	SPOE Director	o Transmit electronically, upon receipt, state generated 30-month child find information (child's name and date of birth, with referral and IFSP dates) to the Special Education Contact Person of the public school of record.
UPON RECEIPT	30 months (or upon	First Steps Service Coordinator	o Discuss parent rights and confidentiality. o Continue to discuss transition options, procedures, and timelines with families and provide families with

	enrollment if after 29 months)		detailed information about available resources and training opportunities to help with transition. o Obtain signed *General Reciprocal Consent to Release and Share Information* for LEA, Head Start, and/or other appropriate transition partner. o Complete with required information (with consent) *First Steps 30 Month Notice to LEA* and send copy with copy of release to Preschool Coordinator. o Forward copies of the IFSP, current assessment and progress reports, and other information (with release) helpful to evaluation to the Preschool Director.
Transition Conferenc e	270-90 days prior to third birthday (To accommod ate school staffing schedules in the summer, children with birthdays in June through September may need to have transition meetings scheduled before March 1st in order to allow school personnel to schedule an evaluation of the student, conduct the evaluation and hold a case conference	First Steps Service Coordinator --- LEA Coordinator --- Head Start Representati ve	o Schedule a transition meeting with the family and Preschool Director at a mutually convenient time and location. o Invite a representative from Head Start or representatives from other community options whenever other services could be a viable option (with consent). o Include invitation at parent's discretion to service providers and others. o Forward (with consent) any new information regarding the IFSP, current assessment and progress reports, including the transition plan, and other information helpful to evaluation to the Preschool Director and/or to Head Start Representative, when appropriate. o Send written prior notice for meeting to all participants. --- o Discuss parent rights, eligibility requirements, evaluation processes, and available services if the student is determined eligible. o Begin to determine evaluation needs. o Obtain signatures for release of information (if needed) and arrange on-site visit to program if transition meeting is not to be held at the classroom site. --- o Discuss the Head Start program and eligibility for Head Start services.

	prior to the school's summer break) (To accommodate school staffing schedules in the summer, children with birthdays in October may need to have transition meetings scheduled closer to the 270 days to allow school personnel to be present at the meeting)		
Evaluation	33-36 months (To accommodate school staffing schedules in the summer, children with birthdays in June through September will need to have transition meetings	First Steps Service Coordinator --- LEA Coordinator	o Forward to appropriate transition partner, including Head Start, any updated evaluations or information regarding actions taken related to this child. --- --- o Schedule and perform developmental or speech assessment with family, when appropriate. o Invite Service Coordinator, when appropriate. o Invite others at parent's discretion. o Inform Service Coordinator of status of child. (with consent)

	scheduled before March 1st to allow school personnel to schedule an evaluation of the student, conduct the evaluation and hold a case conference prior to the school's summer break		
Case Conference	Prior to child's 3rd birthday	LEA Coordinator	o Schedule a case conference with family to discuss educational evaluation, eligibility, educational needs, to develop goals/objectives, and to determine appropriate program based on rules in Indiana Article 7. o Invite Service Coordinator and/or Head Start Representative. o Invite First Steps providers at parent's discretion. o Inform Service Coordinator of status of child. (with consent)

IMPLEMENTATION, MONITORING/TRACKING, AND EVALUATION OF AGREEMENT

The MOU will undergo ongoing monitoring by the Partners and the Local Planning Coordinating Council. Formal evaluation of the agreement will take place annually by May of each year, using the criteria set forth by the Indiana Transition Team.

Partners will be provided with copies of the MOU, ensure distribution to appropriate staff members, and provide initial staff training.

Ongoing monitoring between the Partners will determine when to offer additional trainings or meetings to address concerns. Special education will track and monitor the statistics required by the State DOE. First Steps performs quarterly reviews of records to determine if the 90 day transition conference was held on time and the LEA representative was present. The information from reviews of records, surveys, interviews, and DOE statistics is reviewed annually to see if the transition process needs to be modified.

First Steps staff is responsible for setting up local roundtable discussions with individual partners. These individual meetings are scheduled whenever concerns are identified and at a minimum on a biannual basis.

INTERAGENCY DISPUTE PROCESS

Procedures to resolve local conflict outlined in the ***Indiana Interagency Memorandum of Agreement*** *(Section VII, Local Level)* will be followed:

> *A discussion will be initiated at the local level between all the involved agencies. If resolution is not achieved at the local level, a written complaint will be initiated by the aggrieved agency within 5 working days of the date of the local level meeting to staff of the aggrieved agency's state level agency with a copy to the other involved agency(s). The written communication should include the conflict, proposed action, and a summary of factual, legal and policy grounds.*

DATES AND DURATION OF AGREEMENT

The extended MOU will begin July 1, 2024, and will remain in effect until June 30, 2026.

CONFIDENTIALITY OF INFORMATION

All parties will maintain the confidentiality of the children's education records and personally identifiable information. The requirements of this Section shall survive any termination of this MOU.

MODIFICATION OF MOU

No modification of any of the terms and conditions of this MOU shall be effective unless such modification is expressed in writing and signed by each of the parties. This MOU may be amended only in writing signed by each of the parties. No course of prior dealings between the parties and no use of trade shall be relevant or admissible to supplement, explain or vary the terms of this MOU, whether the same be consistent with the terms of this MOU or otherwise.

WAIVER

No waiver of any breach of any provision of this MOU shall operate as a waiver of such provision of this MOU or as a waiver or subsequent or other breaches of the same or any other provisions of this MOU, nor shall any action or non-action by either party be construed as a waiver of any provisions of this MOU or of any breach thereof unless the same has been expressly declared or recognized as a waiver by such party in writing.

EQUAL OPPORTUNITY IN EMPLOYMENT AND EDUCATION

Each party affirms their commitment to equal education and employment opportunity in providing coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start and in the provision of any services under the Partners respective agencies. No person will be denied participation in whole or in part based upon a criterion that is contrary to Indiana or federal law.

GOVERNING LAW

This MOU shall be governed by and construed in accordance with the laws of the State of Indiana without regard to conflicts of laws principles.

MISCELLANEOUS

Each party shall perform this MOU in full compliance with any and all applicable federal, state and local laws, statutes, regulations, and/or ordinances. If any part, term or provision of this MOU shall be held void, illegal, unenforceable, or in conflict with any law of a federal, state, or local government, having jurisdiction over this MOU, the validity of the remaining portions or provisions shall not be affected thereby. This MOU may not be assigned or otherwise transferred by either party, in whole or in part, without the express prior written consent of the other party, which consent shall not reasonably be withheld. This MOU shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

SIGNATURES

By signing this MOU, the parties agree to follow the timelines established in this MOU. The undersigned signatories acknowledge they have read and agree with this MOU and they are the duly authorized representatives as of the respective Partners.

_____

Part B (Preschool Special Education Services) Representative Signature

_____

Date

_____

Print Name

_____

Part B Representative School System

_____

Date

_____

Print Name

Part C (Early Intervention Service-First Steps)

_____

Date

_____

Print Name

16. Consideration to Approve Agreement with Edgewood CrossFit

Richland-Bean Blossom Community School Corporation

EDGEWOOD SCHOOLS

Caring. Daring. Preparing.

June 13, 2024

Re: Edgewood CrossFit

Dear Dr. Sanders and the RBBCSC Board of School Trustees,

We are excited about a new opportunity for Edgewood Junior High School students and RBBCSC faculty for the 2024-25 school year. Randi Jackson, an Edgewood parent and Hoosier CrossFit trainer, has recently been approved for a new non-profit organization called Edgewood CrossFit. With this new partnership between Edgewood CrossFit and Edgewood Schools, we will be able to offer after-school opportunities for students to be involved in strength training, improve cognitive abilities, and build community with the school. We want to assure you that safety is our top priority. All training sessions will be supervised by certified trainers, and the equipment will be regularly inspected and maintained. In addition, Josh Sparks, an EJHS PE teacher, will use this equipment during FLEX time of the school day to engage even more students in this strength and conditioning program.

The financial aspect of this program is designed to be free of charge for all participants and the school corporation. We are currently in the process of qualifying for the Youth Adolescent Physical Activity grant, which, if successful, will cover the cost of all the necessary equipment. Additionally, Randi Jackson has secured a partnership with a flooring company that is interested in providing rubber tiles for the training space. The remaining funds will be generated through CrossFit donation activities, community events, and donations. We are confident that this funding model will ensure the program's sustainability without burdening the school's budget.

We ask you to approve the memorandum of understanding between RBBCSC and Edgewood CrossFit and, if you wish, actively participate in one of the after-school classes with our staff and students. Your presence and involvement would not only demonstrate your support for this initiative but also inspire our students and staff, showing them the importance you place on their well-being and development.

Best,

Jennifer Barrett

Director of Teaching, Learning & Ready Schools

Superintendent · Dr. Jerry Sanders · jsanders@rbbschools.net
Board Members · Mr. Larry DeMoss · Mr. Jimmie Durnil · Mrs. Angie Jacobs · Mr. Dana Robert Kerr · Mr. Brad Tucker

600 South Edgewood Drive · Ellettsville, IN 47429 (812) 876-7100 · rbbschools.net

AGREEMENT BETWEEN EDGEWOOD CROSSFIT, INC. AND RICHLAND-BEAN BLOSSOM COMMUNITY SCHOOL CORPORATION

THIS AGREEMENT ("Agreement") is entered into by and between EDGEWOOD CROSSFIT, INC., an Indiana nonprofit corporation, with its principal offices at 3910 N. Starnes Rd., Bloomington, IN, 47404 ("Edgewood CrossFit"), Randi Jackson ("Jackson"), and RICHLAND- BEAN BLOSSOM COMMUNITY SCHOOL CORPORATION with its administrative offices at 600 S. Edgewood Dr., Ellettsville, IN 47429 ("RBBCSC").

RECITALS:

WHEREAS, Edgewood CrossFit wishes to offer CrossFit-based fitness classes to RBBCSC's students and staff outside of instructional hours; and

WHEREAS, Randi Jackson ("Jackson") is a certified CrossFit affiliate and director of Edgewood CrossFit; and

WHEREAS, RBBCSC desires to provide its students and staff the fitness opportunities offered by Edgewood CrossFit and Jackson; and

WHEREAS, the Parties now wish to memorialize their understandings and agreements in writing.

NOW, THEREFORE, in consideration of mutual covenants contained herein, the parties agree as follows:

1. FITNESS CLASSES. Edgewood CrossFit may utilize RBBCSC's facilities to provide fitness classes at locations and times approved by RBBCSC. The fitness classes will be offered free of charge to participants and will be open to interested RBBCSC staff and students over the age of 10. Edgewood CrossFit may accept donations made by participants. All Edgewood CrossFit classes will be taught by Jackson, unless prior written approval for another instructor is obtained from RBBCSC.

2. EDGEWOOD CROSSFIT AND JACKSON RESPONSIBILITIES. While such fitness classes are offered at RBBCSC, Edgewood CrossFit and Jackson agree:

    a. Jackson will maintain her status as a CrossFit affiliate.

    b. Jackson will conduct herself in a manner consistent with RBBCSC policies, including but not limited to procedures for reporting child abuse and neglect and building security issues.

c. Jackson will provide RBBCSC with an expanded criminal history background check and an expanded child protection index check that complies with RBBCSC's policies.

d. Edgewood CrossFit shall obtain waivers and releases from all participants in the fitness classes using the form provided by RBBCSC or other form approved by RBBCSC.

e. Edgewood CrossFit, at its sole cost and expense, shall either procure and maintain policies of comprehensive general liability insurance and automobile liability insurance for each occurrence of bodily injury and property damage with limits of at least One Million Dollars ($1,000,000) combined single limit liability per occurrence with the companies acceptable to RBBCSC. RBBCSC shall be named as an additional insured for the general liability and automobile liability policies.

f. Edgewood CrossFit and Jackson shall indemnify, defend, and hold harmless RBBCSC and its officers, directors, members, employees, representatives, attorneys, agents and affiliates from and against any and all losses liabilities, judgments, actions, causes of action, damages, claims, demands, costs, obligations, deficiencies and expenses (including interest, penalties and attorney's fees and expenses) which arise out of, result from, or relate to Edgewood CrossFit's and/or Jackson's provision of fitness classes under this Agreement, that give rise to a claim by a third party against RBBCSC.

3. SCHOOL CORPORATION DUTIES AND RESPONSIBILITIES. While such fitness classes are offered at RBBCSC, RBBCSC agrees it will provide access to designated facilities to Edgewood CrossFit and Jackson for the purposes outlined in this Agreement.

4. EDGEWOOD CROSSFIT EQUIPMENT. Edgewood CrossFit may permit RBBCSC to utilize its equipment during weight lifting and physical education instructional time. To the extent RBBCSC utilizes equipment belonging to Edgewood CrossFit during school instructional time, RBBCSC shall be responsible for the student and staff use of such equipment. RBBCSC shall repair or replace any equipment damaged during instructional time by RBBCSC, its staff or students. RBBCSC shall indemnify, defend, and hold harmless Edgewood CrossFit, Jackson, and their officers, directors, members, employees, representatives, attorneys, agents and affiliates from and against any and all losses liabilities, judgments, actions, causes of action, damages, claims, demands, costs, obligations, deficiencies and expenses (including interest, penalties and attorney's fees and expenses) which arise out of, result from, or relate to RBBCSC's use of Edgewood CrossFit's equipment during instructional time, that give rise to a claim by a third party against Edgewood CrossFit.

5. TERM AND TERMINATION. This Agreement may be terminated at any time by written notice to the other party. The indemnifications provided in this Agreement shall survive termination.

6. RELATIONSHIP OF THE PARTIES. Notwithstanding any provision to the contrary contained herein, no relationship of employer and employee, partnership, or joint venture is created by this Agreement. Neither Edgewood CrossFit nor Jackson shall not have any claim to retirement benefits, Social Security, Workers' Compensation, disability or unemployment insurance benefits or employee benefits of any kind.

7. ENTIRE AGREEMENT. This Agreement supersedes all previous contracts or agreements between the parties with respect to the same subject matter and does constitute the entire Agreement between the parties and neither Edgewood CrossFit and Jackson nor RBBCSC shall be entitled to benefits other than those herein specifically enumerated.

_____ _____

RANDI JACKSON **Date**

EDGEWOOD CROSSFIT, INC.
By:

_____ _____

Randi Jackson, Director Date

RICHLAND-BEAN BLOSSOM COMMUNITY SCHOOL CORPORATION
The Board of School Trustees of Richland-Bean Blossom Community School Corporation approved this agreement in a regular meeting held on the 17th day of June, 2024.

_____
Dana Kerr, President

ATTEST: _____
Larry DeMoss, Secretary

EDGEWOOD CROSSFIT
LIABILITY WAIVER

Participant Name: _____ Date of birth: _____
Address: _____ Phone: _____
Emergency Contact: _____ Emergency Phone: _____

I am participating in one or more Edgewood CrossFit classes ("Fitness Classes") offered by Edgewood Crossfit, Inc. and taught by certified coach, Randi Jackson ("Jackson"), at a designated location(s) at Richland-Bean Blossom Community School Corporation ("RBBCSC"). I acknowledge and agree:

1. I understand that Jackson is not an employee of RBBCSC. RBBCSC did not create and is not responsible for the training methods and techniques used by Jackson or Edgewood Crossfit, Inc.

2. Participation in Fitness Classes carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I understand that there is an inherent risk of injury when choosing to participate in any physical exercise, sport, wellness, and/or recreational activities. My participation in Fitness Classes is a voluntary activity in all respects and I assume all risks of injury and illness that may result from such participation.

3. As the participant, I recognize and acknowledge that there are risks of physical injury and I agree to assume the full risk of any injuries (including death), damages, or loss which I may sustain as a result of participating in Fitness Classes.

4. I do hereby fully release and discharge Jackson, Edgewood Crossfit, Inc., RBBCSC, and their respective agents, officers, and employees (collectively, the "Released Parties") from any and all liability, claims, and causes of action from injuries or illness (including death), damages or loss which I may have and waive any which may accrue to me on account of participation in Fitness Classes. This is a complete and irrevocable release and waiver of liability. I covenant not to sue the Released Parties for any alleged liabilities, claims, or causes of action released hereunder.

5. I further agree to indemnify and hold harmless the Released Parties from any and all claims resulting from injuries or illness (including death), damages, or loss, including, but not limited to attorneys' fees, sustained by me arising out of, connected with, or in any way associated with, my participation in Fitness Classes.

6. I consent to receive physical assistance and/or adjustments to my body posture during Fitness Classes unless I alert the instructor otherwise. I further consent to receipt of first aid in the event I suffer injury or illness while participating in Fitness Classes.

7. This release and waiver is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion hereof is held invalid, it is agreed that the balance shall continue in full legal force and effect.

I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue**. I acknowledge that I am signing the agreement freely and voluntarily, **and intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law. I understand that my signed waiver will be retained in my employee personnel file. This document is binding upon me and my heirs, children, wards, personal representatives and anyone else entitled to act on my behalf.

_____	_____	_____
Signature of Participant	Printed Name	Date
_____	_____	_____
Signature of Parent or Guardian	Printed Name	Date

17. Consideration to Approve Chair Lift Repair Agreement with TKE

Memo to Board Members

Matt Irwin, Assistant Superintendent - RBBCSC

June 17th, 2024 Board Meeting

Consideration to Approve Lift Repair Quote with TKE

This agenda item became necessary because the wheelchair lifts at the elementary schools that take a person up on the stage stopped functioning. The quote to fix this is well below our board approval purchasing threshold, but it came with a long list of terms and conditions that Ferguson Law felt like constituted an agreement. We have an elevator servicing contract with TKE and Arnold is satisfied with their performance and responsiveness. We got this quote right before needing to submit the board packet so we are asking for this to be approved pending satisfactory language changes with Ferguson Law.

Repair Work Order

May 31, 2024

Edgewood Primary School

Purchaser:	Richland Bean Blossom Comm Schools Corp	Location:	Edgewood Primary School
Address:	600 S Edgewood Dr Ellettsville, IN 47429-1134	Address:	7700 W Reeves Rd Bloomington, IN 47404-9161

Purchaser authorizes TK Elevator Corporation (referred to as "TK Elevator" hereafter) to perform the following work on the equipment and at the location described above, in exchange for the sum of **Five Thousand Seven Hundred Thirty Five Dollars and Sixty Three Cents ($5,735.63)** pursuant to the terms and conditions contained in this Work Order (the "Work Order"). Until Purchaser provides an applicable and properly completed tax exemption certificate, Purchaser will be billed not only the price set forth in this Work Order but also all applicable sales tax.

Summary:

Elevator	Description	Repair category
XPress II	Variable Frequency Drive	Obsolete or Modernization

For further information, please see a detailed Scope of Work on the pages that follow.
Recommended by Service Technician: Douglas Schroeder

In the event you have any questions regarding the content of this Work Order please contact me at +1 317 8417023.

We appreciate your consideration.

Regards,

Nick Zoellner
TK Elevator Corporation
8665 Bash St
Indianapolis IN 46256
nick.zoellner@tkelevator.com |+1 317 8417023

Notice:
No permits or inspections by others are included in this work, unless otherwise indicated herein. Delivery and shipping is included. All work is to be performed during regular working days and hours as defined in this Work Order unless otherwise indicated herein.

Repair Work Order

Scope of Work

TK Elevator will furnish and install a variable frequency drive. We will then test the unit for proper operation and return the unit to service.

Payment Terms

100% of the price set forth in this Work Order will be due and payable as an initial progress payment within 10 days from TK Elevator's receipt of a fully executed copy of this Work Order. This initial progress payment will be applied to any applicable project management, permits, engineering, drawings and material procurement. Material will be ordered once this payment is received and the parties have both executed this Work Order.

The remaining 0% of the price set forth in this Work Order and any fully executed change orders shall be due and payable at the time TK Elevator commences the work described in the Work Order. TK Elevator's receipt of this final payment is a condition precedent to TK Elevator's return of the equipment described in this Work Order to the full operation and use and Purchaser agrees to waive any and all claims to such operation and use until such time as that payment is made in full.

Purchaser agrees that TK Elevator shall have no obligation to complete any steps necessary to provide Purchaser with full use and operation of the affected elevator(s) until such time as TK Elevator has been paid 100% both of the price reflected in this Work Order and for any other work performed by TK Elevator or its subcontractors in furtherance of this Work Order. Purchaser agrees to waive any and all claims to the turnover and/or use of that equipment until such time as those amounts are paid in full. TK Elevator reserves the right to assign payments owed to TK Elevator under this Work Order.

Work order price:		$5,735.63
Initial progress payment:	(100%)	$5,735.63

Repair Work Order

if damages are caused by Purchasers or individuals within Purchaser's control



Terms and Conditions

TK Elevator does not assume any responsibility for any part of the vertical transportation equipment other than the specific components that are described in this Work Order and then only to the extent TK Elevator has performed the work described above.

No work, service, examination or liability on the part of TK Elevator is intended, implied or included other than the work specifically described above. It is agreed that TK Elevator does not assume possession or control of any part of the vertical transportation equipment and that such remains Purchaser's exclusively as the owner, lessor, lessee, possessor, or manager thereof.

Unless otherwise stated herein, TK Elevator's performance of this Work Order is expressly contingent upon Purchaser securing permission or priority as required by all applicable governmental agencies and paying for any and all applicable permits or other similar documents.

It is agreed that TK Elevator's personnel shall be given a safe place in which to work. TK Elevator reserves the right to discontinue its work in the location above whenever, in its sole opinion, TK Elevator believes that any aspect of the location is in any way unsafe until such time as Purchaser has demonstrated, at its sole expense, that it has appropriately remedied the unsafe condition to TK Elevator's satisfaction. Unless otherwise agreed, it is understood that the work described above will be performed during regular working days and hours which are defined as Monday through Friday, 8:00 AM to 4:30 PM (except scheduled union holidays). If overtime is mutually agreed upon, an additional charge at TK Elevator's usual rates for such work shall be added to the price of this Work Order.

In consideration of TK Elevator performing the work described above Purchaser, to the fullest extent permitted by law, expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit TK Elevator, its employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings made or brought against TK Elevator, its employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death that are alleged to have been caused by Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the vertical transportation equipment that is the subject of this Work Order, or the associated areas surrounding such equipment. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death is determined to be caused by or resulting from the negligence of TK Elevator and/or its employees. Purchaser recognizes, however, that its obligation to defend TK Elevator and its employees, officers, agents, affiliates and subsidiaries under this clause is broader and distinct from its duty to indemnify and specifically includes payment of all attorney's fees, court costs, interest and any other expenses of litigation arising out of such claims or lawsuits.

Purchaser expressly agrees to name TK Elevator along with its officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure TK Elevator, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph, and for claims and/or or losses arising from the negligence or legal responsibility of TK Elevator and/or its officers, agents, affiliates and subsidiaries. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives the right of subrogation.

except those caused by or resulting from the negligence of TK Elevators and/or i ts employees

TK Elevator shall not be liable for any loss, damage or delay caused by acts of government, labor, troubles, strikes, lockouts, fire, explosions, theft, riot, civil commotion, war, malicious mischief, acts of God, or any cause beyond its control. TK Elevator Corporation shall automatically receive an extension of time commensurate with any delay regarding the work called for in this Work Order.

Should loss of or damage to TK Elevator's material, tools or work occur at the location that is the subject of this Work Order, Purchaser shall compensate TK Elevator therefor, unless such loss or damage results solely from TK Elevator's own acts or omissions.

If any drawings, illustrations or descriptive matter are furnished with this Work Order, they are approximate and are submitted only to show the general style and arrangement of equipment being offered. Work Order.

Purchaser shall bear all cost(s) for any reinspection of TK Elevator's work due to items outside the scope of this Work Order or for any inspection arising from the work of other trades requiring the assistance of TK Elevator.

Purchaser expressly agrees to waive any and all claims for consequential, special or indirect damages arising out of the performance of this Work Order and specifically releases TK Elevator from any and all such claims.

A service charge of 1.5% per month, or the highest legal rate, whichever is less, shall apply to delinquent accounts. In the event of any default of any of the payment provisions herein, Purchaser agrees to pay, in addition to any defaulted amount, any attorney fees, court costs and all other expenses, fees and costs incurred by TK Elevator in connection with the collection of that defaulted amount.

Purchaser agrees that this Work Order shall be construed and enforced in accordance with the laws of the state where the vertical transportation equipment that is the subject of this Work Order is located and consents to jurisdiction of the courts, both state and Federal, of that as to all matters and disputes arising out of this Work Order. Purchaser further agrees to waive trial by jury for all such matters and disputes.
The rights of TK Elevator under this Work Order shall be cumulative and the failure on the part of the TK Elevator to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by TK Elevator in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this Work Order.

In the event any portion of this Work Order is deemed invalid or unenforceable by a court of law, such finding shall not affect the validity or enforceability of any other portion of this Work Order.
This Work Order shall be considered as having been drafted jointly by Purchaser and TK Elevator and shall not be construed or interpreted against either Purchaser or TK Elevator by reason of either Purchaser or TK Elevator's role in drafting same.
In the event Purchaser's acceptance of the work called for in this Work Order is in the form of a purchase order or other kind of document, the provisions, terms and conditions of this Work Order shall exclusively govern the relationship between TK Elevator and Purchaser with respect to the work described herein.

Repair Work Order

Acceptance

This Work Order is submitted for acceptance within 30 days from the date executed by TK Elevator.

Purchaser's acceptance of this Work Order will constitute exclusively and entirely the agreement for the work herein described. All prior representations or agreements regarding this work, whether written or verbal, will be deemed to be merged herein, and no other changes in or additions to this Work Order will be recognized unless made in writing and properly executed by both parties. No agent or employee of TK Elevator shall have the authority to waive or modify any of the terms of this Work Order without the written approval of an authorized TK Elevator manager.

This Work Order specifically contemplates work outside the scope of any other contract currently in effect between the parties; any such contract shall be unaffected by this Work Order.

To indicate acceptance of this work order, please sign and return one (1) original of this agreement to the branch address shown below. Upon receipt of your written authorization and required materials and/or supplies, we shall implement the work called for in this Work Order.

Richland Bean Blossom Comm Schools Corp (Purchaser):	TK Elevator Corporation Management Approval
By:	By:
(Signature of Authorized Individual) Arnold Caldwell	(Signature of Branch Representative) Wes Applegate
(Print or Type Name)	Branch Manager
(Print or Type Title)	
(Date of Acceptance)	(Date of Execution)

Please contact _____ to schedule work at the following phone number _____

REPAIR DOWN PAYMENT REQUEST

Attn: Arnold Caldwell
Richland Bean Blossom Comm Schools Corp
600 S Edgewood Dr
Ellettsville IN, 47429-1134

Date	Terms	Reference ID	Customer Reference # / PO	
May 31, 2024	Immediate	ACIA-2817PHO		
	Total Contract Price:			$5,735.63
	Down Payment:		(100%)	$5,735.63

For inquiries regarding your contract or services provided by TK Elevator, please contact your local account manager at +1 317 8417023. To make a payment by phone, please call 678-680-5132 with the reference information provided below.

Current and former service customers can now pay online at:
https://secure.billtrust.com/tkelevator/ig/one-time-payment

Thank you for choosing TK Elevator. We appreciate your business.

Please detach the below section and provide along with payment.

Customer Name: Richland Bean Blossom Comm Schools Corp

Location Name: Edgewood Primary School

Customer Number: 104255

Quote Number: 2024-2-1716693

Reference ID: ACIA-2817PHO

Remittance Amount: $5,735.63

Remit To:

TK Elevator
PO Box 3796
Carol Stream, IL
60132-3796

For overnight checks, please send to:

Deluxe
TK Elevator 3796
5450 N. Cumberland Ave.
Chicago, IL 60656

Repair Work Order

May 31, 2024

Edgewood Intermediate School

Purchaser:	Richland Bean Blossom Comm Schools Corp	Location:	Edgewood Intermediate School
Address:	600 S Edgewood Dr Ellettsville, IN 47429-1134	Address:	7600 W Reeves Rd Bloomington, IN 47404-9639

Purchaser authorizes TK Elevator Corporation (referred to as "TK Elevator" hereafter) to perform the following work on the equipment and at the location described above, in exchange for the sum of **Five Thousand Seven Hundred Thirty Five Dollars and Sixty Three Cents ($5,735.63)** pursuant to the terms and conditions contained in this Work Order (the "Work Order"). Until Purchaser provides an applicable and properly completed tax exemption certificate, Purchaser will be billed not only the price set forth in this Work Order but also all applicable sales tax.

Summary:

Elevator	Description	Repair category
XPress II	Variable Frequency Drive	Obsolete or Modernization

For further information, please see a detailed Scope of Work on the pages that follow.
Recommended by Service Technician: John Castle

In the event you have any questions regarding the content of this Work Order please contact me at +1 317 8417023.

We appreciate your consideration.

Regards,

Nick Zoellner
TK Elevator Corporation
8665 Bash St
Indianapolis IN 46256
nick.zoellner@tkelevator.com |+1 317 8417023

Notice:
No permits or inspections by others are included in this work, unless otherwise indicated herein. Delivery and shipping is included. All work is to be performed during regular working days and hours as defined in this Work Order unless otherwise indicated herein.

Repair Work Order

Scope of Work

TK Elevator will furnish and install a variable frequency drive. We will then test the unit for proper operation and return the unit to service.

Payment Terms

100% of the price set forth in this Work Order will be due and payable as an initial progress payment within 10 days from TK Elevator's receipt of a fully executed copy of this Work Order. This initial progress payment will be applied to any applicable project management, permits, engineering, drawings and material procurement. Material will be ordered once this payment is received and the parties have both executed this Work Order.

The remaining 0% of the price set forth in this Work Order and any fully executed change orders shall be due and payable at the time TK Elevator commences the work described in the Work Order. TK Elevator's receipt of this final payment is a condition precedent to TK Elevator's return of the equipment described in this Work Order to the full operation and use and Purchaser agrees to waive any and all claims to such operation and use until such time as that payment is made in full.

Purchaser agrees that TK Elevator shall have no obligation to complete any steps necessary to provide Purchaser with full use and operation of the affected elevator(s) until such time as TK Elevator has been paid 100% both of the price reflected in this Work Order and for any other work performed by TK Elevator or its subcontractors in furtherance of this Work Order. Purchaser agrees to waive any and all claims to the turnover and/or use of that equipment until such time as those amounts are paid in full. TK Elevator reserves the right to assign payments owed to TK Elevator under this Work Order.

Work order price:		$5,735.63
Initial progress payment:	(100%)	$5,735.63

Repair Work Order

Terms and Conditions

TK Elevator does not assume any responsibility for any part of the vertical transportation equipment other than the specific components that are described in this Work Order and then only to the extent TK Elevator has performed the work described above.

No work, service, examination or liability on the part of TK Elevator is intended, implied or included other than the work specifically described above. It is agreed that TK Elevator does not assume possession or control of any part of the vertical transportation equipment and that such remains Purchaser's exclusively as the owner, lessor, lessee, possessor, or manager thereof.

Unless otherwise stated herein, TK Elevator's performance of this Work Order is expressly contingent upon Purchaser securing permission or priority as required by all applicable governmental agencies and paying for any and all applicable permits or other similar documents.

It is agreed that TK Elevator's personnel shall be given a safe place in which to work. TK Elevator reserves the right to discontinue its work in the location above whenever, in its sole opinion, TK Elevator believes that any aspect of the location is in any way unsafe until such time as Purchaser has demonstrated, at its sole expense, that it has appropriately remedied the unsafe condition to TK Elevator's satisfaction. Unless otherwise agreed, it is understood that the work described above will be performed during regular working days and hours which are defined as Monday through Friday, 8:00 AM to 4:30 PM (except scheduled union holidays). If overtime is mutually agreed upon, an additional charge at TK Elevator's usual rates for such work shall be added to the price of this Work Order.

In consideration of TK Elevator performing the work described above Purchaser, to the fullest extent permitted by law, expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit TK Elevator, its employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings made or brought against TK Elevator, its employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death that are alleged to have been caused by Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the vertical transportation equipment that is the subject of this Work Order, or the associated areas surrounding such equipment. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death is determined to be caused by or resulting from the negligence of TK Elevator and/or its employees. Purchaser recognizes, however, that its obligation to defend TK Elevator and its employees, officers, agents, affiliates and subsidiaries under this clause is broader and distinct from its duty to indemnify and specifically includes payment of all attorney's fees, court costs, interest and any other expenses of litigation arising out of such claims or lawsuits.

Purchaser expressly agrees to name TK Elevator along with its officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure TK Elevator, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph, and for claims and/or or losses arising from the negligence or legal responsibility of TK Elevator and/or its officers, agents, affiliates and subsidiaries. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives the right of subrogation.

TK Elevator shall not be liable for any loss, damage or delay caused by acts of government, labor, troubles, strikes, lockouts, fire, explosions, theft, riot, civil commotion, war, malicious mischief, acts of God, or any cause beyond its control. TK Elevator Corporation shall automatically receive an extension of time commensurate with any delay regarding the work called for in this Work Order.

Should loss of or damage to TK Elevator's material, tools or work occur at the location that is the subject of this Work Order, Purchaser shall compensate TK Elevator therefor, unless such loss or damage results solely from TK Elevator's own acts or omissions.

If any drawings, illustrations or descriptive matter are furnished with this Work Order, they are approximate and are submitted only to show the general style and arrangement of equipment being offered. Work Order.

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Purchaser expressly agrees to waive any and all claims for consequential, special or indirect damages arising out of the performance of this Work Order and specifically releases TK Elevator from any and all such claims.

A service charge of 1.5% per month, or the highest legal rate, whichever is less, shall apply to delinquent accounts. In the event of any default of any of the payment provisions herein, Purchaser agrees to pay, in addition to any defaulted amount, any attorney fees, court costs and all other expenses, fees and costs incurred by TK Elevator in connection with the collection of that defaulted amount.

Purchaser agrees that this Work Order shall be construed and enforced in accordance with the laws of the state where the vertical transportation equipment that is the subject of this Work Order is located and consents to jurisdiction of the courts, both state and Federal, of that as to all matters and disputes arising out of this Work Order. Purchaser further agrees to waive trial by jury for all such matters and disputes.
The rights of TK Elevator under this Work Order shall be cumulative and the failure on the part of the TK Elevator to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by TK Elevator in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this Work Order.

In the event any portion of this Work Order is deemed invalid or unenforceable by a court of law, such finding shall not affect the validity or enforceability of any other portion of this Work Order.
This Work Order shall be considered as having been drafted jointly by Purchaser and TK Elevator and shall not be construed or interpreted against either Purchaser or TK Elevator by reason of either Purchaser or TK Elevator's role in drafting same.
In the event Purchaser's acceptance of the work called for in this Work Order is in the form of a purchase order or other kind of document, the provisions, terms and conditions of this Work Order shall exclusively govern the relationship between TK Elevator and Purchaser with respect to the work described herein.

Repair Work Order

Acceptance

This Work Order is submitted for acceptance within 30 days from the date executed by TK Elevator.

Purchaser's acceptance of this Work Order will constitute exclusively and entirely the agreement for the work herein described. All prior representations or agreements regarding this work, whether written or verbal, will be deemed to be merged herein, and no other changes in or additions to this Work Order will be recognized unless made in writing and properly executed by both parties. No agent or employee of TK Elevator shall have the authority to waive or modify any of the terms of this Work Order without the written approval of an authorized TK Elevator manager.

This Work Order specifically contemplates work outside the scope of any other contract currently in effect between the parties; any such contract shall be unaffected by this Work Order.

To indicate acceptance of this work order, please sign and return one (1) original of this agreement to the branch address shown below. Upon receipt of your written authorization and required materials and/or supplies, we shall implement the work called for in this Work Order.

Richland Bean Blossom Comm Schools Corp (Purchaser):	TK Elevator Corporation Management Approval
By:	By:
(Signature of Authorized Individual) Arnold Caldwell	(Signature of Branch Representative)
(Print or Type Name)	Wes Applegate Branch Manager
(Print or Type Title)	
(Date of Acceptance)	(Date of Execution)

Please contact _____ to schedule work at the following phone number _____

REPAIR DOWN PAYMENT REQUEST

Attn: Arnold Caldwell
Richland Bean Blossom Comm Schools Corp
600 S Edgewood Dr
Ellettsville IN, 47429-1134

Date	Terms	Reference ID	Customer Reference # / PO	
May 31, 2024	Immediate	ACIA-28155F3		
	Total Contract Price:			$5,735.63
	Down Payment:		(100%)	$5,735.63

For inquiries regarding your contract or services provided by TK Elevator, please contact your local account manager at +1 317 8417023. To make a payment by phone, please call 678-680-5132 with the reference information provided below.

Current and former service customers can now pay online at:
https://secure.billtrust.com/tkelevator/ig/one-time-payment

Thank you for choosing TK Elevator. We appreciate your business.

Please detach the below section and provide along with payment.

Customer Name: Richland Bean Blossom Comm Schools Corp

Location Name: Edgewood Intermediate School

Customer Number: 104255

Quote Number: 2024-2-1716692

Reference ID: ACIA-28155F3

Remittance Amount: $5,735.63

Remit To:

TK Elevator
PO Box 3796
Carol Stream, IL
60132-3796

For overnight checks, please send to:

Deluxe
TK Elevator 3796
5450 N. Cumberland Ave.
Chicago, IL 60656

18. Consideration to Approve Revisions to NEOLA Policies Vol. 36 No. 1 (First Reading)

MEMO TO: School Board

FROM: Dr. Jerry Sanders

SUBJECT: Consideration of NEOLA Policy Revisions Vol. 36 No 1 (First Reading)

DATE: June 12, 2024

At the board meeting on Monday night, I will be presenting updates to NEOLA Policy Vol. 36 No. 1 for the first reading.

At our July board meeting, I will recommend your approval of these policy revisions.

NEOLA works with the Lewis Kappes Law firm to assure our compliance to changes in federal and state law. Ferguson Law also reviews our policies for compliance.

Summaries of these revisions are attached to this memo.

NEOLA Policy Summary of Revisions
Vol. 36 No. 1

BYLAWS AND POLICIES

Policy 0164 - Notice of Meetings (New)

This policy has been added to consolidate meeting notice material for ease of use and clarity. It combines material from 0165.1 - Notice of Regular Meetings, 0165.2 Notice of Special Board Meetings, 0165.3 Notice of Emergency Meetings, and 0165.4 - Notice Requirements Established by Other Statutes.

Policy 0164.1 - Regular Meetings (Rescind)

This bylaw has been rescinded and its content consolidated at Policy 0165 - Meetings.

Policy 0164.2 - Special Meetings (Rescind)

This bylaw has been rescinded and its content consolidated at Policy 0165 - Meetings.

Policy 0164.3 - Emergency Meetings (Rescind)

This bylaw has been rescinded and its content consolidated at Policy 0165 - Meetings.

Policy 0164.5 - Member Participation in Meetings Through Electronic Means of Communications (Rescind)

This bylaw has been rescinded and its content consolidated at Policy 0165 - Meetings.

Policy 0164.6 - Meetings During Declared Disaster Emergencies (Rescind)

This bylaw has been rescinded and its content consolidated at Policy 0165 - Meetings.

Policy 0165 - Meetings (Replacement)

This Bylaw has been replaced with consolidated content regarding board meetings formerly found at Bylaw 0164.1 - Regular Meetings, Bylaw 0164.2 - Special Meetings, Bylaw 0164.3 - Emergency Meetings, Bylaw 0164.4 - Meeting of the Board Defined, Bylaw 0164.5 - Member Participation in Meetings Through Electronic Means of Communication, Bylaw 0164.6 - Meetings During Declared Disaster Emergencies, and Bylaw 0165.5 - Series of Meetings. It also clarifies that limitations on attending meetings by means of electronic communication apply to each category of meetings (i.e., 50% of regular meetings, 50% of executive sessions, 50% of work sessions, etc.).

Policy 0165.1 - Notice of Regular Meetings (Rescind)

This bylaw has been rescinded, and its material consolidated at Policy 0164 - Notice of Meetings.

Policy 0165.2 - Notice of Special Board Meetings (Rescind)

This bylaw has been rescinded, and its material consolidated at Policy 0164 - Notice of Meetings.

Policy 0165.3 - Notice of Emergency Meetings (Rescind)

This bylaw has been rescinded, and its material consolidated at Policy 0164 - Notice of Meetings.

Policy 0165.4 - Notice Requirements Established by Other Statutes (Rescind)

This bylaw has been rescinded, and its material consolidated at Policy 0164 - Notice of Meetings.

Policy 0165.5 - Series of Meetings (Gatherings) (Rescind)

This bylaw has been rescinded and its content consolidated at Policy 0165 - Meetings.

Policy 1422.01 - Drug-Free Workplace (New)

This policy, mirroring existing policies at 3122.01 and 4122.01, has been added to reflect drug-free workplace requirements for Administrators.

Policy 1520.08 - Employment of Personnel for Extracurricular Activities (Revised)

This policy has been revised to include sudden cardiac arrest training for a head coach or assistant coach of an athletic activity, marching band leader, a drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest (SEA 369).

Policy 1662.01 - Threatening and/or Intimidating Behavior Toward Staff Members (New)

This policy has been added to reflect that all threats to staff should be reported to the principal and cross-references Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities and Policy 3362 Anti-Harassment for investigation of harassment based on a protected class. The language in this policy is shared in Policy 3362.01 and Policy 4362.01.

Policy 3120.08 - Employment of Personnel for Extracurricular Activities (Revised)

This policy has been revised to address sudden cardiac arrest training for a head coach or assistant coach of an athletic activity, marching band leader, a drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest (SEA 369).

Policy 3362.01 - Threatening and/or Intimidating Behavior Toward Staff Members (Technical Correction)

Change in Template - a "staff member" to "staff members" and "his/her" to "their".

Policy 4120.08 - Employment of Personnel for Extracurricular Activities (Revised)

This policy has been revised to address sudden cardiac arrest training for a head coach or assistant coach of an athletic activity, marching band leader, a drama or musical

leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest (SEA 369).

Policy 4362.01 - Threatening and/or Intimidating Behavior Toward Staff Members (Revised)

This policy has been added to reflect that all threats to staff should be reported to the principal and cross-references Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities and Policy 3362 Anti-Harassment for investigation of harassment based on a protected class. The language in this policy is shared in Policy 1662.01 and Policy 4362.01.

Policy 5340.01 - Student Concussions and Sudden Cardiac Arrest (Revised)

This policy has been revised to include drama or music leaders, in accordance with SEA 369. See also, AG 5340.01 Student Concussions and Sudden Cardiac Arrest.

Policy 5350 - Student Suicide Awareness and Prevention (Revised)

This policy has been revised to reflect that the parent has a right to review education materials on bullying and suicide prevention.

Policy 5517.01 - Bullying (Revised)

In accordance with HEA 1483, we have added provisions that require a school to prioritize the safety of the victim; timetables for reporting of bullying incidents to the parents of both the targeted student and the bully, alleged perpetrator in an expedited manner that is not later than five (5) business days after the incident is reported. Also, The discipline rules must include policies to allow a parent of a child in the Corporation to review any materials used in any bullying prevention or suicide prevention program.

Policy 6320 - Purchasing (Revised)

This policy has been revised to provide comprehensive guidance on purchasing and competitive bidding with respect to all supplies and public works projects. To that end, we have also moved material previously found at Board Policy 6320.01 - Purchasing Using Online Reverse Auctions to this code.

Policy 6320.01 - Purchasing Using Online Reverse Auctions (Rescind)

The policy has been rescinded and its content moved to Policy 6320 - Purchasing.

Policy 7540.02 - Web Content, Apps and Services (Revised)

This policy has been revised to refer to "webpages, websites, and apps and services" and not just to apps and services. In addition, we have omitted the comma after the word "apps" because "apps and services" is a term of art defined in the bylaws. Finally, other language changes remove reference to specified plans to address more generalized language about Corporation plans.

Policy 8210 - School Calendar (Revised)

The policy is being revised to reflect the option of using minutes instead of days to calculate the school calendar. However, please note this is only for Corporations that have requested and been granted a 1003 Flexibility Waiver. Such Corporations should use the newly added option on having been granted the 1003 waiver and then complete the paragraph length of the school year in minutes as opposed to days.

Policy 8400 - School Safety Information (Revised)

This policy has been updated to include optional language regarding Threat Assessment plans if the District chooses to implement such provisions. Also, best practices dictate adopting and implementing this these provisions in conjunction with AG8400A.

Policy 8452 - Automated External Defibrillators (AED) (Revised)

This policy has been revised to include provisions addressing a venue specific emergency action plan. Please also see AG 8452 - Use and Maintenance of Automated External Defibrillators.

Policy 8455 - Coach Training, References, and IHSAA Reporting (Revised)

This policy has been revised to address sudden cardiac arrest training for a head coach or assistant coach of an athletic activity, marching band leader, a drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest (SEA 369).

Policy 9130 - Public Complaints and Concerns (Revised)

This policy has been revised to provide two options at Level 4, one if the Board offers a hearing and the other if it does not. Additional revisions were made to provide consistency and clarity.

Book	Policy Manual
Section	Volume 36, No. 1 - March 2024
Title	Revised Policy - Volume 36, No. 1 - March 2024 - SCHOOL CALENDAR
Code	po8210
Status	
Adopted	September 22, 1997
Last Revised	October 23, 2023

Revised Policy - Volume 36, No. 1 - March 2024

8210 - **SCHOOL CALENDAR**

The School Board recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the School Corporation.

[Drafting Note: ~~insert the number of days elected by the Board~~ if the Corporation has been granted in 1003 Flexibility Waiver, select the option below.]

X] The Corporation has been granted a 1003 Flexibility Waiver, waiving compliance with I.C. 20-30-2-3 regarding school calendar. Therefore, the Corporation may measure the school year in instructional minutes rather than 180 instruction days in order to accommodate professional learning for all staff.

[End of Option]

[Drafting Note: insert the number of days. The client may insert minutes ONLY if the Corporation has been granted a 1003 Flexibility Waiver, elected by the Board.]

~~The total number of days when the schools will be in session for instructional purposes shall be _____, and for purposes of receiving State school aid, such days will number no fewer than 180.~~ The Corporation's schools shall be open a total of **[choose one of the following]** _62,110 (Grades 1-6) and 67,450 (Grades 7-12)____ **( )** days **(X)** minutes **[end of option]** for instructional purposes. For the purpose of receiving State school aid, schools are required to be open no fewer than 180 days annually if the instructional days are utilized or no fewer than 54,000 minutes annually in grades 1 through 6 and no fewer than 64,800 minutes in grades 7 through 12 if instructional minutes are utilized. ~~A maximum of three (3) virtual instruction days may be used to meet the 180 day requirement unless: 1) the virtual school day includes teacher-directed synchronous instruction for at least fifty percent (50%) of the school day; or 2) a waiver is requested and granted.~~

If the Corporation utilizes instructional days, a maximum of three (3) virtual school instructional days may be used to meet the 180-day requirement unless: 1) the virtual student instructional day includes a) teacher-directed synchronous instruction during the instructional time of a virtual student instructional day; or b) a hybrid of teacher-directed synchronous instruction for at least fifty percent (50%) of the particular instructional day and asynchronous learning during the instructional time of a virtual student instructional day; or 2) a waiver is requested and granted.

[OPTIONS - Drafting Note: selection Option 1 if the Corporation operates on a minimum of 180 days of instruction annually and selection Option 2 if the Corporation has been granted a 1003 Flexibility Waiver and is measuring the school year in instructional minutes.]

[Option 1]

[ ] Unless a waiver is obtained from the Indiana Department of Education (IDOE), all instructional days lost due to snow, fire, epidemics, health conditions, etc. shall not be counted as a part of the minimum instructional days for State ad and shall be made up by an in-person instructional day or an eLearning/virtual student instructional day that meets the standards set by the IDOE and complies with State law.

[end of option 1]

[Option 2]

[ ] Unless a waiver is obtained from the ~~State~~ Indiana Department of Education (IDOE), all ~~days~~ instructional time lost due to snow, fire, epidemics, health conditions, etc. ~~cannot~~ shall not be counted as a part of the minimum ~~days time of instruction~~ instructional time for State aid and ~~must~~ shall be made up by ~~an~~ in-person ~~day~~ instructional time or ~~an~~ eLearning/virtual ~~instruction day~~ instructional time that meets the standards set by the ~~State Department of Education~~ (IDOE) and complies with State law.

[end of option 2]

[END OF OPTIONS]

The Superintendent shall submit to the ~~State Department of Education (~~IDOE) the total number of actual [choose one of the following] ( ) instructional days ( ) instructional minutes [end of option] no later than June 15th of each year.

I.C. 20-18-2-17
I.C. 20-30-2-1
I.C. 20-30-2-2
I.C. 20-30-2-2.7
I.C. 20-30-2-3
I.C. 20-31-4.1-4

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Legal

I.C. 20-18-2-17

I.C. 20-30-2-1

I.C. 20-30-2-2

I.C. 20-30-2-2.7

I.C. 20-30-2-3

I.C. 20-31-4.1-4

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Overview
Code	00
Status	

INDIANA OVERVIEW AND COMMENTS
POLICY UPDATE
VOLUME 36, NUMBER 1
March 2024

This update includes proposed revisions to fifteen (15) policies, two (2) new proposed policies, one (1) technical correction, and the proposed rescission of eleven (11) policies and proposed revisions to four (4) administrative guidelines, revisions to fifteen (15) forms, and two (2) legal alerts. The proposed revisions to current policies, as well as the new policies and revised guidelines that are provided, are the result of our ongoing work with our Indiana clients, as well as our ongoing review of statutory language at the State and Federal levels, court decisions, Office for Civil Rights investigations, et cetera. The revisions recommended in this update are deemed necessary to comply with changes in the law, both State and Federal.

Legislation approved during the last legislative session has been the subject of scrutiny by Neola and its Indiana outside counsel, Karen Glasser Sharp of Lewis Kappes. As is our practice, Neola will make revisions to policies and guidelines impacted by legislation passed in the most recent session of the General Assembly in the update that follows this Fall.

For ease of use, the policies, guidelines, legal documents, and reference documents in this update are organized in numerical order in the sub-folder that has been posted in the School Corporation's BoardDocs platform.

Questions?

Any content-related questions should be directed to your Corporation's associate.

All production-related materials and questions should be directed to the Production Office at 632 Main Street, Coshocton, Ohio 43812 (email: production@neola.com, phone: 800-407-5815, fax: 740-622-2557).

Billing questions should be directed to the Corporate Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (email: accounts@neola.com, phone: 330-926-0514, fax: 330-926-0525).

The Update Material

The proposed new and revised policies included in this update have been thoughtfully prepared and have been reviewed by Lewis Kappes, Neola's outside legal counsel in Indiana, for compliance with Federal and State law, Federal and State Regulatory Agencies, and applicable Federal and State court decisions.

If you make substantive changes to a Neola template or substitute in its entirety a policy or other material of your own drafting, that material should be reviewed by the legal counsel for your Corporation to verify compliance with applicable laws, regulations and court decisions. Neola does not review any Corporation-Specific Material.

If the Corporation authors language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute Corporation-specific edits. Neola does not review Corporation-specific edits to update materials or Corporation-specific policies for statutory compliance. (See "Caveat RE: Corporation-Specific Edits" below.)

If a policy or guideline is marked revision, the proposed revisions will include material to be added and material to be deleted. As you review a revised policy or guideline, you may choose to accept one (1), many, or all of the changes presented.

If a policy or guideline is marked as a replacement, that means there have been enough changes made that instead of showing each individual change, a complete, clean replacement copy has been provided. As you review a replacement policy or guideline, you also should compare the replacement materials to your current policy or guideline to determine if there is some Corporation-specific wording in your current material that you want included in the replacement policy. If so, any wording from the current policy should be added using BoardDocs "Track Changes" tool before returning the replacement policy electronically to the Coshocton production office for processing.

Policies that are to be deleted from the Corporation's Board-adopted Policy Manual require School Board action to rescind the policy.

Your Neola Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

Submitting Material

The Corporation can incorporate the proposed edits in the Update documents into the Corporation's current policies using "Track Changes" or the editing tool in the BoardDocs platform. Mark the current materials indicating which of the proposed revisions and additions you choose to include and/or to make additional edits, before presenting them to the Board for adoption. After adoption, return the materials on the BoardDocs policy site to Neola for processing and publishing. Please be sure to leave the "track changes" in the marked-up version that you submit to the production office in Coshocton, Ohio.

Please remember to email production@neola.com when you've posted your material and the disposition sheet, so we know to go to your folder and retrieve it and what we can expect to find when we access it.

Please note, even if a Corporation chooses not to include a policy or administrative guideline in their management documents that describe a statutory requirement, the Corporation still is obligated to follow applicable Federal and State laws relating to that policy or guideline.

Caveat RE: Corporation-Specific Edits

Please note also that if the Corporation chooses during any step of the Update process to incorporate Corporation-specific material into a new policy that has been proposed or insert Corporation-specific material into a current policy for which revisions have been proposed in an update issued by Neola, then the Corporation agrees to hold Neola harmless for those Corporation-specific edits and acknowledges that Neola's Warranty for legal challenges to the Corporation-specific language in that policy will be voided. In addition, Neola retains ownership of the text from the original policy template that remains in a policy to which Corporation-specific edits have been made. Corporation-specific materials include the following:

A. materials from the existing materials for the Corporation that the Corporation requests be incorporated into Neola templates during the drafting process;

B. new policies or guidelines developed in their entirety by the Corporation, exclusive of Neola;

C. revisions to or deletions from a Neola template that substantively depart from that template; and

Further, Neola does not advocate the use or incorporation of Corporation-specific materials. Neola will, at the request of the Corporation, incorporate Corporation-specific materials into the licensed materials, with the implicit understanding that the Corporation accepts all risks associated with the decision to request that such Corporation-specific materials be incorporated. Neola reserves the right to, but is not obligated to, advise the Corporation to seek its own legal review of Corporation-specific materials by the school board attorney who represents the Corporation. And Neola retains the copyright to any intellectual property from its template.

Caveat RE: Neola's Warranty

Neola proudly warrants that the content of the policy templates is legally correct.

However, when Federal and State law is amended or new provisions are added to State or Federal law and revision or replacement of an existing policy template is necessitated, the copyright date noted at the end of the policy is updated as well.

Please note, Neola's warranty applies only to the policy template with the most current copyright date. All previous iterations of the policy template are no longer warranted.

Therefore, the material included in each update should be adopted if the Corporation wants assurance that its adopted policies are warranted by Neola.

Notifying Neola of a Challenge to the Legal Accuracy of a Policy

The Neola staff in Indiana is vigilant in providing policy language to our clients that has been vetted for legal accuracy by our outside counsel. Should questions arise as to the legal compliance or accuracy of Neola materials, it is our expectation that our outside counsel would have the opportunity to assist in the resolution of such a claim. That can occur only if we are notified immediately upon receipt of such a challenge. Please notify Neola's corporate office (330-926-0514) if an issue arises in which such a review or assistance is necessary. To be eligible for assistance under our warranty we must be notified within ten (10) business days of the receipt of such a challenge.

LEGAL ALERT

Included in this update two (2) legal alerts:

Legal Alert 03 - SEA 72 - Report to IDOE Regarding Instruction on Cursive Handwriting

Legal Alert 04 - update on Injuction of Certain Sections of SEA 251

BYLAWS AND POLICIES

Policy 0164 - Notice of Meetings (New)

This policy has been added to consolidate meeting notice material for ease of use and clarity. It combines material from 0165.1 - Notice of Regular Meetings, 0165.2 Notice of Special Board Meetings, 0165.3 Notice of Emergency Meetings, and 0165.4 - Notice Requirements Established by Other Statutes.

Policy 0164.1 - Regular Meetings (Rescind)

This bylaw has been rescinded and its content consolidated at Policy 0165 - Meetings.

Policy 0164.2 - Special Meetings (Rescind)

This bylaw has been rescinded and its content consolidated at Policy 0165 - Meetings.

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Policy 0165 - Meetings (Replacement)

This Bylaw has been replaced with consolidated content regarding board meetings formerly found at Bylaw 0164.1 - Regular Meetings, Bylaw 0164.2 - Special Meetings, Bylaw 0164.3 - Emergency Meetings, Bylaw 0164.4 - Meeting of the Board Defined, Bylaw 0164.5 - Member Participation in Meetings Through Electronic Means of Communication, Bylaw 0164.6 - Meetings During Declared Disaster Emergencies, and Bylaw 0165.5 - Series of Meetings. It also clarifies that limitations on attending meetings by means of electronic communication apply to each category of meetings (i.e., 50% of regular meetings, 50% of executive sessions, 50% of work sessions, etc.).

Policy 0165.1 - Notice of Regular Meetings (Rescind)

This bylaw has been rescinded, and its material consolidated at Policy 0164 - Notice of Meetings.

Policy 0165.2 - Notice of Special Board Meetings (Rescind)

This bylaw has been rescinded, and its material consolidated at Policy 0164 - Notice of Meetings.

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This bylaw has been rescinded, and its material consolidated at Policy 0164 - Notice of Meetings.

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This policy has been added to reflect that all threats to staff should be reported to the principal and cross-references Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities and Policy 3362 Anti-Harassment for investigation of harassment based on a protected class. The language in this policy is shared in Policy 3362.01 and Policy 4362.01.

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Change in Template - a "staff member" to "staff members" and "his/her" to "their".

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Policy 6320.01 - Purchasing Using Online Reverse Auctions (Rescind)

The policy has been rescinded and its content moved to Policy 6320 - Purchasing.

Policy 7540.02 - Web Content, Apps and Services (Revised)

This policy has been revised to refer to "webpages, websites, and apps and services" and not just to apps and services. In addition, we have omitted the comma after the word "apps" because "apps and services" is a term of art defined in the bylaws. Finally, other language changes remove reference to specified plans to address more generalized language about Corporation plans.

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Policy 8455 - Coach Training, References, and IHSAA Reporting (Revised)

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Policy 9130 - Public Complaints and Concerns (Revised)

This policy has been revised to provide two options at Level 4, one if the Board offers a hearing and the other if it does not. Additional revisions were made to provide consistency and clarity.

ADMINISTRATIVE GUIDELINES

AG 1521 - Personal Background Checks, References, and Mandatory Reporting (Revised)

This AG has been revised to reflect changes brought forth in SEA 342 impacting criminal history checks, offenses that impact employment, mandatory reporting, and provision of references. It includes the use of third party vendors to complete background checks.

AG 5340.01 - Student Concussions and Cardiac Arrest (Revised)

This AG has been revised to add drama and music teachers to the sudden cardiac arrest plan, as required by SEA 369. See also Policy 5340.01 - Student Concussions and Sudden Cardiac Arrest.

AG 5517.01 - Bullying (Revised)

The AG has been revised to comply with current statute and reflect your Board policy. See Board Policy - 5517.01 - Bullying for additional details.

AG 8452 - Use and Maintenance of Automated External Defibrillators (Revised)

This AG has been revised to include an optional venue specific emergency action plan, as noted in SEA 369. It now identifies all personnel that must be trained in the use of AEDs. In addition, an option exists to define other personnel the Superintendent requires to attend AED training. For Corporations that select to use the option for developing a venue specific plan for AEDs, a subsection is added to provide more details regarding the plan. See also, Policy 8452 - Automated External Defibrillators (AED).

FORMS

Form 1521 F1 - Pre-Employment Requirements (Revised)

This form has been revised to update grammar. List item C. has been revised for the release of liability statement to be inclusive of other persons providing information.

Form 1521 F2 - Request for a Criminal History Records Check (Technical Correction)

Technical correction to update spelling and grammar.

Form 1521 F3 - Expanded Criminal History Check and Expanded Child Protection Index Check Requirements Checklist (Revised)

This form has been revised to reflect changes to expanded criminal history and child protection index checks brought forth in SEA 342. See also, AG1521 - Personal Background Checks, References, and Mandatory Reporting.

Form 3121 F1 - Pre-Employment Requirements (Revised)

This form has been revised to update grammar. List item C. has been revised for the release of liability statement to be inclusive of other persons providing information.

Form 3121 F2 - Request for a Criminal History Records Check (Technical Correction)

Technical correction to update spelling and grammar.

Form 3121 F3 - Expanded Criminal History Check and Expanded Child Protection Index Check Requirements Checklist (Revised)

This form has been revised to reflect changes to expanded criminal history and child protection index checks brought forth in SEA 342. See also, AG1521 - Personal Background Checks, References, and Mandatory Reporting.

Form 4121 F1 - Pre-Employment Requirements (Revised)

This form has been revised to update grammar. List item C. has been revised for the release of liability statement to be inclusive of other persons providing information.

Form 4121 F2 - Request for a Criminal History Records Check (Technical Correction)

Technical correction to update spelling and grammar.

Form 4121 F3 - Expanded Criminal History Check and Expanded Child Protection Index Check Requirements Checklist (Revised)

This form has been revised to reflect changes to expanded criminal history and child protection index checks brought forth in SEA 342. See also, AG1521 - Personal Background Checks, References, and Mandatory Reporting.

Form 5517 F1 - Report of Harassment (Revised)

This form has been revised to comply with current statute and Board policy.

Form 5517 F2 - Alleged Harassment Investigative Report (Revised)

This form has been revised to comply with current statute and Board policy.

Form 5517 F3 - Anti-Harassment Investigation Process - Informal Complaint Procedure (New)

This form has been created to comply with current statute and Board policy.

Form 5517 F4 - Anti-Harassment Investigation Process - Formal Complaint Procedure (New)

This form has been created to comply with current statute and Board policy.

Form 8120 F1 - Volunteer Release Form (Revised)

This form has been updated to reflect current statute. Please see AG1521 - Personal Background Checks, References, and Mandatory Reporting for additional details related to SEA 342.

Form 8120 F2 - Request for a Criminal History Records Check (Technical Correction)

Technical correction to update spelling and grammar.

Form 8120 F3 - Expanded Criminal History Check and Expanded Child Protection Index Check Requirements Checklist (Revised)

This form has been revised to reflect changes to expanded criminal history and child protection index checks brought forth in SEA 342. See also, AG1521 - Personal Background Checks, References, and Mandatory Reporting.

Form 8121 F1 - Contracted Services Release Form (Revised)

This form has been revised to reflect current statute and to update spelling and grammar. See also AG1521 - Personal Background Checks, References, and Mandatory Reporting.

Form 8121 F2 - Request for a Criminal History Records Check (Technical Correction)

Technical correction to update spelling and grammar.

Form 8121 F3 - Expanded Criminal History Check and Expanded Child Protection Index Check Requirements Checklist (Revised)

This form has been revised to reflect changes to expanded criminal history and child protection index checks brought forth in SEA 342. See also, AG1521 - Personal Background Checks, References, and Mandatory Reporting.

COMMENTS

Reviewing Board Minutes

A feature of your subscription to the Update Service is the review of your Corporation's Board minutes to identify action that results in new policy or revision to existing policy. If such action has been taken and copies of the related materials have not been submitted to the Coshocton Office, the Corporation will be contacted and additional information regarding the action will be requested. Please take advantage of this valuable service by sending copies of your Board minutes to the Coshocton Office for review.

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	New Bylaw - Volume 36, No. 1 - March 2024 - NOTICE OF MEETINGS
Code	po0164
Status	

New Bylaw - Volume 36, No. 1 - March 2024

0164 - **NOTICE OF MEETINGS**

The School Board shall give notice of regular, special, and emergency Board meetings to Board members, the news media, and the general public in compliance with Indiana law on the organization and operation of the governing body of a school corporation, the Open Door Law, and as provided herein.

Definitions

As used in this bylaw, "legal holiday" means a day listed in I.C. 1-1-9-1.

As used in this bylaw, "regular meeting" means a meeting of the Board held in compliance with a schedule of meetings approved by the Board at its annual organizational meeting.

As used in this bylaw, "special meeting" of the Board is a meeting other than a regular meeting on a schedule of regular meetings established at the Board's annual organizational meeting. At a special meeting, the Board may take any action permitted at a regular meeting. Executive sessions are excluded from this definition.

Notice Required

Public notice of the date, time, and place of any meetings, executive sessions, or of any rescheduled or reconvened meeting, shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting. This requirement does not apply to reconvened meetings (not including executive sessions) where the announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes thereof, and there is no change in the agenda. This requirement also does not apply to regular meetings of the Board held in compliance with a schedule of meetings approved by the Board at its annual organizational meeting if the Board has public notice of its annual notice of scheduled regular meetings for the next year on or before December 31 of the preceding calendar year.

The Board shall give public notice by posting a copy of the notice at the administrative offices of the Corporation and by delivering notice to all news media submit an annual written request for such notice for the next calendar year to the Board on or before December 31 of the preceding calendar year.

Notice to the news media shall be given by depositing the notice in the United States mail with first-class postage propaid, transmitting the notice by e-mail, or transmitting the notice by facsimile (fax).

In addition to notice of regular meetings to the news media, the Board shall give public notice to persons who give the Board a written request for notice of meetings not later than December 31 of the preceding calendar year. The Board shall give this notice by e-mail or by publishing notice of regular meetings on the Corporation's Internet website at least forty-eight (48) hours in advance of the meeting, excluding Saturdays, Sundays, and legal holidays.

Notice of any meeting of the Board shall contain the following statement:

"The Board's meeting site is fully accessible to all persons. Any person requiring further accommodation should contact the Superintendent with the School Corporation's administrative office at 812-875-7100 **[phone]."**

In the event of an Executive Order issued by the Governor or guidance provided by the Public Access Counselor, notice of a Board meeting may be provided using alternative means than is required by the Open Door Law. For example, permitting notice to be made through electronic means, e.g., on the Corporation website or social media site rather than by posting and publication.

Any notice requirement for a Board meeting or hearing before the Board established by the Open Door Law (I.C. 5-14-1.5) or this bylaw shall not serve to shorten or otherwise modify the content or timing of notice required by another statute or policy. For example, I.C. 5-3-1.2 establishes a ten (10)-day minimum notice period for public hearings held by the Board on certain contract matters.

If the Board utilizes an agenda for the meeting, a copy of the agenda shall be posted at the entrance to the location of the meeting prior to the meeting.

Notice of Regular Board Meetings

Notice need not be given to a Board member for holding or taking any action at a regular meeting.

Public notice of regular Board meetings shall be given only once a year by posting a copy of the notice at the administrative offices of the Corporation and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31 of the preceding calendar year.

In addition to notice of regular meetings to the news media, the Board shall give public notice to persons who give the Board a written request for notice of meetings not later than December 31 of the preceding calendar year. The Board shall give this notice by e-mail or by publishing notice of regular meetings on the Corporation's Internet website at least forty-eight (48) hours in advance of the meeting, excluding Saturdays, Sundays, and legal holidays.

Additional notice of a regular meeting shall be given by the Board if the date, time, or place of a regular meeting is changed. Notice to the public of a change in the date, time, or place of a regular Board meeting, executive session, or any rescheduled or reconvened meeting shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting is to convene by posting a copy of the notice at the administrative offices of the Corporation and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31st of the preceding calendar year. With the exception of executive sessions, this requirement does not apply to reconvened meetings where the announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes of the meeting if there is no change in the agenda.

Notice of Executive Sessions

Notice of an executive session shall include the purpose(s) of the session as enumerated in I.C. 5-14-1.5-6.1(b) (see Policy 0167.2 - Executive Session).

Notice of Special Board Meetings

A special meeting of the Board shall be held when called by the President or Superintendent. The call shall be evidenced by a written notice specifying the date, time, and place of the special meeting. Special meetings shall be held at the regular meeting place of the Board.

A copy of the notice of a special meeting shall be served upon each member of the Board so that it is received by the Board member at least seventy-two (72) hours before the special meeting is to convene. This notice shall be given by delivering written notice to the member personally or by mail or telegram. Notice may be given by e-mail or facsimile if the member agrees to receive notice in this form. If each member of the Board has waived notice of the special meeting, notice of the meeting to Board members is not necessary.

Waiver of notice of a special meeting by a Board member may be given by the member's presence at the special meeting or the member's execution of a written waiver of notice of the date, time, and place of the special meeting, executed either before or after the special meeting. If a waiver of notice of a special meeting is executed by a Board member after the meeting, the waiver also shall state in general terms the purpose of the special meeting. If a waiver specifies that the waiver was executed before the meeting, third persons are entitled to rely on the statement.

Notice to the public and news media of a special meeting shall state the date, time, and place of the special meeting and the business to be transacted, as well as the name, address, and telephone number of the Corporation's administrative office. This notice shall be given at least forty-eight (48) hours before the special meeting convenes, excluding Saturdays, Sundays, and legal holidays.

Notice of Emergency Board Meetings

The Board may meet to address an actual or threatened emergency involving injury to person or property or actual or threatened disruption of the operation of the Corporation. The notice requirements of the Open Door Law do not apply to a Board meeting convened to address such an emergency, but news media which have requested notice of meetings shall be given the same notice as is given to Board members without charge, and the public shall be notified by posting a copy of the notice at the administrative offices of the Corporation and on the Corporation's Internet website.

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Legal	I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings
	I.C. 5-14-1.5-3.1
	I.C. 20-26-4-3 Notice of meetings to Board members
Cross References	po0165 - BOARD MEETINGS
	po0167.2 - EXECUTIVE SESSION

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Rescind Policy - Volume 36, No. 1 - March 2024 - REGULAR MEETINGS
Code	po0164.1
Status	
Adopted	September 22, 1997

Rescind Policy - Volume 36, No. 1 - March 2024

~~0164.1 REGULAR MEETINGS~~

~~The Board shall hold a meeting on a date and at a time and place determined annually by a resolution of the Board.~~

~~[ ] In the event the date, time, or place of a meeting needs to be changed, which change is in the best interest of the Board and/or the Corporation, such change may be made by action of the Board, provided that the proper notice is given.~~

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Legal	I.C. 20-26-4-3 Notice of meetings to Board members
	I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Rescind Bylaw - Volume 36, No. 1 - March 2024 - SPECIAL MEETINGS
Code	po0164.2
Status	
Adopted	September 22, 1997

Rescind Bylaw - Volume 36, No. 1 - March 2024

~~0164.2 - SPECIAL MEETINGS~~

~~Special meetings of the Board may be called by the President or the Superintendent provided there is compliance with the notice provision of these Bylaws.~~

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Legal	I.C. 20-26-4-3 Notice of meetings to Board members
	I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Rescind Bylaw - Volume 36, No. 1 - March 2024 - EMERGENCY MEETINGS
Code	po0164.3
Status	
Adopted	September 22, 1997

Rescind Bylaw - Volume 36, No. 1 - March 2024

~~0164.3 - EMERGENCY MEETINGS~~

~~In the event of a severe and imminent threat to the health, safety, or welfare of the Corporation, its employees, or students, any member of the Board, ( ) or the Superintendent [END OF OPTION] may call an emergency session if it can be shown that delay would be detrimental to efforts to lessen or respond to the threat. No formal notice to Board members of any emergency meeting shall be required, but the press and public shall be notified.~~

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Legal	I.C. 20-26-4-3 Notice of meetings to Board members
	I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Rescind Bylaw - Volume 36, No. 1 - March 2024 - MEMBER PARTICIPATION IN MEETINGS THROUGH ELECTRONIC MEANS OF COMMUNICATION
Code	po0164.5
Status	
Adopted	October 23, 2023

Rescind Bylaw - Volume 36, No. 1 - March 2024

~~0164.5 MEMBER PARTICIPATION IN MEETINGS THROUGH ELECTRONIC MEANS OF COMMUNICATION~~

~~Subject to the limitations listed below, the School Board shall permit Board members to participate in a meeting by an electronic means of communication if it allows all Board members participating in the meeting to simultaneously communicate with each other and allows the public to simultaneously attend and observe the meeting if it is not an executive session.~~

~~A Board member participating by an electronic means of communication shall be considered present for purposes of establishing a quorum but may participate in any final action taken at the meeting only if the Board member can be seen and heard. At least fifty percent (50%) of the Board members must be physically present at a meeting.~~

~~**[DRAFTING NOTE: You may, but are not required to, select one or both of the following options]**~~

~~**[ ] [OPTION 1]** The number of Board members who may participate in any given meeting through an electronic means of communication is limited to _____ (__) Board members. **[DRAFTING NOTE: If selecting OPTION 1, the blank must be filled with a number less than fifty percent of the full Board membership.]**~~

~~**[END OPTION 1]**~~

~~**[ ][OPTION 2]** The total number of meetings in a calendar year that may be conducted with members participating by an electronic means of communication is limited to _____ (__) meetings.~~

~~**[END OPTION 2]**~~

~~A Board member may attend two (2) consecutive meetings (a set of meetings) by electronic communication. A Board member shall physically attend at least one (1) meeting between sets of meetings that the Board member attends by electronic communication unless the Board member's absence is due to:~~

~~A. military service;~~

~~B. illness or other medical condition;~~

~~C. death of a relative; or~~

~~D. an emergency involving actual or threatened injury to persons or property.~~

~~A Board member may not attend more than fifty percent (50%) of the Board meetings in a calendar year by an electronic means of communication unless the Board member's electronic participation is due to:~~

~~A. military service;~~

~~B. illness or other medical condition;~~

~~C. death of a relative; or~~

~~D. an emergency involving actual or threatened injury to persons or property.~~

~~All votes taken during a meeting conducted with at least one Board member participating through an electronic means of communication shall be by roll call. The Board minutes prepared for meetings in which at least one Board member participates by an electronic means of communication shall state the name of each Board member who:~~

~~A. was physically present at the place where the meeting was conducted;~~

B. participated in the meeting by using any electronic means of communication; and

C. was absent.

The Board minutes also shall identify the electronic means of communication by which:

A. Board members participated in the meeting; and

B. the public attended and observed the meeting if it was not an executive session.

Board members may not participate in a Board meeting by electronic communication if the Board is attempting to take final action to:

A. adopt a budget;

B. make a reduction in personnel;

C. initiate a referendum;

D. establish or increase a fee;

E. establish or increase a penalty;

F. use the Board's power of eminent domain authority; or

G. establish, raise, or renew a tax.

Subject to the limitations listed above, a Board member who plans to attend a meeting by any electronic means of communication shall notify the Board President and Superintendent no less than **[choose one and fill in the blank]** **[ ]** _____ (____) days **[ ]** _____ (____) hours **[end of option]** before the meeting so that arrangements can be made for the Board member's participation by electronic means.

A technological failure in an electronic means of communication that disrupts or prevents:

A. the simultaneous communication between a Board member who is not physically present at the meeting and the Board; or

B. a member of the public who is not present at the meeting from attending and observing the meeting does not prevent the Board from conducting the meeting or affect the validity of an action taken by the Board at the meeting if the sum of the Board members physically present at the meeting and the Board members participating by electronic communication without technological failure satisfies the quorum and, if a final action is taken, the Board's voting requirements.

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Legal

I.C. 5-14-1.5-3.5

Public Access Counselor Opinion Letter 23-INF-7 (March 29, 2023), https://www.in.gov/pac/files/informal/23-INF-7.pdf

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Rescind Bylaw - Volume 36, No. 1 - March 2024 - MEETINGS DURING DECLARED DISASTER EMERGENCIES
Code	po0164.6
Status	

Rescind Bylaw - Volume 36, No. 1 - March 2024

~~0164.6 - **MEETINGS DURING DECLARED DISASTER EMERGENCIES**~~

~~This Bylaw applies only if:~~

A. ~~(1) the Governor declares a disaster emergency under I.C. 10-14-3-12; or~~

B. ~~(2) the executive (as defined in I.C. 36-1-2-5) of a political subdivision declares a local disaster emergency under I.C. 10-14-3-29.~~

~~Until the disaster emergency or local disaster emergency is terminated, School Board members are not required to be physically present at a Board meeting. During the disaster emergency or local disaster emergency, Board members may meet by any means of electronic communication, if the following are satisfied:~~

A. ~~At least a quorum of the Board members participate in the meeting by means of electronic communication or in person.~~

B. ~~The public is able to simultaneously attend and observe the meeting, unless held in executive session.~~

~~All votes taken in a meeting conducted with at least one Board member participating through an electronic means of communication during a declared disaster emergency or local disaster emergency shall be by roll call. The Board minutes prepared for meetings in which at least one Board member participates by an electronic means of communication during a declared disaster emergency or local disaster emergency must state the name of each Board member who:~~

A. ~~was physically present at the place where the meeting was conducted;~~

B. ~~participated in the meeting by using any electronic means of communication; and~~

C. ~~was absent.~~

~~The Board minutes also shall identify the electronic means of communication by which:~~

A. ~~Board members participated in the meeting; and~~

B. ~~the public attended and observed the meeting if it was not an executive session.~~

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Legal	I.C. 5-14-1.5-3.7

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Replacement Bylaw - Volume 36, No. 1 - March 2024 - BOARD MEETINGS
Code	po0165
Status	
Adopted	September 22, 1997
Last Revised	November 16, 2020

Replacement Bylaw - Volume 36, No. 1 - March 2024

0165 - ~~**NOTICE OF**~~ **BOARD MEETINGS**

~~The School Board will give notice of regular, special, and emergency Board meetings to Board members, news media, and the general public in compliance with Indiana law on the organization and operation of the governing body of a school corporation and the Open Door Law.~~

~~As used in this bylaw, "legal holiday" means a day listed in I. C. 1-1-9-1.~~

~~Notice of any meeting of the Board also shall contain the following statement:~~

~~"The Board's meeting site is fully accessible to all persons. Any person requiring further accommodation should contact the _____ with the School Corporation's administrative office at _____ **[phone].**"~~

~~In the event of an Executive Order issued by the Governor or guidance provided by the Public Access Counselor, a notice of a Board meeting may be provided using alternative means than is required by the Open Door Law. For example, permitting notice to be made through electronic means, e.g., on the Corporation website or social media site, rather than by posting and publication.~~

Meeting Defined

As used in these bylaws, 'meeting' means a gathering of a majority of School Board members for the purpose of taking 'official action' as defined at I.C. 5-14-1.5-2(d) on public business. The term 'meeting' does not include the following:

A. A social or chance gathering not intended to avoid the principles of the Indiana Open Door law set forth in I.C. 5-14-1.5-1.

B. An on-site inspection of a project, program, or facility of applicants for incentives or assistance from the Board.

C. Traveling to and attending meetings of organizations devoted to the betterment of government.

D. A caucus as defined at I.C. 5-14-1.5-2(h).

E. A gathering to discuss an industrial or a commercial prospect that does not include a conclusion as to recommendations, policy, decisions, or final action on the terms of a request or an offer of public financial resources.

F. An orientation of members of the Board on their role and responsibilities as public officials, but not for any other official action.

G. A gathering of Board members for the sole purpose of administering the oath of office specified in I.C. 20-26-4-2 to a Board member or members.

H. Collective bargaining discussions that the Board engages in directly with the exclusive representative of a bargaining unit consisting of School Corporation employees. This exception from the definition of a 'meeting' of the Board applies only when the Board has not appointed an agent or agents to conduct collective bargaining on behalf of the Board. A committee appointed by the Board or the Board President to conduct collective bargaining shall not constitute a 'governing body' subject to the Open Door Law (I.C. 5-14-1.5-2((b)(3) and (c) (8)).

Regular Meetings

The Board shall hold a meeting on a date and at a time and place determined annually by a resolution of the Board.

[x] In the event the date, time, or place of a meeting needs to be changed, which change is in the best interest of the Board and/or the Corporation, such change may be made by action of the Board, provided that the proper notice is given pursuant to Bylaw 0164 - Notice of Meetings.

Special Meetings

A "special meeting" of the Board is a meeting other than a regular meeting on a schedule of regular meetings established at the Board's annual organizational meeting. At a special meeting, the Board may take any action permitted at a regular meeting. Executive sessions are excluded from this definition.

Special meetings of the Board may be called by the President or the Superintendent provided there is compliance with the notice provision contained in Bylaw 0164 - Notice of Meetings.

Emergency Meetings

In the event of a local disaster emergency posing severe and imminent threat to the health, safety, or welfare of the Corporation, its employees, or students, any member of the Board, **(x)** or the Superintendent **[END OF OPTION]** may call an emergency session if it can be shown that delay would be detrimental to efforts to lessen or respond to the threat. No formal notice to Board members of any emergency meeting shall be required, but the press and public shall be notified.

The following provisions apply if:

A. the Governor declares a disaster emergency under I.C. 10-14-3-12; or

B. the executive (as defined in I.C. 36-1-2-5) of a political subdivision declares a local disaster emergency under I.C. 10-14-3-29.

Until the disaster emergency or local disaster emergency is terminated, Board members shall not be required to be physically present at a Board meeting if:

A. meeting in person would present an imminent risk to the health or safety of the members of the public and the Board members who attend the meeting because of the particular danger, threat, or emergency conditions that are the basis for the declaration of the disaster emergency; and

B. one (1) or more schools within the Corporation are closed at the time of the meeting because of the particular danger, threat, or emergency conditions that are the basis for the declaration of the disaster emergency.

During the disaster emergency or local disaster emergency, Board members may meet by any means of electronic communication, if the following are satisfied:

A. At least a quorum of the Board members participate in the meeting by means of electronic communication or in person.

B. The public is able to simultaneously attend and observe the meeting, unless held in executive session.

All votes taken in a meeting conducted with at least one Board member participating through an electronic means of communication during a declared disaster emergency or local disaster emergency shall be by roll call. The Board minutes prepared for meetings in which at least one Board member participates by an electronic means of communication during a declared disaster emergency or local disaster emergency must state the name of each Board member who:

A. was physically present at the place where the meeting was conducted;

B. participated in the meeting by using any electronic means of communication; and

C. was absent.

The Board minutes also shall identify the electronic means of communication by which:

A. Board members participated in the meeting; and

B. the public attended and observed the meeting if it was not an executive session.

Location of Meetings

The Board's meetings normally shall be held at a location within the Corporation boundaries that may accommodate public attendance. In such meetings, some members may participate through electronic communication in accordance with this bylaw. The Board further authorizes the ~~**[select one of the following] ( )** Superintendent **( )** Board President~~ **(x)** Superintendent and Board President acting in concert **[end of option]** to determine that it is necessary or appropriate to hold a regular, special or emergency Board meeting by means of remote or virtual participation by all Board members and remote or virtual public access, considering whether and how public comment shall be allowed and in compliance with the Open Door Law, to the extent required by the Governor or the Public Access Counselor, or pursuant to provisions of this policy pertaining to meetings during declared disaster emergencies only in the event that circumstances justify such a meeting. Notice of such meetings shall be made as required by the Open Door Law or as modified by the Governor or the Public Access Counselor and include information regarding public access to the remote or virtual Board meeting (See Policy 0164 - Notices). Any meeting held under this provision may include voting by Board members (see Policy 0167.1 - Voting), and such votes shall not be invalid merely because of the remote or virtual nature of the meeting if a legal exception exists to requirements under the Open Door law regarding remote voting, for example, by Executive Order of the Governor or guidance provided by the Public Access Counselor or pursuant to provisions of this bylaw pertaining to meetings during declared disaster emergencies.

The Board President shall conduct the meeting so as to facilitate public understanding, including requiring Board members to identify themselves before speaking and limiting instances of multiple Board members speaking at the same time, to the extent possible.

Member Participation in Meetings Through Electronic Means of Communication

Subject to the limitations listed below, the Board shall permit Board members to participate in a meeting by an electronic means of communication if it allows all Board members participating in the meeting to simultaneously communicate with each other and allows the public to simultaneously attend and observe the meeting if it is not an executive session.

A Board member participating by an electronic means of communication shall be considered present for purposes of establishing a quorum but may participate in any final action taken at the meeting only if the Board member can be seen and heard. At least fifty percent (50%) of the Board members must be physically present at a meeting, except where a disaster emergency or local disaster emergency has been declared and under the circumstances indicated above.

~~**[DRAFTING NOTE: You may but are not required to select one or both of the following options]**~~

[x] [OPTION 1] The number of Board members who may participate in any given meeting through an electronic means of communication is limited to ___two____ (_2_) Board members, except where a disaster emergency or local disaster emergency has been declared and under the circumstances indicated above. **[DRAFTING NOTE: If selecting OPTION 1, the blank must be filled with a number less than fifty percent of the full Board membership.]**

~~**[END OPTION 1]**~~

x][OPTION 2] The total number of meetings in a calendar year that may be conducted with members participating by an electronic means of communication is limited to __three_____ (_3_) meetings, except where a disaster emergency or local disaster emergency has been declared as indicated above.

~~**[END OPTION 2]**~~

A Board member may attend two (2) consecutive meetings (a set of meetings) by electronic communication, except where a disaster emergency or local disaster emergency has been declared and under the circumstances indicated above. A Board member shall physically attend at least one (1) meeting between sets of meetings that the Board member attends by electronic communication unless the Board member's absence is due to:

A. military service;

B. illness or other medical condition;

C. death of a relative; or

D. an emergency involving actual or threatened injury to persons or property

or except where a disaster emergency or local disaster emergency has been declared as indicated above.

A Board member may not attend more than fifty percent (50%) of any Board meetings in a calendar year by an electronic means of communication unless the Board member's electronic participation is due to:

A. military service;

B. illness or other medical condition;

C. death of a relative; or

D. an emergency involving actual or threatened injury to persons or property

or except where a disaster emergency or local disaster emergency has been declared and under the circumstances indicated above.

The limitations listed above shall apply separately to each category of Board meetings, including regular meetings, special meetings, emergency meetings, executive sessions, and work sessions. Thus, for example, the 50% limitation means that a Board member may not attend more than fifty percent (50%) of regular meetings, fifty percent (50%) of special meetings, fifty percent (50%) of emergency meetings, fifty percent (50%) of executive sessions, and 50% of work sessions in a calendar year by an electronic means of communication unless one of the listed exceptions applies.

All votes taken during a meeting conducted with at least one Board member participating through an electronic means of communication shall be by roll call. The Board minutes prepared for meetings in which at least one Board member participates by an electronic means of communication shall state the name of each Board member who:

A. was physically present at the place where the meeting was conducted;

B. participated in the meeting by using any electronic means of communication; and

C. was absent.

The Board minutes also shall identify the electronic means of communication by which:

A. Board members participated in the meeting; and

B. the public attended and observed the meeting if it was not an executive session.

Board members may not participate in a Board meeting by electronic communication if the Board is attempting to take final action to:

A. adopt a budget;

B. make a reduction in personnel;

C. initiate a referendum;

D. establish or increase a fee;

E. establish or increase a penalty;

F. use the Board's power of eminent domain authority; or

G. establish, raise, or renew a tax,

except where a disaster emergency or local disaster emergency has been declared and under the circumstances indicated above.

Subject to the limitations listed above, a Board member who plans to attend a meeting by any electronic means of communication shall notify the Board President and Superintendent no less than ~~**[choose one and fill in the blank] ( )** _____ (____) days~~ **(x)** __forty-eight__ (_48_) hours **[end of option]** before the meeting so that arrangements can be made for the Board member's participation by electronic means. Such notice is not required where a disaster emergency or local disaster emergency has been declared, and under the circumstances indicated above, the entire Board is participating in the meeting by means of electronic communication.

A technological failure in an electronic means of communication that disrupts or prevents:

A. the simultaneous communication between a Board member who is not physically present at the meeting and the Board; or

B. a member of the public who is not present at the meeting from attending and observing the meeting

does not prevent the Board from conducting the meeting or affect the validity of an action taken by the Board at the meeting if the sum of the Board members physically present at the meeting and the Board members participating by electronic communication without technological failure satisfies the quorum and, if a final action is taken, the Board's voting requirements.

Series of Meetings (Gatherings)

Members of the Board may not participate in a series of meetings (gatherings) if the series consists of at least two (2) gatherings and the series of gatherings meets all of the following criteria:

A. one (1) of the gatherings is attended by at least three (3) Board members but less than a quorum, and the other gathering includes at least two (2) Board members;

B. the sum of the number of different members attending any of the gatherings equals at least a quorum of the Board;

C. all gatherings concern the same subject matter and are held within a period of not more than seven (7) consecutive days; and

D. the gatherings are held to take official action on public business.

A Board member attends a gathering if the member is present at the gathering in person or if the member participates in the gathering by telephone or other electronic means, excluding electronic mail.

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Legal

I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings

I.C. 20-26-4-3 Notice of meetings to Board members

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Rescind Bylaw - Volume 36, No. 1 - March 2024 - NOTICE OF REGULAR MEETINGS
Code	po0165.1
Status	
Adopted	September 22, 1997
Last Revised	December 16, 2013

Rescind Bylaw - Volume 36, No. 1 - March 2024

~~0165.1 NOTICE OF REGULAR MEETINGS~~

~~As used in this bylaw, "regular meeting" means a meeting of the Board held in compliance with a schedule of meetings approved by the Board at its annual organizational meeting. Notice need not be given to a Board member for holding or taking any action at a regular meeting.~~

~~Public notice of regular Board meetings will be given only once a year by posting a copy of the notice at the administrative offices of the School Corporation and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31 of the preceding calendar year.~~

~~In addition to notice of regular meetings to the news media, the Board shall give public notice to persons who give the Board a written request for notice of meetings not later than December 31 of the preceding calendar year. The Board shall give this notice by e-mail or by publishing notice of regular meetings on the Board's Internet website at least forty-eight (48) hours in advance of the meeting excluding Saturdays, Sundays, and legal holidays.~~

~~**Changes in the Date, Time, or Place of a Regular Meeting and Notice Required; Notice of Executive Sessions and Reconvened Meetings**~~

~~Additional notice of a regular meeting shall be given by the Board of the date, time, or place of a regular meeting is changed. Notice to the public of a change in the date, time, or place of a regular Board meeting, executive session, or any rescheduled or reconvened meeting shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting is to convene by posting a copy of the notice at the administrative offices of the School Corporation and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31st of the preceding calendar year. With the exception of executive sessions, this requirement does not apply to reconvened meetings where announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes of the meeting if there is no change in the agenda.~~

~~Notice to the news media under this section shall be given by depositing the notice in the United States mail with first-class postage prepaid, transmitting the notice by e-mail, or transmitting the notice by facsimile (fax).~~

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Legal	I.C. 20-26-4-3 Notice of meetings to Board members
	I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Rescind Bylaw - Volume 36 - No. 1 - March 2024 - NOTICE OF SPECIAL BOARD MEETINGS
Code	po0165.2
Status	
Adopted	September 22, 1997
Last Revised	December 16, 2013

Rescind Bylaw - Volume 36 - No. 1 - March 2024

~~**0165.2 - NOTICE OF SPECIAL BOARD MEETINGS**~~

~~A "special meeting" of the Board is a meeting other than a regular meeting on a schedule of regular meetings established at the Board's annual organizational meeting. At a special meeting, the Board may take any action permitted at a regular meeting. Executive sessions are excluded from this definition.~~

~~**Authority to Call a Special Meeting**~~

~~A special meeting of the Board must be held when called by the President or Superintendent. The call must be evidenced by a written notice specifying the date, time, and place of the special meeting. Special meetings must be held at the regular meeting place of the Board.~~

~~**Notice to Board Members of Special Meeting**~~

~~A copy of notice of a special meeting shall be served upon each member of the Board so that it is received by the Board member at least seventy-two (72) hours before the special meeting is to convene. This notice shall be given by delivering written notice to the member personally or by mail or telegram. Notice may be given by e-mail or facsimile if the member agrees to receive notice in this form. If each member of the Board has waived notice of the special meeting, notice of the meeting to Board members is not necessary.~~

~~Waiver of notice of a special meeting by a Board member may be given by the member's presence at the special meeting or the member's execution of a written waiver of notice of the date, time, and place of the special meeting, executed either before or after the special meeting. If waiver of notice of a special meeting is executed by a Board member after the meeting, the waiver also must state in general terms the purpose of the special meeting. If a waiver specifies that the waiver was executed before the meeting, third persons are entitled to rely on the statement.~~

~~**Notice to the Public and News Media of Special Meeting**~~

~~Notice to the public and news media of a special meeting shall state the date, time, and place of the special meeting and the business to be transacted, as well as the name, address, and telephone number of the School Corporation's administrative office. This notice shall be given at least forty-eight (48) hours before the special meeting convenes, excluding Saturdays, Sundays, and legal holidays.~~

~~**@Neola 2013**~~

Legal	I.C. 20-26-4-3 Notice of meetings to Board members I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Rescind Bylaw - Volume 36, No. 1 - March 2024 - NOTICE OF EMERGENCY MEETINGS
Code	po0165.3
Status	
Adopted	September 22, 1997
Last Revised	December 16, 2013

Rescind Bylaw - Volume 36, No. 1 - March 2024

~~**0165.3 - NOTICE OF EMERGENCY MEETINGS**~~

~~The Board may meet to address an actual or threatened emergency involving injury to person or property or actual or threatened disruption of the operation of the School Corporation. The notice requirements of the Open Door Law do not apply to a Board meeting convened to address an emergency, but news media which have requested notice of meetings must be given the same notice as is given to Board members without charge, and the public must be notified by posting a copy of the notice at the administrative offices of the School Corporation and on the School Corporation's Internet website.~~

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Legal	I.C. 20-26-4-3 Notice of meetings to Board members I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Rescind Bylaw - Volume 36, No. 1 - March 2024 - NOTICE OF EMERGENCY MEETINGS
Code	po0165.3
Status	
Adopted	September 22, 1997
Last Revised	December 16, 2013

Rescind Bylaw - Volume 36, No. 1 - March 2024

~~0165.3 - NOTICE OF EMERGENCY MEETINGS~~

~~The Board may meet to address an actual or threatened emergency involving injury to person or property or actual or threatened disruption of the operation of the School Corporation. The notice requirements of the Open Door Law do not apply to a Board meeting, convened to address an emergency, but news media which have requested notice of meetings must be given the same notice as is given to Board members without charge, and the public must be notified by posting a copy of the notice at the administrative offices of the School Corporation and on the School Corporation's Internet website.~~

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Legal	I.C. 20-26-4-3 Notice of meetings to Board members I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Rescind Bylaw - Volume 36, No. 1 - March 2024 - NOTICE REQUIREMENTS ESTABLISHED BY OTHER STATUTES
Code	po0165.4
Status	
Adopted	September 22, 1997
Last Revised	December 16, 2013

Rescind Bylaw - Volume 36, No. 1 - March 2024

~~0165.4 NOTICE REQUIREMENTS ESTABLISHED BY OTHER STATUTES~~

~~Any notice requirement for a Board meeting or hearing before the Board established by the Open Door Law (I. C. 5-14-1.5) or this bylaw shall not serve to shorten or otherwise modify the content or timing of notice required by another statute or policy. For example, I. C. 5-3-1.2 establishes a ten (10) day minimum notice period for public hearings held by the Board on certain contract matters.~~

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Legal	I.C. 20-26-4-3 Notice of meetings to Board members I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Rescind Bylaw - Volume 36, No. 1 - March 2024 - SERIES OF MEETINGS (GATHERINGS)
Code	po0165.5
Status	
Adopted	May 19, 2008

Rescind Bylaw - Volume 36, No. 1 - March 2024

~~0165.5 SERIES OF MEETINGS (GATHERINGS)~~

~~Members of the Board may not participate in a series of meetings (gatherings) if the series consists of at least two (2) gatherings and the series of gatherings meets all of the following criteria:~~

A. ~~one (1) of the gatherings is attended by at least three (3) Board members but less than a quorum and the other gathering includes at least two (2) Board members~~

B. ~~the sum of the number of different members attending any of the gatherings at least equals a quorum of the Board~~

C. ~~all gatherings concern the same subject matter and are held within a period of not more than seven (7) consecutive days~~

D. ~~the gatherings are held to take official action on public business~~

~~A Board member attends a gathering if the member is present at the gathering in person or if the member participates in the gathering by telephone or other electronic means, excluding electronic mail.~~

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Legal	I.C. 5-14-1.5-3.1
	I.C. 20-26-4-3 Notice of meetings to Board members
	I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	New Policy - Volume 36, No. 1 - March 2024 - DRUG-FREE WORKPLACE
Code	po1422.01
Status	

New Policy - Volume 36, No. 1 - March 2024

1422.01 - **DRUG-FREE WORKPLACE**

The School Board believes that quality education is not possible in an environment affected by drugs. It shall seek, therefore, to establish and maintain an educational setting which

~~[Option 1 needed if the School Corporation is a recipient of Federal funds from a program administered by the U.S. Department of Education or another Federal agency]~~

(☒) meets the requirements in the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance and alcohol, by any member of the School Corporation's administrative staff at any time while on Corporation property or while involved in any Corporation-related activity or event. An employee who reports for duty or attends a Corporation-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition. Any administrator who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements but which also comply or do not interfere with collective bargaining agreements.

~~[End of Option 1]~~

~~[Option 2 [applies to most schools)]~~

(☒) is free from the use of any controlled substance and alcohol.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance and alcohol, and any drug paraphernalia, by any member of the School Corporation's administrative staff at any time while on Corporation property or while involved in any Corporation-related activity or event. An employee who reports for duty or attends a Corporation-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition. Any administrator who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines and the terms of any collective bargaining agreements, if applicable.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each administrator is given a copy of the standards regarding unlawful manufacture, possession, use, distribution, or dispensing of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement, if applicable.

~~[End of Option 2]~~

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Legal	I.C. 20-34-2-1 et seq.
	34 C.F.R. Part 86
	20 U.S.C. 3224a, The Safe and Drug-Free Schools and Communities Act
	41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Revised Policy - Volume 36, No. 1 - March 2023 - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES
Code	po1520.08
Status	
Adopted	January 16, 2018
Last Revised	March 23, 2020

Revised Policy - Volume 36, No. 1 - March 2024

1520.08 - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES

The School Board may find it necessary to employ members of the administration as coaches or activity sponsors. The Board authorizes the Superintendent to recommend candidates for employment by the Board.

The Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2) year period that:

1. is sport specific;

2. contains player safety content, including content on:

a. concussion awareness;

b. equipment fitting;

c. heat emergency preparedness; and

d. proper technique;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the School Corporation that new information has been added to the course before the end of the two (2)-year period, the coach ~~must~~ shall complete instruction and successfully complete a test concerning the new information.

B. ~~After June 30, 2017, prior~~ Prior to coaching students in grades ~~5—12~~ 5-12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the ~~Indiana Department of Education~~ IDOE at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. ~~after December 31, 2018,~~ includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2)-year period, the coach ~~must~~ shall complete instruction and successfully complete a test concerning the new information.

C. A head or assistant coach of an intramural sport other than football who is coaching students in grades ~~5—12~~ 5-12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20- 34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified

coaching education course.

D. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator. The coach, marching band leader or extracurricular activity sponsor must complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Corporation shall receive a certificate of completion from the provider for each coach, band leader or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

~~**[THE FOLLOWING TRAINING IS OPTIONAL; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]**~~

[x] Additionally, the Board requires that:

A. **[x]** All head and assistant coaches of students of any age participating in interscholastic or intramural sports other than football, including ~~the~~ cheerleading, shall complete a certified coaching education course approved by the ~~State Department of Education~~ IDOE at least once during a two (2)-year period that:

1. contains player safety content on concussion awareness;

2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2)-year period, the coach ~~must~~ shall complete instruction and successfully complete a test concerning the new information.

B. **[x]** All coaches **(x)** and athletic activity sponsors **[END OF OPTION]** of interscholastic or intramural sports for students of any age shall receive training about **(x)** concussions **(x)** and sudden cardiac arrest (x) and heat-related medical issues **[END OF OPTION]** at least once during a two (2)-year period.

C. **x]** All coaches **(x)** and athletic activity sponsors **[END OF OPTION]**, other than football coaches, shall be required to complete a coaching education course that contains player safety content on concussion awareness, equipment fitting, heat emergency preparedness, and proper technique. The course ~~must~~ shall be completed prior to coaching or serving as an athletic activity sponsor. Each coach **(x)** and athletic activity sponsor **[END OF OPTION]** ~~must~~ shall complete a course not less than once during a two (2)-year period.

~~**[END OF OPTIONS]**~~

The Superintendent shall require that each person employed as a coach or athletic activity sponsor is qualified, has cleared a background check required by State law and Policy 1521 - Personal Background Checks, References and Mandatory Reporting or Policy 8120 - Volunteers, and has received the training required by State law and this policy. Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association (IHSAA) recognized sport, the Corporation ~~must~~ shall take the following steps:

A. ask ~~him/her~~ the individual:

1. whether ~~s/he~~ the individual is or has been accredited by the ~~association~~ IHSAA; and

2. if ~~s/he~~ the individual is or has been accredited by the ~~association~~ IHSAA, whether ~~his/her~~ the individual's accreditation has ever been suspended or revoked;

B. request references from ~~him/her~~ the individual;

C. contact the references that ~~s/he~~ the individual provides to the Corporation; and

D. contact the ~~association~~ IHSAA to determine whether ~~his/her~~ the individual's accreditation has ever been suspended or revoked.

The Corporation shall make a report to the Department of Child Services if an administrator who is a coach has engaged in suspected child abuse or neglect.

~~**[THE FOLLOWING REPORTS ARE RECOMMENDED; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]**~~

[x The Corporation shall report to the ~~association~~ IHSAA when an administrator who is a coach accredited by the ~~association~~ IHSAA has been convicted of an offense described in I.C. 20-28-5-8(c) or I.C. 20-26-5-11.2(b) or of a known comparable offense in another state. ~~These offenses include:~~

A. ~~Kidnapping (I.C. 35-42-3-2).~~

B. ~~Criminal Confinement (I.C. 35-42-3-3).~~

C. ~~Rape (I.C. 35-42-4-1).~~

D. ~~Criminal deviate conduct (I.C. 35-42-4-2) (before its repeal).~~

E. ~~Child molesting (I.C. 35-42-4-3).~~

F. ~~Child exploitation (I.C. 35-42-4-4(b) or I.C. 35-42-4-4(c)).~~

G. ~~Vicarious sexual gratification (I.C.35-42-4-5).~~

H. ~~Child solicitation (I.C. 35-42-4-6).~~

I. ~~Child seduction (I.C. 35-42-4-5).~~

J. ~~Sexual misconduct with a minor (I.C. 35-42-4-9).~~

K. ~~Incest (I.C. 35-46-1-3).~~

L. ~~Dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1).~~

M. ~~Dealing in methamphetamine (I.C. 35-48-4-1.1).~~

N. ~~Manufacturing methamphetamine (I.C. 35-48-4-1.2).~~

O. ~~Dealing in a schedule I, II, or III controlled substance (I.C. 35-48-4-2).~~

P. ~~Dealing in a schedule IV controlled substance (I.C. 35-48-4-3).~~

Q. ~~Dealing in a schedule V controlled substance (I.C. 35-48-4-4).~~

R. ~~Dealing in a counterfeit substance (I.C. 35-48-4-5).~~

[X] The Corporation shall report to local law enforcement any suspected misconduct by an administrator who is a coach that may constitute a crime ~~to local law enforcement~~.

~~**[END OF OPTIONS]**~~

I.C. 20-26-5-11.2(b)
I.C. 20-26-14-9
I.C. 20-28-5-8(c)
I.C. 20-34-7
I.C. 20-34-8

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I.C. 20-26-5-11.2(b)

I.C. 20-26-14-9

I.C. 20-28-5-8(c)

I.C. 20-34-7

I.C. 20-34-8

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	New Policy - Volume 36, No. 1 - March 2024 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS
Code	po1662.01
Status	

New Policy - Volume 36, No. 1 - March 2024

1662.01 - **THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS**

The School Board believes that administrators should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate administrators or cause anxiety concerning their physical well-being is strictly forbidden. Any threat to an administrator made by a student, parent, visitor, staff member, or agent of this Board shall be reported to the principal or, if the administrator is located in the School Corporation's central office or administration center, to the Superintendent and to local law enforcement, and the individual making the threat may be subject to discipline or further action.

State law requires that any member of the staff of a school who has reason to believe that a school employee:

A. has received a threat;

B. is the victim of intimidation;

C. is the victim of battery;

D. or is the victim of harassment

by any individual immediately shall notify the principal, and the principal immediately shall make an oral report to the local law enforcement agency. Where the administrator is located in the Corporation's central office or administration center, any Corporation employee with a duty to report that a school employee may have received a threat or may be the victim of intimidation, battery, or harassment, including the Superintendent if a report has been made to the Superintendent, shall make an oral report immediately to the local law enforcement agency. An administrator further is obligated to report to local law enforcement a threat to, intimidation of, battery of, or harassment of the administrator on the administrator's own behalf, unless a report has already been made to the best of the administrator's belief.

Harassment based on a protected class shall be investigated under Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities or Policy 3362 - Anti-Harassment, as applicable. Related policies can be found at Policy 1662 - Anti-Harassment, Policy 4362 - Anti-Harassment, and Policy 5517 - Anti-Harassment.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

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Legal	I.C. 20-33-9-1 et seq. I.C. 35-42-2-1 I.C. 35-45-2-1 I.C. 35-45-2-2
Cross References	po1662 - ANTI-HARASSMENT po2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES po3362 - ANTI-HARASSMENT po4362 - ANTI-HARASSMENT po5517 - ANTI-HARASSMENT

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Revised Policy - Volume 36, No. 1 - March 2024 - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES
Code	po3120.08
Status	
Adopted	September 22, 1997
Last Revised	March 23, 2020

Revised Policy - Volume 36, No. 1 - March 2024

3120.08 - **EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES**

The School Board may find it necessary to employ members of the professional staff as coaches or activity sponsors.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

The Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2) year period that:

1. is sport-specific;

2. contains player safety content, including content on:

a. concussion awareness;

b. equipment fitting;

c. heat emergency preparedness; and

d. proper technique;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the School Corporation that new information has been added to the course before the end of the two (2) year period, the coach ~~must~~ shall complete instruction and successfully complete a test concerning the new information.

B. Prior to coaching students in grades ~~5 – 12~~ 5-12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the ~~Indiana Department of Education (IDOE)~~ at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach ~~must~~ shall complete instruction and successfully complete a test concerning the new information.

C. A head or assistant coach of an intramural sport other than football who is coaching students in grades ~~5 – 12~~ 5-12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20-34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified

coaching education course.

D. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the ~~Indiana Department of Education (IDOE)~~ shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator (AED). The coach, marching band leader or extracurricular activity sponsor ~~must~~ shall complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Corporation ~~will~~ shall receive a certificate of completion from the provider for each coach, marching band leader, drama or musical leader, or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. ~~Each~~ The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

~~[THE FOLLOWING TRAINING IS OPTIONAL; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY:~~

[~~X~~] Additionally, the Board requires that:

A. [~~X~~] All head and assistant coaches of students of any age participating in interscholastic or intramural sports other than football, including cheerleading, shall complete a certified coaching education course approved by the ~~State Department of Education~~ (IDOE) at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach ~~must~~ shall complete instruction and successfully complete a test concerning the new information.

B. [~~X~~] All coaches (~~X~~) and athletic activity sponsors **[END OF OPTION]** of interscholastic or intramural sports for students of any age shall receive training about (~~X~~) concussions (~~X~~) sudden cardiac arrest (~~X~~) and heat-related medical issues **[END OF OPTION]** at least once during a two (2) year period.

C. [~~X~~ All coaches (~~X~~) and athletic activity sponsors **[END OF OPTION]**, other than football coaches, shall be required to complete a coaching education course that contains player safety content on concussion awareness, equipment fitting, heat emergency preparedness, and proper technique. The course ~~must~~ shall be completed prior to coaching or serving as an athletic activity sponsor. Each coach (~~X~~) and athletic activity sponsor **[END OF OPTION]** ~~must~~ shall complete a course not less than once during a two (2) year period.

~~[END OF OPTIONS]~~

The Superintendent shall require that each person employed as a coach or athletic activity sponsor is qualified, has cleared a background check required by State law and Policy 3121 - Personal Background Checks, References and Mandatory Reporting or Policy 8120 - Volunteers, and has received the training required by State law and this policy. Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association (IHSAA) recognized sport, the Corporation ~~must~~ shall take the following steps:

A. ask ~~him/her~~ the individual:

1. whether ~~s/he~~ the individual is or has been accredited by the ~~association~~ IHSAA; and

2. if ~~s/he~~ the individual is or has been accredited by the ~~association~~ IHSAA, whether ~~his/her~~ the individual's accreditation has ever been suspended or revoked;

B. request references from ~~him/her~~ the individual;

C. contact the references that ~~s/he~~ the individual provides to the Corporation; and

D. contact the ~~association~~ IHSAA to determine whether ~~his/her~~ the individual's accreditation has ever been suspended or revoked.

The Corporation shall make a report to the Department of Child Services if a professional staff member who is a coach has engaged in suspected child abuse or neglect.

~~[THE FOLLOWING REPORTS ARE RECOMMENDED; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY:~~

[~~X~~] The Corporation shall report to the ~~association~~ IHSAA when a professional staff member who is a coach accredited by the ~~association~~ IHSAA has been convicted of an offense described in I.C. 20-28-5-8(c) or I.C. 20-26-5-11.2(b) or of a known comparable offense in another state. ~~These offenses include:~~

A. ~~Kidnapping (I.C. 35-42-3-2).~~

B. ~~Criminal Confinement (I.C. 35-42-3-3).~~

C. ~~Rape (I.C. 35-42-4-1).~~

D. ~~Criminal deviate conduct (I.C. 35-42-4-2) (before its repeal).~~

E. ~~Child molesting (I.C. 35-42-4-3).~~

F. ~~Child exploitation (I.C. 35-42-4-4(b) or I.C. 35-42-4-4(c)).~~

G. ~~Vicarious sexual gratification (I.C. 35-42-4-5).~~

H. ~~Child solicitation (I.C. 35-42-4-6).~~

I. ~~Child seduction (I.C. 35-42-4-5).~~

J. ~~Sexual misconduct with a minor (I.C. 35-42-4-9).~~

K. ~~Incest (I.C. 35-46-1-3).~~

L. ~~Dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1).~~

M. ~~Dealing in methamphetamine (I.C. 35-48-4-1.1).~~

N. ~~Manufacturing methamphetamine (I.C. 35-48-4-1.2).~~

O. ~~Dealing in a schedule I, II, or III controlled substance (I.C. 35-48-4-2).~~

P. ~~Dealing in a schedule IV controlled substance (I.C. 35-48-4-3).~~

Q. ~~Dealing in a schedule V controlled substance (I.C. 35-48-4-4).~~

R. ~~Dealing in a counterfeit substance (I.C. 35-48-4-5).~~

[**x** The Corporation shall report to local law enforcement suspected misconduct by a professional staff member who is a coach that may constitute a crime ~~to local law enforcement~~.

[END OF OPTIONS]

I.C. 20-26-5-11.2(b)
I.C. 20-26-14-9
I.C. 20-28-5-8(c)
I.C. 20-34-7
I.C. 20-34-8

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Legal

I.C. 20-26-5-11.2(b)

I.C. 20-26-14-9

I.C. 20-28-5-8(c)

I.C. 20-34-7

I.C. 20-34-8

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Technical Correction - Policy - Volume 36, No. 1 - March 2024 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS
Code	po3362.01
Status	
Adopted	September 22, 1997
Last Revised	October 23, 2023

Revised Policy - Volume 36, No. 1 - March 2024

3362.01 - **THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS**

The School Board believes that ~~a staff member~~ staff members should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate ~~a staff member~~ staff members or cause anxiety concerning ~~his/her~~ their physical well-being is strictly forbidden. Any threat to a member of the staff made by a student, parent, visitor, staff member, or agent of this Board shall be reported to the principal, and the individual making the threat may be subject to discipline or further action.

State law requires that any individual who has reason to believe that a school employee:

A. has received a threat;

B. is the victim of intimidation;

C. is the victim of battery; or

D. is the victim of harassment

by any individual immediately shall notify the principal and the principal ~~shall~~ immediately shall make an oral report to the local law enforcement agency.

Harassment based on a protected class shall be investigated under Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities or Policy 3362 - Anti-Harassment, as applicable. Related policies can be found at Policy 1662 - Anti-Harassment, Policy 4362 - Anti-Harassment, and Policy 5517 - Anti-Harassment.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

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Legal	I.C. 20-33-9-1 et seq. I.C. 35-42-2-1 I.C. 35-45-2-1 I.C. 35-45-2-2
Cross References	po1662 - ANTI-HARASSMENT po2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES po3362 - ANTI-HARASSMENT po4362 - ANTI-HARASSMENT po5517 - ANTI-HARASSMENT

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Revised Policy - Volume 36, No. 1 - March 2024 - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES
Code	po4120.08
Status	
Adopted	January 16, 2018
Last Revised	March 23, 2020

Revised Policy - Volume 36, No. 1 - March 2024

4120.08 - **EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES**

The School Board may find it necessary to employ on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees ~~( )~~ may be members of the School Corporation's ~~( ) classified staff ( )~~ support staff (X) or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

All part-time employees selected as coaches or activity sponsors who are not members of the professional staff are "at-will" employees. Their employment can be terminated with or without cause at any time. No other representative of the Corporation has the authority to enter into any agreement for employment for any specified period of time with such an employee.

The Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2) year period that:

1. is sport-specific;

2. contains player safety content, including content on:

a. concussion awareness;

b. equipment fitting;

c. heat emergency preparedness; and

d. proper technique;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the ~~School~~ Corporation that new information has been added to the course before the end of the two (2) year period, the coach ~~must~~ shall complete instruction and successfully complete a test concerning the new information.

B. Prior to coaching students in grades ~~5 – 12~~ 5-12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the ~~Indiana Department of Education~~ IDOE at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach ~~must~~ shall complete instruction and successfully complete a test concerning the new information.

C. A head or assistant coach of an intramural sport other than football who is coaching students in grades ~~5—12~~ 5-12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20-34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.

D. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the ~~Indiana Department of Education (IDOE)~~ shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator (AED). The coach, marching band leader, drama or musical leader, or extracurricular activity sponsor ~~must~~ shall complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Corporation ~~will~~ shall receive a certificate of completion from the provider for each coach, marching band leader, drama or musical leader or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. ~~Each~~ The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach of assistant coach of an athletic activity, marching band leader, drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

~~**[THE FOLLOWING TRAINING IS OPTIONAL; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]**~~

[☒ **]** Additionally, the Board requires that:

A. **[** ☒ **]** All head and assistant coaches of students of any age participating in interscholastic or intramural sports other than football, including cheerleading, shall complete a certified coaching education course approved by the ~~State Department of Education (DOE)~~ at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach ~~must~~ shall complete instruction and successfully complete a test concerning the new information.

B. **[** ☒ All coaches (☒) and athletic activity sponsors **[END OF OPTION]** of interscholastic or intramural sports for students of any age shall receive training about (☒) concussions (☒) sudden cardiac arrest (☒) and heat-related medical issues **[END OF OPTION]** at least once during a two (2) year period.

C. **[** ☒ **]** All coaches (☒) and athletic activity sponsors **[END OF OPTION]**, other than football coaches, shall be required to complete a coaching education course that contains player safety content on concussion awareness, equipment fitting, heat emergency preparedness, and proper technique. The course ~~must~~ shall be completed prior to coaching or serving as an athletic activity sponsor. Each coach (☒) and athletic activity sponsor **[END OF OPTION]** ~~must~~ shall complete a course not less than once during a two (2) year period.

[END OF OPTION]

The Superintendent shall require that each person employed as a coach or athletic activity sponsor is qualified, has cleared a background check required by State law and Policy 4121 - Personal Background Checks, References and Mandatory Reporting or Policy 8120 - Volunteers, and has received the training required by State law and this policy. Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association (IHSAA) recognized sport, the Corporation ~~must~~ shall take the following steps:

A. ask ~~him/her~~ the individual:

1. whether ~~s/he~~ the individual is or has been accredited by ~~the association~~ IHSAA; and

2. if ~~s/he~~ the individual is or has been accredited by the ~~association~~ IHSAA, whether ~~his/her~~ the individual's accreditation has ever been suspended or revoked;

B. request references from ~~him/her~~ the individual;

C. contact the references that ~~s/he~~ the individual provides to the Corporation; and

D. contact the ~~association~~ IHSAA to determine whether ~~his/her~~ the individual's accreditation has ever been suspended or revoked.

The Corporation shall make a report to the Department of Child Services if a nonteaching coach has engaged in suspected child abuse or neglect.

~~**[THE FOLLOWING REPORTS ARE RECOMMENDED; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]**~~

The Corporation shall report to the ~~association~~ IHSAA when a nonteaching coach accredited by the ~~association~~ IHSAA has been convicted of an offense described in I.C. 20-28-5-8(c) or I.C. 20-26-5-11.2(b) or of a known comparable offense in another state. ~~These offenses include:~~

A. ~~Kidnapping (I.C. 35-42-3-2).~~

B. ~~Criminal Confinement (I.C. 35-42-3-3).~~

C. ~~Rape (I.C. 35-42-4-1).~~

D. ~~Criminal deviate conduct (I.C. 35-42-4-2) (before its repeal).~~

E. ~~Child molesting (I.C. 35-42-4-3).~~

F. ~~Child exploitation (I.C. 35-42-4-4(b) or I.C. 35-42-4-4(c)).~~

G. ~~Vicarious sexual gratification (I.C.35-42-4-5).~~

H. ~~Child solicitation (I.C. 35-42-4-6).~~

I. ~~Child seduction (I.C. 35-42-4-5).~~

J. ~~Sexual misconduct with a minor (I.C. 35-42-4-9).~~

K. ~~Incest (I.C. 35-46-1-3).~~

L. ~~Dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1).~~

M. ~~Dealing in methamphetamine (I.C. 35-48-4-1.1).~~

N. ~~Manufacturing methamphetamine (I.C. 35-48-4-1.2).~~

O. ~~Dealing in a schedule I, II, or III controlled substance (I.C. 35-48-4-2).~~

P. ~~Dealing in a schedule IV controlled substance (I.C. 35-48-4-3).~~

Q. ~~Dealing in a schedule V controlled substance (I.C. 35-48-4-4).~~

R. ~~Dealing in a counterfeit substance (I.C. 35-48-4-5).~~

The Corporation shall report to local law enforcement suspected misconduct by a nonteaching coach that may constitute a crime ~~to local law enforcement~~.

~~**[END OF OPTIONS]**~~

I.C. 20-26-5-11.2(b)
I.C. 20-26-14-8
I.C. 20-26-14-9
I.C. 20-28-5-8(c)
I.C. 20-34-7
I.C. 20-34-8

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Legal	I.C. 20-26-5-11.2(b)
	I.C. 20-26-14-8
	I.C. 20-26-14-9
	I.C. 20-28-5-8(c)
	I.C. 20-34-7
	I.C. 20-34-8

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Revised Policy - Volume 36, No. 1 - March 2024 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS
Code	po4362.01
Status	
Adopted	September 22, 1997
Last Revised	January 21, 2002

Revised Policy - Volume 36, No. 1 - March 2024

4362.01 - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS

The School Board believes that a staff member should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning ~~his/her~~ their physical well-being is strictly forbidden. Any threat to a member of the staff made by a student, parent, visitor, staff member, or agent of this Board ~~who is found to have threatened a member of the staff will be subject to discipline and~~ shall be reported to the principal, and the individual making the threat may be subject to discipline to further action. ~~The principal shall immediately make an oral report to the local law enforcement agency.~~

State law requires that any individual who has reason to believe that a school employee:

A. has received a threat;

B. is the victim of intimidation;

C. is the victim of battery; or

D. is the victim of harassment;

by any individual immediately notify the principal, and the principal shall immediately make an oral report to the local law enforcement agency.

Harassment based on a protected class shall be investigated under Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities or Policy 4362 - Anti-Harassment, as applicable. Related policies can be found at Policy 4362 - Anti-Harassment, Policy 4362 - Anti-Harassment, and Policy 5517 - Anti-Harassment.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

Cross References:
po1662 - Anti-Harassment
po2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities
po3362 - Anti-Harassment
po4362 - Anti-Harassment
po5517 - Anti-Harassment

~~I.C. 20-33-9-14~~
~~I.C. 34-30-2-85.1~~
I.C. 20-33-9-1 et seq.
I.C. 35-42-2-1
I.C. 35-45-2-1
I.C. 35-45-2-2

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Legal	I.C. 20-33-9-1 et seq. I.C. 35-42-2-1

I.C. 35-45-2-1

I.C. 35-45-2-2

Cross References

po1662 - ANTI-HARASSMENT

po2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

po3362 - ANTI-HARASSMENT

po4362 - ANTI-HARASSMENT

po5517 - ANTI-HARASSMENT

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Revised Policy - Volume 36, No. 1 - March 2024 - STUDENT CONCUSSIONS AND SUDDEN CARDIAC ARREST
Code	po5340.01
Status	
Adopted	November 19, 2012
Last Revised	October 23, 2023

Revised Policy - Volume 36, No. 1 - March 2024

5340.01 - **STUDENT CONCUSSIONS AND SUDDEN CARDIAC ARREST**

It is the policy of the School Board that the risk of student injury be considered and addressed in the planning and implementation of every student activity sponsored by the Board. The Board therefore directs and requires that before beginning practice for an interscholastic sports activity, including cheerleading, the coach of the activity shall provide the parent of each student-athlete in grades ~~5—12~~ 5-12 and each student-athlete in grades ~~5—12~~ 5-12 with the information sheet on Concussion and Head Injury and acknowledgment form issued by the Indiana Department of Education (IDOE) and shall require the student's parent and the student to sign and return the form acknowledging the receipt of the information from the IDOE on Concussion and Head Injury. If the coach of an intramural sports activity elects to or is required to comply with I.C. 20-34-7, ~~s/he~~ the coach shall provide the parent of each student-athlete in grades 5-12 and each student-athlete in grades 5-12 with the information sheet on Concussion and Head Injury and acknowledgment form issued by the IDOE and shall require the student's parent and the student to sign and return to the coach the form acknowledging the receipt of the information from the IDOE on Concussion and Head Injury.

The Board also directs and requires that before beginning practice for an interscholastic sports activity, cheerleading, marching band, a drama or musical, or other extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the ~~IDOE~~ IDOE, the coach of the ~~activity~~ activity, ~~or marching band leader~~, drama or musical leader, or sponsor of the extracurricular activity in which students have an increased risk of sudden cardiac arrest shall provide to each applicable student and ~~his/her~~ parent or legal guardian (unless the student is at least age eighteen (18) or is an emancipated minor) the information sheet on Sudden Cardiac Arrest and acknowledgment form issued by the IDOE and require the applicable student and ~~his/her~~ parent or legal guardian (unless the student is at least age eighteen (18) or is an emancipated minor) to sign and return to the coach, ~~or marching band leader~~, drama or musical leader, or extracurricular activity sponsor the form acknowledging the receipt of the information from the IDOE on Sudden Cardiac Arrest.

~~[THE FOLLOWING NOTIFICATIONS ARE OPTIONAL; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]~~

Additionally, the Board directs and requires that

[x] before beginning practice for any interscholastic or intramural sports activity, including cheerleading, the coach of the activity shall provide the parent of each student participating in the activity and the student participating in the activity with the information sheet on Concussion and Head Injury and acknowledgment form issued by the IDOE and shall require the student's parent and the student to sign and return to the coach the form acknowledging the receipt of the information from the IDOE on Concussion and Head Injury.

[x] before beginning practice for any interscholastic or intramural sports activity, including cheerleading, the coach of the activity shall provide the parent or legal guardian of each student participating in the activity (unless the student is at least age eighteen (18) or is an emancipated minor) and the student participating in the activity with the information sheet on Sudden Cardiac Arrest and acknowledgment form issued by the IDOE and shall require the student's parent or legal guardian (unless the student is at least age eighteen (18) or is an emancipated minor) and the student to sign and return to the coach the form acknowledging the receipt of the information from the IDOE on Sudden Cardiac Arrest.

~~[END OF OPTIONS]~~

The coach~~/sponsor~~, marching band leader, drama or musical leader, extracurricular activity sponsor, or other official designated by the student's school shall maintain an original of each applicable signed acknowledgment form for each student and shall not allow the applicable student to participate in the activity until the signed acknowledgment form(s) from the parent (as required above) and applicable student is/are properly executed and returned.

A student-athlete in grades ~~5—12~~ 5-12 who participates in an interscholastic sport, including cheerleading, and is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to play until ~~s/he~~ the student has been seen and evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, the coach receives a written clearance from the licensed healthcare provider who evaluated the student-athlete that the student can safely return to participation in the sport or activity, and not less than twenty-four (24) hours have passed since ~~s/he~~ the student was removed from play.

~~[THE FOLLOWING PROVISIONS ARE OPTIONAL]~~

[x] Additionally, the Board directs and requires that:

A. [x] A student-athlete of any age who participates in any interscholastic or intramural sports activity, including cheerleading, and is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to play until ~~s/he~~ the student has been seen and evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, the coach receives a written clearance from the licensed healthcare provider who evaluated the student-athlete that ~~s/he~~ the student can safely return to participation in the sport or activity, and not less than twenty-four (24) hours have passed since ~~s/he~~ the student was removed from play.

B. [x] The Athletic Director ~~A coach~~ shall maintain the original of the written clearance from the health care provider for the student-athlete to return to play for no less than ~~( ) three (3) years.~~ (x) three (3) years after the student reaches age eighteen (18).**[END OF OPTION]**

~~**[END OF OPTIONS]**~~

~~An applicable~~ A student participating in an interscholastic sports activity, cheerleading, marching band, a drama or musical, or other extracurricular ~~competitive or noncompetitive~~ activity in which students have an increased risk of sudden cardiac ~~arrest~~ arrest, as determined by the ~~IDOE~~ IDOE, who is ~~suspected~~ suspected, as determined by a game official, coach of the applicable student's team, licensed athletic trainer, physician assistant, advanced practiced registered nurse, licensed physician, marching band leader, drama or musical leader, or other official designated by the ~~applicable~~ student's ~~school~~ school, of experiencing a symptom of sudden cardiac arrest in a practice for an above activity shall be removed from practice or play at the time that the symptom is identified, and the parent or legal guardian of the ~~applicable~~ student shall be notified of the ~~applicable~~ student's symptoms (unless the student is at least age eighteen (18) or is an emancipated minor). ~~An applicable~~ A student who has been removed from practice or play may not return to practice or play until the coach~~/sponsor~~, marching band leader, drama or musical leader, extracurricular activity sponsor, or other official designated by the ~~applicable~~ student's school has received verbal permission from a parent or legal guardian of the student (or from the student if the student is at least age eighteen (18) or is an emancipated minor) for ~~him/her~~ the student to return to practice and play. Within twenty-four (24) hours after giving verbal permission ~~of~~ for the ~~applicable~~ student to return to practice and play, the parent or legal guardian (or the student if the student is at least age eighteen (18) or is an emancipated minor) ~~must~~ shall provide the coach, marching band leader, drama or musical leader, or other official designated by the student's school with a written statement that the student has permission to return to practice and play.

~~**[THE FOLLOWING PROVISIONS ARE OPTIONAL]**~~

Additionally, the Board directs and requires that:

A. [x] A student-athlete of any age who participates in any interscholastic or intramural sports activity, including cheerleading, and is suspected of experiencing a symptom of sudden cardiac arrest in a practice or game shall be removed from practice or play at the time that the symptom is identified, and the parent or legal guardian of the student-athlete shall be notified of the student athlete's symptoms (unless the student is at least age eighteen (18) or is an emancipated minor). A student-athlete who has been removed from practice or play may not return to practice or play until the coach has received verbal permission from a parent or legal guardian of the student (or from the student if the student is at least age eighteen (18) or is an emancipated minor) for ~~him/her~~ the student to return to practice and play. Within twenty-four (24) hours after giving verbal permission ~~of~~ for the student-athlete to return to practice and play, the parent or legal guardian (or the student if the student is at least age eighteen (18) or is an emancipated minor) ~~must~~ shall provide the coach with a written statement that the student has permission to return to practice and play.

B. [xx] The Athletic Director ~~A coach~~ shall maintain the original of the written statement that the student has permission to return to practice and play for no less than ~~( ) three (3) years.~~ (x) three (3) years after the student reaches age eighteen (18).**[END OF OPTION]**

C. [x] Each coach of an interscholastic or intramural sports activity, including cheerleading, shall receive training on (x) concussions, (x) sudden cardiac arrest (including the symptoms), (x) heat-related medical issues, (x) cardiopulmonary resuscitation, (x) and the use of an automated external defibrillator.

~~**[END OF OPTIONS]**~~

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Legal I.C. 20-34-7

I.C. 20-34-8

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Revised Policy - Volume 36, No. 1 - March 2024 - STUDENT SUICIDE AWARENESS AND PREVENTION
Code	po5350
Status	
Adopted	September 22, 1997
Last Revised	May 16, 2022

Revised Policy - Volume 36, No. 1 - March 2024

5350 - **STUDENT SUICIDE AWARENESS AND PREVENTION**

The School Board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. ~~A student~~ Students who experiences depression cannot benefit fully from the educational program of the School Corporation, and ~~a student~~ students who ~~has~~ have attempted self-destruction ~~poses~~ pose a danger both to ~~himself/herself~~ themselves and to other students. This Board policy is intended to increase child suicide awareness and prevention.

All Corporation personnel ~~should~~ shall be alert to the student who exhibits signs of extreme depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member ~~should~~ shall be taken with the utmost seriousness and may warrant follow-up based on implementation of the intervention procedure described below.

The Superintendent shall make available to families in the Corporation information concerning suicide prevention services in the community. The Superintendent shall encourage cooperation among the Corporation and suicide prevention services in the community.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assess the Risk

Step 3 - Take Appropriate Action Based on the Risk

Step 4 - Communicate with Appropriate Parties

Step 5 - Follow-up

Take Appropriate Action Based on the Risk in Step 3 shall include providing referral information about appropriate crisis intervention services or facilities to ~~children~~ students, parents and Corporation staff.

Follow-up in Step 5 and the suicide post-intervention process shall include the development of a plan to assist survivors of attempted suicide and to assist ~~children~~ students and Corporation staff in coping with an attempted suicide or death of a student or Corporation employee. The plan may include counseling services for the ~~child~~ student and the ~~child's~~ student's family related to suicide prevention.

The Corporation shall offer to ~~children~~ students, parents and staff in the Corporation training on warning signs and tendencies that may evidence that a ~~child~~ student is considering suicide, including increasing awareness of the relationship between suicide and drug and alcohol use.

~~Beginning after June 30, 2018, the~~ The Superintendent shall confirm that all Corporation teachers **[** X **]** and any other appropriate Corporation employees **[END OF OPTION]** who are employed at schools that provide instruction to students in any combination of grades 5-12 ~~to~~ attend or participate in at least two (2) hours of research-based in-service youth suicide awareness and prevention training program every three (3) school years. The training required under this policy ~~must~~ shall be held during the teacher's or Corporation employee's contracted day or at a time chosen by the teacher or employee. For purposes of this policy, "teacher" includes the following:

A. a superintendent who holds a license under I.C. 20-28-5;

B. a principal;

C. a teacher;

D. a librarian;

E. a school counselor;

F. a school psychologist;

G. a school nurse;

H. a school social worker.

The format of this training may include an in-person presentation, an electronic or technology-based medium, including self-review modules available on an online system, an individual program of study of designated materials, or any other method approved by the Board that is consistent with current professional development standards. The in-service training required under this section shall count toward the requirements for professional development required by the Board. The research-based youth suicide awareness and prevention training program required under this policy ~~must~~ shall be demonstrated to be effective or a promising program and recommended by the Indiana Suicide Prevention Network Advisory Council.

The Corporation may leverage any

A. existing or new State and Federal grant funds; or

B. free or reduced-cost evidence-based youth suicide awareness and prevention training provided by any State agency or qualified Statewide or local organization

to cover the costs of the training required under this Policy.

The Superintendent shall develop any other program or activity that is appropriate to increase child suicide awareness and prevention.

The parent of a student in the Corporation shall be allowed to review any materials used in any bullying prevention or suicide prevention program.

Throughout any intervention, it is essential that Board policies and Corporation guidelines regarding confidentiality be observed at all times.

Kelson v. City of Springfield, 767 F2d 651 (9th Cir. 1985)
I.C. 20-26-5-34.4
I.C. 20-28-3-6
I.C. 20-33-8-13.5(d)

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Kelson v. City of Springfield, 767 F2d 651 (9th Cir. 1985)

I.C. 20-26-5-34.4

I.C. 20-28-3-6

I.C. 20-33-8-13.5(d)

Book	Policy Manual
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Last Revised	October 23, 2023

Revised Policy - Volume 36, No. 1 - March 2024

5517.01 - **BULLYING**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and shall not be tolerated. At all times, the safety of the victim of bullying shall be a priority. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board shall not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in "cyberbullying," which is bullying that occurs through the use of data or computer software that is accessed through a computer, computer system, computer network, or cellular telephone or other wireless or cellular communications device also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation; and

B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

A. places the targeted student in reasonable fear of harm to the targeted student's person or property;

B. has a substantially detrimental effect on the targeted student's physical or mental health;

C. has the effect of substantially interfering with the targeted student's academic performance; or

D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It ~~includes, but is not limited to,~~ includes but is not limited to such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

A. Participating in a religious event.

B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.

D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.

E. Participating in an activity undertaken at the prior written direction of the student's parent.

F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes ~~s/he has been or is~~ they have been or are currently the victim of bullying shall immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who shall be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be ~~promptly~~ investigated promptly according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator shall report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment or Policy 2266 - Discrimination on the Basis of Sex in Education Programs or Activities, as applicable.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation [no later than 5 business days after the incident is reported], the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or shall be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and shall not be tolerated. Such retaliation shall be considered a serious violation of Board ~~policy and policy~~, independent of whether a complaint is substantiated. Suspected retaliation shall be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble ~~is similarly~~ is prohibited and shall not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516 - Student Hazing.

The Corporation shall maintain a link on its Internet website to the Internet website resource page maintained by the Indiana Department of Education that provides parents and school officials with resources or best practices regarding the prevention and reporting of bullying and cyberbullying.

Remedial Action

Follow-up services shall be provided during or after the investigation that include support services for the victim and bullying education for the alleged perpetrator.

x] [DRAFTING NOTE: The following provision is optional. The Board must decide whether to include it in their policy.]

[The severity of an incident of bullying may be considered, including whether the victim suffered a physical injury, in determining the appropriate remedial action, including whether an incident of bullying may warrant the transfer of the victim or the alleged perpetrator to another school in the Corporation.]

~~[END OF OPTION]~~

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality shall be maintained during the investigation process. However, ~~a proper investigation shall~~, in some circumstances, a proper investigation shall require the disclosure of names and allegations.

Documentation

[The Corporation shall document acts of bullying and abuse behaviors against a victim that are committed by a verified perpetrator.]

Parent Access to Materials

[The parent of a child attending a school in the corporation shall be allowed to review any materials used in any bullying prevention or suicide prevention program.]

Safe School Committee

In accordance with State law, there shall be a Safe School Committee in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

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I.C. 5-2-10.1

I.C. 20-20-8-8

I.C. 20-30-5-5.5

I.C. 20-33-8-0.2

I.C. 20-33-8-13.5

I.C. 20-34-6-1

Book	Policy Manual
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Code	po6320
Status	
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Last Revised	September 18, 2023

Revised Policy - Volume 36, No. 1 - March 2024

6320 - **PURCHASING**

[DRAFTING NOTE: The intent of the purchasing policy is to establish several levels at which purchasing can occur and to determine at what level School Board involvement is required, when it is necessary to get a simple "quote" and when the "competitive bid" procedure is required.]

It is the policy of the School Board that the ~~_____ Superintendent, Business Manager, or Treasurer]~~ shall act as the purchasing agent for the Board. This policy applies only to purchases that are not paid from Federal funds or ~~School~~ Corporation matching funds. All purchases that are paid from Federal funds or School Corporation matching funds shall be made pursuant to Policy 6325 - Procurements - Federal Grants/Funds.

Purchases of Supplies

For purposes of this policy "supplies" means any personal property. The term includes equipment, goods, and materials. The term does not include an interest in real property. For purposes of this policy "purchase" means buy, procure, rent, lease, or otherwise acquire.

The purchasing agent may make open market purchases of supplies totaling no more than ~~$_____ [$50,000 maximum]~~ for a single item or a group of similar items.

The purchasing agent ~~must~~ shall seek at least three (3) price quotations on purchases of supplies that are more than $_____ **[$50,000]** but less than $_____ **[$150,000]** except in cases of emergency or where materials are of such nature that price quotations would not result in a savings to the ~~School~~ Corporation.

The purchasing agent shall mail an invitation to quote at least seven (7) days before the time fixed for receiving quotes.

If the purchasing agent receives a satisfactory quote, ~~s/~~he they shall award a contract to the lowest responsible and responsive quoter for each line or class of supplies required. ~~S/He~~ The purchasing agent may reject all quotes.

If the purchasing agent does not receive a quote from a responsible and responsive ~~quoter s/he quoter, they~~ may purchase the items by following ~~procedures~~ the procedure for items costing under $50,000.

When the purchase of, and contract for, single items of supplies, ~~( ) amounts to $150,000 or more,~~ (☒) is equal to or exceeds the amount stipulated by statute, **[END OF OPTION]** the _____ shall obtain competitive bids.

Competitive Bidding - Supplies

The purchasing agent shall follow the procedure described below in awarding a contract for supplies that equals or exceeds $150,000.

A. The purchasing agent shall issue an invitation for bids.

B. An invitation for bids shall include the following:

1. A purchase description.

2. All contractual terms and conditions that apply to the purchase.

3. A statement of the evaluation criteria that shall be used, including any of the following:

a. Inspection.

b. Testing.

c. Quality.

d. Workmanship.

e. Delivery.

f. Suitability for a particular purpose.

g. The requirement imposed in I.C. 5-22-3-5 for offers submitted by trusts.

4. The time and place for opening the bids.

5. A statement concerning whether the bid shall be accompanied by a certified check or other evidence of financial responsibility that may be imposed in accordance with rules or policies of the Board.

6. A statement concerning the conditions under which a bid may be canceled or rejected in whole or in part as specified in I.C. 5-22-18-2.

Evaluation criteria that will:

A. affect the bid price; and

B. be considered in the evaluation for an award;

shall be objectively measurable.

Only criteria specified in the invitation for bids shall be used in bid evaluation.

The purchasing agent shall give notice of the invitation for bids in the manner required by I.C. 5-3-1. The purchasing agent also may provide electronic access to the notice through:

A. the computer gateway administered by the Office of Technology; or

B. any other electronic means available to the Corporation.

The purchasing agent ~~( ) or the committee appointed by the Board~~ **end of option** shall open bids publicly in the presence of one (1) or more witnesses at the time and place designated in the invitation for bids.

Bids shall be:

A. unconditionally accepted without alteration or correction, except as permitted below; and

B. evaluated based on the requirements provided in the invitation for bids.

A contract shall be awarded with reasonable promptness by written notice to the lowest responsible and responsive bidder.

For a bidder to be considered responsive, the proposal shall:

A. respond to all bid specifications in all material respects;

B. contain no irregularities or deviations from the bid specifications that would affect the amount of the bid or otherwise provide a competitive advantage; and

C. comply specifically with the solicitation and instructions to bidders.

The purchasing agent also may consider whether the bidder has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.

For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning its:

A. (x) experience (type of product or service being purchased, etc.);

B. (x) financial condition;

C. (x) conduct and performance on previous contracts (with the Corporation or other agencies);

D. (x) facilities;

E. (x) management skills; and

F. (x) ability to execute the contract properly.

The purchasing agent may consider the following factors in determining whether a bidder is responsible:

A. the ability and character of the bidder to provide the supplies;

B. the integrity, character and reputation of the bidder; and

C. the competency and experience of the bidder.

The purchasing agent shall maintain the following information:

A. The name of each bidder.

B. The amount of each bid.

C. Other information required I.C. 5-22 and its rules.

The information described above is subject to public inspection after each contract award.

~~**[ ] OPTIONAL PROVISIONS [DRAFTING NOTE: the Board may select one, both or neither of the options listed below]**~~

The Board allows:

A. (x) Correction or withdrawal of inadvertently erroneous bids, provided notification to the purchasing agent is given **(x)** before the opening of the bids. ~~**( )** no later than _____ (___) business days following opening of the bids.~~**[end of option]**

B. (x) Cancellation of awards or contracts based on inadvertently erroneous bids.

~~**[END OF OPTIONS]**~~

[x] [DRAFTING NOTE: The Board must select this option if the Board has elected to allow correction or withdrawal of inadvertently erroneous bids or the cancellation of awards or contracts based on inadvertently erroneous bids.]

The purchasing agent shall make a written decision to:

A. permit the correction or withdrawal of a bid; or

B. cancel awards or contracts based on bid mistakes.

The purchasing agent shall not permit changes in:

A. bid prices; or

B. other provisions of bids prejudicial to the interest of the Board or fair competition;

C. after bid opening.

If a bidder inserts contract terms or bids on items not specified in the invitation for bids, the purchasing agent shall treat the additional material as a proposal for addition to the contract and may do any of the following:

A. Declare the bidder nonresponsive.

B. Permit the bidder to withdraw the proposed additions to the contract in order to meet the requirements and criteria provided in the invitation for bids.

C. Accept any of the proposed additions to the contract, subject to the following limitations.

The purchasing agent shall not accept proposed additions to the contract that are prejudicial to the interest of the Board or fair competition.

A decision of the purchasing agent to permit a change to the requirements of the invitation for bids shall be supported by a written determination by the purchasing agent which provides the justification for that change.

The Board reserves the right to reject any and all bids.

The Board shall be informed of the terms and conditions of all competitive bids. All bids shall be entered upon the records of the Board at its next meeting following the bid opening. The Board shall accept or reject bids in a Board meeting open to the public and award contracts as a consequence of such bids.

Purchases of Services

For purposes of this policy "services" means the furnishing of labor, time, or effort by a person not involving the delivery of specific supplies other than printed documents or other items that are merely incidental to the required performance.

The purchasing agent may purchase as follows:

A. For purchases of services anticipated to exceed $_25,000____ in a single school year:

1. If the purchasing agent has purchased services previously from a vendor, the purchasing agent may continue to purchase services from that vendor as long as the Board is satisfied with the services delivered by the vendor.

2. If a new vendor is sought to provide services, the purchasing agent shall issue a request for proposal asking that interested vendors submit proposals to serve as vendors for those specific services. Notice of the request for proposal may be sent directly to potential vendors and/or posted on the Corporation's website. The purchasing agent shall interview those vendors who respond to the request for proposal that the purchasing agent believes are able to provide the services sought and shall select the vendor from those interviewed. The purchasing agent may seek input from other administrators or Board members in making the selection.

B. For all other purchases of services, the purchasing agent may select the vendor they believe is the most appropriate vendor who provides the services sought.

[ ] The Board shall be advised, for prior approval, of all purchases of services when the purchase **(**x **)** was not contemplated during the budgeting process ~~**( )** exceeds the **( )** line item **( )** function **end of option** by $_____ or ____ percent (__%).~~

[x] The purchasing agent is authorized to make emergency purchases, without prior approval, of those services needed to keep the Corporation's schools in operation.

Such purchases shall be brought to the Board for approval at the next regular meeting.

Public Work Projects - Less than $300,000

Whenever the cost of a public work project will be at least $50,000 but less than $300,000, the following procedure applies:

A. The Board shall invite quotes from at least three (3) persons known to deal in the class of work proposed to be done by mailing them a notice stating that plans and specifications are on file in a specified office. The notice shall be mailed not less than seven (7) days before the time fixed for receiving quotes.

B. The Board shall not require a person to submit a quote before the meeting at which quotes are to be received. The meeting for receiving quotes shall be open to the public. All quotes received shall be opened publicly and read aloud at the time and place designated and not before.

C. The Board shall award the contract for the public work to the lowest responsible and responsive quoter.

D. The Board may reject all quotes submitted.

Public Work Projects - At Least $300,000 (Competitive Bidding)

Whenever the cost of a public work project will be at least $300,000, the following procedure applies:

A. The Board shall prepare general plans and specifications describing the kind of public work project required, but shall avoid specifications which might unduly limit competition. If the project involves the resurfacing (as defined by I.C. 8-14-2-1) of a road, street, or bridge, the specifications shall show how the weight or volume of the materials will be accurately measured and verified.

B. The Board shall file the plans and specifications in a place reasonably accessible to the public, which shall be specified in the notice required by section 3 below.

C. Upon the filing of the plans and specifications, the Board shall publish notice in accordance with I.C. 5-3-1 calling for sealed proposals for the public work project. If the Board receives electronic bids, the Board also shall provide electronic access to the notice of the bid solicitation through the computer gateway administered under I.C. 4-13.1-2-2(a)(6) by the Office of Technology.

D. The notice shall specify the place where the plans and specifications are on file and the date fixed for receiving bids.

E. The period of time between the date of the first publication and the date of receiving bids shall be governed by the size of the contemplated project in the discretion of the Board. The period of time between the date of the first publication and receiving bids may not be more than:

1. six (6) weeks if the estimated cost of the public work project is less than twenty-five million dollars ($25,000,000); and

2. ten (10) weeks if the estimated cost of the public work project is at least twenty-five million dollars ($25,000,000).

F. The Board shall require the bidder to submit a financial statement, a statement of experience, a proposed plan or plans for performing the public work project, and the equipment that the bidder has available for the performance of the public work project. The statement shall be submitted on forms prescribed by the State Board of Accounts.

G. The Board shall not require a bidder to submit a bid before the meeting at which bids are to be received. The meeting for receiving bids shall be open to the public. All bids received shall be opened publicly and read aloud at the time and place designated and not before. Notwithstanding any other law, bids may be opened after the time designated if both of the following apply:

1. The Board makes a written determination that it is in the best interest of the Board to delay the opening.

2. The day, time, and place of the rescheduled opening are announced at the day, time, and place of the originally scheduled opening.

H. The Board shall:

1. award the contract for public work project or improvements to the lowest responsible and responsive bidder; or

2. reject all bids submitted.

I. If the Board awards the contract to a bidder other than the lowest bidder, the Board shall state in the minutes or memoranda, at the time the award is made, the factors used to determine which bidder is the lowest responsible and responsive bidder and to justify the award. The Board shall keep a copy of the minutes or memoranda available for public inspection.

J. In determining whether a bidder is responsive, the Board may consider the following factors:

1. Whether the bidder has submitted a bid or quote that conforms in all material respects to the specifications.

2. Whether the bidder has submitted a bid that complies specifically with the invitation to bid and the instructions to bidders.

3. Whether the bidder has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.

K. In determining whether a bidder is a responsible bidder, the Board may consider the following factors:

1. The ability and capacity of the bidder to perform the work.

2. The integrity, character, and reputation of the bidder.

3. The competence and experience of the bidder.

L. The Board shall require the bidder to submit an affidavit.

M. that the bidder has not entered into a combination or agreement:

1. relative to the price to be bid by a person;

2. to prevent a person from bidding; or

3. to induce a person to refrain from bidding; and

N. that the bidder's bid is made without reference to any other bid.

~~Bids shall be sealed and shall be opened by a committee designated by the purchasing agent publicly in the presence of one (1) or more witnesses at the time and place fixed by the advertisement for bids. The committee must include at least two (2) Board members or at least two (2) Corporation employees. Bids must be read aloud and tabulated publicly and must be available for inspection. All orders or contracts shall be awarded to the lowest responsive and responsible bidder.~~

~~For a bidder or quoter to be considered responsive, the proposal must respond to all bid specifications in all material respects, contain no irregularities or deviations from the bid specifications which would affect the amount of the bid or otherwise provide a competitive advantage, and comply specifically with the solicitation and instructions to bidders or quoters. The purchasing agent or committee also may consider whether the bidder or quoter has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.~~

~~For a bidder or quoter to be deemed responsible, the Board may request evidence from the bidder or quoter concerning its:~~

~~A. ( ) experience (type of product or service being purchased, etc.);~~

~~B. ( ) financial condition;~~

~~C. ( ) conduct and performance on previous contracts (with the Corporation or other agencies);~~

~~D. ( ) facilities;~~

~~E. ( ) management skills; and~~

~~F. ( ) ability to execute the contract properly.~~

~~The purchasing agent or committee may consider the following factors in determining whether a bidder or quoter is responsible:~~

~~A. the ability and character of the bidder or quoter to provide the supplies~~

~~B. the integrity, character and reputation of the bidder or quoter~~

~~C. the competency and experience of the bidder or quoter~~

~~The Board reserves the right to reject any and all bids.~~

~~[ ] Contracts can be awarded by the _____ without Board approval for any single item or group of identical items costing less than $_____. All other contracts require Board approval prior to purchase.~~

Purchasing Using Online Reverse Auctions

The Board authorizes the purchasing agent to conduct a reverse auction for the purchase of supplies by using an Internet purchasing site for issuing an invitation for bids and receiving bids.

The purchasing agent shall establish procedures for:

1. transmitting notices, solicitations, and specifications;
2. receiving offers;
3. making payments;
4. protecting the identity of the bidder or offeror;
5. providing for the display of the amount of each offer previously submitted for public viewing;
6. establishing the deadline by which offers shall be received and shall be considered to be open and available for public inspection;
7. establishing procedures for the opening of offers; and
8. maintaining adequate documentation regarding reverse auctions so that the transactions may be audited according to law.

The purchasing agent may charge a bidder in a reverse auction a fee set in the written procedures adopted above.

An Internet purchasing site used for a reverse auction shall do the following:

A. provide information that the purchasing entity considers necessary or beneficial to potential bidders;

B. display the amount of all bids previously submitted regarding the reverse auction for public viewing;

C. conceal information that identifies a bidder;

D. comply with I.C. 5-22.

Procurement

The Board shall be informed of the terms and conditions of all competitive bids. All bids must be entered upon the records of the Board at its next meeting following the bid opening. The Board shall accept or reject bids in a Board meeting open to the public and award contracts as a consequence of such bids.

The president and secretary of the Board are entitled, on behalf of the Board, to sign any contract. These contracts may include, but are not limited to, employment contracts and contracts for goods and services. However, each contract must be approved by a majority of the full Board. In the absence of the president or secretary, the vice president may sign the contract with the officer who is present.

Exceptions to the foregoing requirements may be permitted when purchasing from vendors who have been awarded State contracts or when purchasing from authorized State institutions.

All specifically identified purchases that are within **( )** a program **( )** a function **( )** a line item **[end of options]** **( )** and were originally contemplated in the budgeting process **[end of option]** may be made upon authorization of the Superintendent.

The Board may designate a committee of at least two (2) of the Board members or a committee of not less than two (2) Corporation employees to open and tabulate bids:

A. in connection with the purchase of supplies, materials, or equipment;

B. for the construction or alteration of a building or facility; or

C. for any similar purpose.

Those bids:

A. may be opened by the committee at the time and place fixed by the advertisement for bids;

B. shall be read aloud and tabulated publicly, to the extent required by law for governing bodies; and

C. shall be available for inspection.

Those bids shall be reported to and the tabulation entered upon the records of the Board at its next meeting following the bid opening.

A bid may not be accepted or rejected by the committee but shall be accepted or rejected solely by the Board in a Board meeting open to the public.

[X] The Board ~~should~~ shall be advised, for prior approval, of all purchases of supplies when the purchase (X) was not contemplated during the budgeting process ~~( ) exceeds the ( ) line item ( ) function [END OF OPTION]~~ by _____ or _____ ~~percent (__%).~~

X] The purchasing agent is authorized to make emergency purchases, without prior approval, of supplies needed to keep the Corporation's schools in operation.

Such purchases shall be brought to the Board for approval at the next regular meeting.

In order to promote efficiency and economy in the operation of the Corporation, the Board requires that the __Superintendent_____ periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped, but with staggered delivery dates, shall be made a part of the bid specifications.

Before the __Treasurer_____ places a purchase order, ~~s/he they~~ shall (X) have the __Superintendent_____ **[END OF OPTION]** check whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the Corporation. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

A. (X) an opportunity be provided to as many responsible suppliers as possible to do business with the Corporation;

B. (X) a prompt and courteous reception, ~~insofar as~~ conditions permit, be given to all who call on legitimate business matters;

C. (X) where the requisitioner has recommended a supplier, the __Treasurer_____ may make alternate suggestions to the requisitioner if, in ~~his/her~~ their judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;

D. (X) upon the placement of a purchase order, the __Treasurer_____ shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations;

E. (X) unless otherwise permitted by the purchasing agent, no purchase of supplies shall be allowed without a properly-signed purchase order. Employees shall be held personally responsible for anything purchased without a properly signed purchase order.

The Board may acquire by lease, by installment payments, by lease-purchase agreements, or by lease with an option to purchase provided the contract setting forth the terms of such a purchase shall not extend for a period of more than __three___ (3) years.

During the current year provisions may be made in these agreements for renewal for the succeeding year, subject to appropriations being available.

[x] Contracts can be awarded by the ____Superintendent_____ without Board approval for any single item or group of identical items costing less than $ __50,000____. All other contracts require Board approval prior to purchase.

[X] Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the United States Department of Education (USDOE) requirements (2 C.F.R. 200.317 - .326) for the administration and management of Federal grants and Federally-funded programs. The Corporation shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320A) and comply with 34 C.F.R. 80.36. Please refer to Policy 6325 - Procurements - Federal Grants/Funds.

[END OF OPTION]

~~**Purchase of Services**~~

~~For purposes of this policy "services" means the furnishing of labor, time, or effort by a person, not involving the delivery of specific supplies other than printed documents or other items that are merely incidental to the required performance.~~

~~The purchasing agent may purchase as follows:~~

~~For purchases of services anticipated to exceed $_____ in a single school year:~~

~~If the purchasing agent has purchased services previously from a vendor, the purchasing agent may continue to purchase services from that vendor as long as the Board is satisfied with the services delivered by the vendor.~~

~~If a new vendor is sought to provide services, the purchasing agent will issue a request for proposal asking that interested vendors submit proposals to serve as vendors for those specific services. Notice of the request for proposal may be sent directly to potential vendors and/or posted on the Corporation's website. The purchasing agent will interview those vendors who respond to the request for proposal that the purchasing agent believes are able to provide the services sought and will select the vendor from those interviewed. The purchasing agent may seek input from other administrators or Board members in making the selection.~~

~~For all other purchases of services, the purchasing agent may select the vendor s/he believes is the most appropriate vendor who provides the services sought.~~

~~[ ] The Board should be advised, for prior approval, of all purchases of services when the purchase ( ) was not contemplated during the budgeting process ( ) exceeds the ( ) line item ( ) function [END OF OPTION] by _____ or _____ percent (__%).~~

~~[ ] The purchasing agent is authorized to make emergency purchases, without prior approval, of those services needed to keep the schools in operation.~~

~~Such purchases shall be brought to the Board for approval at the next regular meeting.~~

I.C. 5-22-2-21
I.C. 5-22-2-30
I.C. 5-22-2-38
I.C. 5-22-3-3
I.C. 5-22-6-1 and 5-22-6-2
I.C. 5-22-7-1 et seq.
I.C. 5-22-7.5 - Online Reverse Auctions
I.C. 5-22-8-2, 5-22-8-3
I.C. 5-22-10-1 et seq.
I.C. 5-22-16-1, 5-22-16-2
I.C. 20-26-4-6, 20-26-4-8
I.C. 20-26-5-4
I.C. 36-1-12-2
Education Department General Administrative Regulations (EDGAR)
2 C.F.R. 200.317 - .326

Cross References
po6325 - Procurement - Federal Grants/Funds
po6330 - Approval of Contracts
po6440 - Cooperative Purchasing
po6450 - Local Purchasing
po6460 - Conflicts of Interest and Vendor Relations

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Legal	I.C. 5-22-2-21
	I.C. 5-22-3-3
	I.C. 5-22-2-30
	I.C. 5-22-2-38
	I.C. 5-22-6-1 and 5-22-6-2
	I.C. 5-22-7.5 - Online Reverse Auctions
	I.C. 5-22-7-1 et seq.
	I.C. 5-22-8-2, 5-22-8-3
	I.C. 5-22-10-1 et seq.
	I.C. 5-22-16-1, 5-22-16-2
	I.C. 20-26-4-6, 20-26-4-8
	I.C. 20-26-5-4
	I.C. 36-1-12-2
	Education Department General Administrative Regulations (EDGAR)
	2 C.F.R. 200.317 - .326
Cross References	po6325 - PROCUREMENT - FEDERAL GRANTS/FUNDS
	po6330 - APPROVAL OF CONTRACTS
	po6440 - COOPERATIVE PURCHASING
	po6450 - LOCAL PURCHASING
	po6460 - CONFLICTS OF INTEREST AND VENDOR RELATIONS

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Rescind Policy - Volume 36, No. 1 - March 2024 - PURCHASING USING ONLINE REVERSE AUCTIONS
Code	po6320.01
Status	
Adopted	August 15, 2005

Rescind Policy - Volume 36, No. 1 - March 2024

6320.01 - **PURCHASING USING ONLINE REVERSE AUCTIONS**

~~The School Board authorizes the purchasing agent to conduct a reverse auction for the purchase of supplies by using an Internet purchasing site for issuing an invitation for bids and receiving bids.~~

~~The purchasing agent shall establish procedures for:~~

A. ~~transmitting notices, solicitations, and specifications;~~

B. ~~receiving offers;~~

C. ~~making payments;~~

D. ~~protecting the identity of the bidder and the amount of an offer until the time fixed for opening the offers;~~

E. ~~providing for the display of the amount of each offer previously submitted for public viewing;~~

F. ~~establishing the deadline by which offers must be received and will be considered to be open and available for public inspection;~~

G. ~~establishing procedures for the opening of offers;~~

H. ~~maintaining adequate documentation regarding reverse auctions so that the transactions may be audited according to law.~~

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Legal I.C. 5-22-7.5

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Revised Policy - Volume 36, No. 1 - March 2024 - WEB CONTENT, APPS AND SERVICES
Code	po7540.02
Status	
Adopted	September 22, 1997
Last Revised	October 23, 2023

Revised Policy - Volume 36, No. 1 - March 2024

7540.02 - **WEB ~~ACCESSIBILITY, CONTENT, APPS,~~ APPS AND SERVICES**

A. **Creation of Content for ~~Web Pages/Websites, Apps,~~ Webpages, Websites, Apps and Services**

The School Board authorizes staff members (☒) and students **[END OF OPTION]** to create ~~content, apps, and services~~ content for webpages, websites, and apps and services (see Bylaw 0100 - Definitions) that are hosted by the School Corporation on its servers or Corporation-affiliated servers (i.e., servers the Board pays to use or otherwise sanctions the use of) and/or published on the Internet.

The ~~content, apps, and services~~ content of webpages, websites, and apps and services shall comply with State and Federal law, e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA), and reflect the professional image/brand of the Corporation, its employees, and students. ~~Content, apps, and services~~ Content of webpages, websites, and apps and services shall be consistent with the Corporation's Mission Statement and staff-created ~~content, apps, and services~~ content for webpages, websites, and apps and services is subject to prior review and approval of the Superintendent before being published on the Internet and/or ~~utilized~~ used with students.

~~**[NOTE: CHOOSE ONE (1), BOTH, OR NONE OF THE FOLLOWING OPTIONS.]**~~

☒ Student-created ~~content, apps, and services~~ content for webpages, websites, and apps and services is subject to Policy 5722 - School-Sponsored Publications and Productions.

[☒] The creation of ~~content, apps, and services~~ content for webpages, websites, and apps and services by students shall be done under the supervision of a professional staff member.

~~**[END OF OPTIONS]**~~

B. **Purpose of Content of Corporation ~~Web Pages/Websites, Apps,~~ Webpages, Websites, and Apps and Services**

The Superintendent shall have final editorial authority over all content placed on the Corporation's servers or Corporation-affiliated servers and displayed on the Corporation's ~~web pages/websites, and/or apps, and services~~ webpages, websites, and/or apps and services. The Superintendent has the right to remove pages or links from any ~~web page/website,~~ webpage or website, as well as require that ~~an app or service~~ apps and services created by a Corporation staff member be removed from the Corporation's servers or Corporation-affiliated servers, based upon ~~his/her~~ the Superintendent's determination that the content is inappropriate or is not accessible to individuals with disabilities.

The purpose of the ~~content, apps, and services~~ content of webpages, websites, and apps and services covered by this policy is to educate, inform, and communicate. The following criteria shall be used to guide the development of such ~~content, apps, and services~~ content for webpages, websites, and apps and services:

1. **Educate**

   Content provided shall be suitable for and usable by students and teachers to support the curriculum and Corporation's ~~Objectives as listed in the Corporation's Strategic Plan~~ objectives.

2. **Inform**

   Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. **Communicate**

Content may communicate information about the plans, policies and operations of the Corporation to members of the public and other persons who may be interested in and/or affected by Corporation matters.

The information contained on the Corporation's ~~web pages/website(s) and apps,~~ webpages, websites, and apps and services shall reflect and support the ~~Corporation's Mission Statement, Educational Philosophy, and Academic Improvement Process~~ Corporation's policies and philosophy, including any mission statement.

When the content includes a photograph or information relating to a student, including Corporation-issued email accounts, the Corporation shall abide by the provisions of Policy 8330 - Student Records.

All links included on the Corporation's ~~web pages/website(s) and apps,~~ webpages, websites, and apps and services also shall meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and CDPPA). Nothing in this paragraph shall prevent the Corporation from linking the Corporation's ~~web pages/website(s) and apps, and services~~ webpages, websites, and apps and services to 1) recognized news/media outlets, e.g., local newspapers' websites, local television stations' websites, or 2) to ~~web pages/websites and apps, and services~~ webpages, websites, and apps and services that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party ~~web pages/websites and apps, and services~~ webpages, websites, and apps and services may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01 - Advertising, Commercial Activities, and Sponsorships/Naming Rights, ~~( ) AG 9700B – Criteria for Commercial Messages, and State and Federal law.~~

Under no circumstances are Corporation-created ~~web pages/website(s) and apps, and services~~ webpages, websites, and apps and services to be used for commercial purposes, political lobbying, or to provide financial gains for any employee or student. As part of this prohibition, ~~content, apps,~~ content of webpages, websites, and apps and services contained on the Corporation's website shall not: 1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or the passage of a tax levy or bond issue; 2) include a link to a website of another organization if the other website includes such a message; or 3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

[X] Under no circumstances are staff member-created ~~web pages/website(s) and apps, and services,~~ webpages, websites, and apps and services, including personal ~~web pages/websites~~ webpages or websites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Corporation-specified ~~web page/website, app or service~~ webpages, websites, and apps and services, ~~e.g.,~~ _____ **[Skyward]** for the purpose of conveying information to students and/or parents.

[X] Staff members are prohibited from requiring students to go to the staff member's personal ~~web pages/websites~~ webpages or websites (including but not limited to their Facebook, Instagram, ~~or~~ Pinterest pages, YouTube Channel(s), or TikTok sites) to check grades, obtain class assignments and/or class-related materials, ~~and/or~~ or to turn in assignments.

[X] If ~~a staff member creates content, apps, or services~~ staff members create content for webpages, websites, and apps and services related to their ~~class~~ classes, they shall be hosted on the Corporation's server or a Corporation-affiliated server.

[X] Unless the ~~content, apps, and services~~ content of webpages, websites, and apps and services contain a student's personally identifiable information, Corporation ~~web pages/website(s) and apps, and services~~ webpages, websites, and apps and services that are created by students and/or staff members that are posted on the Internet shall not be password-protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the ~~web page/site, app or service~~ webpages, websites, and apps and services. Community members, parents, employees, staff, students, and other users generally shall be given full access to the Corporation's ~~web pages/website(s) and apps, and services~~ webpages, websites, and apps and services.

The content~~, apps, and services~~ of Corporation webpages, websites, and apps and services shall reflect an understanding that both internal and external audiences shall be viewing the information.

The Corporation's ~~website(s) and web pages, apps, and services~~ webpages, websites, and apps and services shall be hosted on Corporation-owned or Corporation-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Corporation's ~~web pages/website(s) and apps, and services~~ webpages, websites, and apps and services and the creation of ~~web pages/website(s) and apps, and services~~ webpages, websites, and apps and services by staff (X) and students **[END OF OPTION].**

The Corporation retains all proprietary rights related to the design of ~~web pages/website(s) and apps, and services~~ webpages, websites, and apps and services that are hosted on Corporation-owned or Corporation-affiliated servers, absent written agreement to the contrary.

In order for a student's school work (i.e., work that is created in a class, at school, or as part of a school-sponsored extracurricular activity) to be displayed on the Corporation's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) shall provide written permission and expressly license its display without cost to the Corporation.

Likewise, prior written permission ~~from of~~ a student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the ~~Board's~~ Corporation's website.

C. **Website Accessibility**

The Corporation is committed to providing individuals with disabilities an opportunity equal to that of individuals without disabilities to participate in the Corporation's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The Corporation is further committed to ensuring individuals with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded

from participation in, denied the benefits of, or otherwise subjected to discrimination in any Corporation programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the Corporation's programs, services, and activities delivered online.

This policy reflects the Corporation's commitment and ~~its~~ intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794[] ~~and~~ 34 C.F.R. Part 104, Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 12131, ~~and~~ 28 C.F.R. Part 35, in all respects.

1. Technical Standards

   The Corporation shall adhere to the technical standards of compliance identified at _____[bbschools.net]_____ ~~Insert~~ [insert link to the Corporation's website]. The Corporation measures the accessibility of online content and functionality according to the **[CHOOSE ONE OF THE FOLLOWING OPTIONS]** (x) World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA [or most current recommended level], and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content. ~~( )~~ _____ ~~[insert another acceptable standard selected by the Corporation - e.g., the Section 508 Information and Communication Technology Accessibility Standards published by the U.S. Access Board, which serves as the standards the Federal government uses for its own websites] [end of option];~~

   ~~[DRAFTING NOTE: While OCR currently (as of December 2022) recommends WCAG 2.0 Level AA, WCAG 2.1 is gradually is becoming the standard courts cite as the ADA accessibility standard that public entities should use for websites, mobile applications, and digital content compliance. Further, W3C published a working draft of WCAG 2.2 in August 2020 and a Candidate Recommendation draft of WCAG 2.2 in September 2022; a final version of WCAG 2.2 is expected to be was released in early October 2023. The W3C states that WCAG 2.0 and 2.1 remain its recommendation, but version 2.2 should be used to maximize future applicability of accessibility efforts. The W3C also encourages the use of the most current version of WCAG when developing or updating Web accessibility policies.]~~

2. **Web Accessibility Coordinator**

   The Board designates its ~~[CHOOSE ONE OF THE FOLLOWING OPTIONS] ( ) Section 504/ADA Compliance Coordinator(s) (X~~) Technology Director ~~( ) _____ [END OF OPTIONSOPTION~~ as the Corporation's Web Accessibility Coordinator(s). That~~[T]~~hose individual(s) is/are responsible for coordinating and implementing this policy.

   [~~X~~] The Board commits to providing the Web Accessibility Coordinator with sufficient resources and authority to coordinate and implement this policy and any corresponding guideline(s), subject to oversight by the Superintendent and the Board.

   ~~[SELECT OPTION #1 OR OPTION #2]~~

   [~~X~~] [OPTION 1]

   See Policy 2260.01 - 504/ADA Prohibition Against Discrimination Based on Disability for the Section 504/ADA Compliance ~~Coordinator(s)~~ Coordinator(s)[s)] contact information.

   ~~[ ] [OPTION #2]~~

   ~~The Corporation's Web Accessibility Coordinator(s) can be reached at _____. [Insert name or title (recommended), address, e-mail, and phone]~~

3. Third Party Content

   Links included on the ~~Board's web page/website(s) and apps, and services~~ Corporation's webpages, websites, and apps and services[that] pertain to its programs, benefits, and/or services also shall meet the above criteria and comply with State and Federal law (e.g., copyright laws, CIPA, Section 504, ADA, and COPPA). While the Corporation strives to provide access through its ~~web pages/website(s) and apps, and services~~ webpages, websites, and apps and services to content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The Corporation's administrators and staff, however, are aware of this requirement with respect to the selection of content provided to students. The Corporation's Web Accessibility Coordinator(s) or ~~designee~~ designees[shall] vet ~~content, apps, and services~~ [all]e content on its webpages, websites, and apps and services[that] is related to the Corporation's programs, benefits, and/or services for compliance with these criteria for all new content, published on the Corporation's ~~website(s), apps, webpages,~~ websites, and apps[and] services after adoption of this policy.

   Nothing in the preceding paragraph, however, shall prevent the Corporation from including links on the ~~Board's web pages/website(s) and apps, and services~~ Corporation's webpages, websites, and apps and services to:

   a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites); or

   b. ~~web pages/sites, apps, or~~ webpages, websites, or apps and[services] that are developed and hosted by outside vendors or organizations that are not part of the Corporation's program, benefits, or services.

The Board recognizes that such third party ~~web pages/websites and apps, and services~~ webpages, websites, and apps and services[may] contain ~~age appropriate~~ advertisements that are not age-appropriate or consistent with the requirements of Policy 9700.01 - Advertising, Commercial Activities, and Sponsorships/Naming Rights, ~~( ) AG 9700B - Criteria for Commercial Messages, [END OF OPTION]~~ and State and Federal law.

D. **Regular Audits**

The Corporation, under the direction of the Web Accessibility Coordinator(s) or designees, shall audit at regular intervals the Corporation's online content and measure this content against the technical standards adopted above.

[X] This audit shall occur ~~**[CHOOSE ONE OF THE FOLLOWING OPTIONS] ( ) at least annually, (X)**~~ no less than once every two (2) years~~**[END OF OPTION]**~~.

If problems are identified through the audit, such problems shall be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

E. **Reporting Concerns or Possible Violations**

If a person accessing the Corporation's ~~website(s), apps, or~~ webpages, websites, or apps and services (e.g., a student, prospective student, employee, guest, or visitor) ("user") believes that the Corporation has violated the technical standards identified above in its online content, the user may contact ~~a/~~the Web Accessibility Coordinator with any accessibility concerns. The user ~~may also~~ also may file a formal complaint utilizing the procedures set out in Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

F. **Instructional Use of ~~Apps, and Services~~ Apps and Services**

The Board authorizes the use of ~~apps, and services~~ apps and services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

~~**[SELECT OPTION #1 or #2]**~~

[OPTION #1]

The Board requires the ~~**[CHOOSE ONE OF THE FOLLOWING] [ ] Superintendent**~~ **[X]** Principal and/or Technology Director~~**[END OF OPTION]**~~ pre-approve each ~~app or service~~ of the apps and services that a teacher intends to use to supplement and enhance student learning. To be approved, the ~~app or service~~ apps and services shall have a FERPA-compliant privacy policy and comply with all requirements of COPPA and CIPA (X) and Section 504 and the ADA.

~~**[END OF OPTION #1]**~~

~~**[OPTION #2]**~~

~~A teacher who elects to supplement and enhance student learning through the use of apps or and services is responsible for verifying/certifying to the **[CHOOSE ONE OF THE FOLLOWING OPTIONS] [ ]** Superintendent **[ ]** _____ **[END OF OPTION]** that the app or service has apps and services have a FERPA-compliant privacy policy and complies comply with all requirements of COPPA and CIPA ( ) and Section 504 and the ADA.~~

~~**[END OF OPTION #2]**~~

The Board further requires (X) the use of a Corporation-issued e-mail address in the login process. (X) prior written parental permission for a student seventeen (17) years of age or younger to use the student's personal e-mail address in the login process.**[end of option]**

G. **Annual Training**

The Corporation shall provide ~~**[CHOOSE OF THE FOLLOWING OPTIONS] ( ) annual (X)**~~ periodic **[END OF OPTION]** training for its employees who are responsible for creating content or distributing information online so that these employees are aware of this Policy and understand their roles and responsibilities with respect to web design and creation and/or uploading of documents and multimedia content.

[X] Such training shall be facilitated by an individual with sufficient knowledge, skill and experience to understand and employ the technical standards set forth in Board policies and administrative guideline(s) guidelines.

One-Way Communication Using ~~Corporation Web Pages/Websites and Apps, and Services~~ Webpages, Websites, and Apps and Services

The Corporation approves the use of its ~~website(s)/web pages, apps, and services~~ webpages, websites, and apps and services to promote school activities and inform stakeholders and the general public about Corporation news and operations.

Such communications constitute public records that shall be archived.

When the Board or Superintendent designates communications distributed via Corporation ~~web pages/website(s) and apps, and services~~ webpages, websites, and apps and services to be one-way communication, public comments are not solicited or desired, and the ~~web page/website, app, or service~~ webpage, website, or apps and services is to be considered a nonpublic forum.

If the Corporation uses ~~an app or service~~ apps and services that does do not allow the Corporation to block or deactivate public comments, the Corporation's use of ~~that app and/or service~~ those apps and services shall be subject to Policy 7544 - Use of Social Media, unless the Corporation is able to withhold all public comments automatically.

If unsolicited public comments can be withheld automatically, the Corporation shall retain the comments in accordance with its adopted record retention schedule~~**( ) (see AG 8310A – Requests for Public Records and AG 8310E – Record Retention and Disposal)[end of option]**~~, but it shall not review or consider those comments.

~~[DRAFTING NOTE: Corporations are advised to adopt a new category of records that covers such "hidden public comments" on social media. Unless dictated by State law, retention periods established by the Corporation for such unsolicited communications should be limited.]~~

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Legal

P.L. 106-554, Children's Internet Protection Act

15 U.S.C. 6501 et seq., Children's Online Privacy Protection Act

20 U.S.C. 6777, 9134

47 U.S.C. 254, Communications Act of 1934, as amended

34 C.F.R. Part 99, Family Educational Rights and Privacy Act

47 C.F.R. 54.520, Children's Internet Protection Act

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Revised Policy - Volume 36, No. 1 - March 2024 - AUTOMATED EXTERNAL DEFIBRILLATORS (AED)
Code	po8452
Status	
Adopted	October 17, 2005

Revised Policy - Volume 36, No. 1 - March 2024

8452 - **AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

The School Board has determined that it may enhance school safety to have an automated external defibrillator (AED) placed in building(s) within the Corporation.

An AED is a medical device that contains a heart monitor and defibrillator that is used to administer an electric shock through a person's chest wall to the heart. The built-in computer system of the AED assesses the patient's heart rhythm, determines whether defibrillation is needed, and then administers a shock, if necessary. Audible and/or visual prompts guide the user through the process of using the AED.

~~[OPTIONS]~~

[x] The Corporation shall develop a venue-specific action plan for sudden cardiac that:

A. requires that AEDs are maintained properly;

B. establishes a goal of responding within three (3) minutes to a sudden cardiac arrest occurring within the venue;

C. requires periodic drills;

D. requires the plan to be posted in a conspicuous place in the venue visible to participants;

E. requires the plan be shared with each head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest and all student participants before the beginning of the season for each event in which students have an increased risk of sudden cardiac arrest; and

F. is distributed to the Board (x) and all Corporation employees.

~~[END OF OPTIONS]~~

The Superintendent shall develop a system by which each AED is maintained properly.

Each head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest shall be required to participate in a sudden cardiac training course which includes use of an AED. (See policies 1520.08, 3120.08, 4120.08 and 8455)

Each head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest shall be required to participate in a sudden cardiac arrest training course which includes the use of an AED. (See Policy 1520.08 - Employment of Personnel for Extracurricular Activities, Policy 3120.08 - Employment of Personnel for Extracurricular Activities, Policy 4120.08 - Employment of Personnel for Extracurricular Activities, and Policy 8455 - Coach Training, References, and IHSAA Reporting)

The Board directs the Superintendent to develop guidelines that govern AEDs, including the use of the AED, placement of the AED, training and oversight by a medical doctor or by the local EMS Medical Director. The Board also directs the Superintendent, in conjunction with the Medical Director, to review the guidelines, as appropriate. The AED devices will shall be located at school buildings for use by employees with proper AED training.

I.C. 16-31-3.5
I.C. 20-34-8
I.C. 34-30-12-1

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Legal

I.C. 16-31-3.5

I.C. 20-34-8

I.C. 34-30-12-1

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Revised Policy - Volume 36, No. 1 - September 2023 - COACH TRAINING, REFERENCES, AND IHSAA REPORTING
Code	po8455
Status	
Adopted	January 16, 2018
Last Revised	March 23, 2020

Revised Policy - Volume 36, No. 1 - September 2023

8455 - **COACH TRAINING, REFERENCES, AND IHSAA REPORTING**

The School Corporation shall comply with State law governing the training and certification of all coaches (~~s~~) and athletic activity sponsors. This applies to all coaches, whether employees, volunteers, or other individuals, who are coaching student-athletes.

The School Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2) year period that:

1. is sport-specific;

2. contains player safety content, including content on:

a. concussion awareness;

b. equipment fitting;

c. heat emergency preparedness; and

d. proper technique;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the ~~School~~ Corporation that new information has been added to the course before the end of the two (2) year period, the coach ~~must~~ shall complete instruction and successfully complete a test concerning the new information.

B. Prior to coaching students in grades ~~5—12~~ 5-12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the ~~Indiana Department of Education~~ IDOE at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach ~~must~~ shall complete instruction and successfully complete a test concerning the new information.

C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5 - 12 may elect to complete the above-referenced certified coaching education course. If compliance with I.C. 20-34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.

D. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the ~~Indiana Department of Education (IDOE)~~ IDOE shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator. The coach, marching band leader, drama or musical leader, or extracurricular activity sponsor ~~must shall~~ complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Corporation ~~will shall~~ receive a certificate of completion from the provider for each coach, marching band leader, drama or musical leader, or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. ~~Each~~ The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

~~**[THE FOLLOWING TRAINING IS OPTIONAL; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]**~~

[☒] Additionally, the Board requires that:

A. [☒] All head and assistant coaches of students of any age participating in interscholastic or intramural sports other than football, including cheerleading, shall complete a certified coaching education course approved by the ~~State Department of Education~~ IDOE at least once during a two (2) year period that:

1. contains player safety content on concussion awareness;

2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach ~~must~~ shall complete instruction and successfully complete a test concerning the new information.

B. [☒ All coaches (☒) and athletic activity sponsors **[END OF OPTION]** of interscholastic or intramural sports for students of any age shall receive training about (☒) concussions (☒) sudden cardiac arrest, (☒) and heat-related medical issues **[END OF OPTION]** at least once during a two (2) year period.

C. [☒] All coaches (☒) and athletic activity sponsors **[END OF OPTION]**, other than football coaches, shall be required to complete a coaching education course that contains player safety content on concussion awareness, equipment fitting, heat emergency preparedness, and proper technique. The course ~~must~~ shall be completed prior to coaching or serving as an athletic activity sponsor. Each coach (☒) and athletic activity sponsor **[END OF OPTION]** ~~must~~ shall complete a course not less than once during a two (2) year period.

~~**[END OF OPTIONS]**~~

The Superintendent shall require that each person employed as a coach (☒) or athletic activity sponsor **[END OF OPTION]** is qualified, has cleared a background check as required by State law and Board Policy 1521 - Personal Background Checks, References and Mandatory Reporting, Policy 3121 - Personal Background Checks, References and Mandatory Reporting, Policy 4121 - Personal Background Checks, References and Mandatory Reporting, Policy 8120 - Volunteers, or Policy 8121 - Personal Background Check - Contracted Services, and has received the training required by State law and this policy. Before allowing an individual to be a volunteer coach, the Corporation shall conduct an expanded criminal history check (as defined in I.C. 20-26-2-1.5) on him/her. Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association (IHSAA) recognized sport, the Corporation ~~must~~ shall take the following steps:

A. ask ~~him/her~~ the individual:

1. whether ~~s/he~~ the individual is or has been accredited by ~~the association~~ IHSAA; and

2. if ~~s/he~~ the individual is or has been accredited by ~~the association~~ IHSAA, whether ~~his/her~~ the individual's accreditation has ever been suspended or revoked;

B. request references from ~~him/her~~ the individual;

C. contact the references that ~~s/he~~ the individual provides to the Corporation; and

D. contact the ~~association~~ IHSAA to determine whether ~~his/her~~ the individual's accreditation has ever been suspended or revoked.

All coaches (☒) and athletic activity sponsors **[END OF OPTION]** shall be informed of Corporation policies regarding reporting requirements and investigation requirements for complaints of bullying or harassment and suspected child abuse/sexual abuse.

The Corporation shall report to the ~~association~~ IHSAA, in a manner prescribed by ~~the association~~ IHSAA, when a nonteaching or volunteer coach accredited by the ~~association~~ IHSAA has been convicted of an offense described in I.C. 20-28-5-8(c) or I.C. 20-26-5-11.2(b) or of a known comparable offense in another state. ~~These offenses include:~~

A. ~~Kidnapping (I.C. 35-42-3-2);~~

B. ~~Criminal Confinement (I.C. 35-42-3-3).~~

C. ~~Rape (I.C. 35-42-4-1).~~

D. ~~Criminal deviate conduct (I.C. 35-42-4-2) (before its repeal).~~

E. ~~Child molesting (I.C. 35-42-4-3).~~

F. ~~Child exploitation (I.C. 35-42-4-4(b) or I.C. 35-42-4-4(c)).~~

G. ~~Vicarious sexual gratification (I.C.35-42-4-5).~~

H. ~~Child solicitation (I.C. 35-42-4-6).~~

I. ~~Child seduction (I.C. 35-42-4-5).~~

J. ~~Sexual misconduct with a minor (I.C. 35-42-4-9).~~

K. ~~Incest (I.C. 35-46-1-3).~~

L. ~~Dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1).~~

M. ~~Dealing in methamphetamine (I.C. 35-48-4-1.1).~~

N. ~~Manufacturing methamphetamine (I.C. 35-48-4-1.2).~~

O. ~~Dealing in a schedule I, II, or III controlled substance (I.C. 35-48-4-2).~~

P. ~~Dealing in a schedule IV controlled substance (I.C. 35-48-4-3).~~

Q. ~~Dealing in a schedule V controlled substance (I.C. 35-48-4-4).~~

R. ~~Dealing in a counterfeit substance (I.C. 35-48-4-5).~~

The Corporation shall make a report to the Department of Child Services if an individual serving as a coach has engaged in suspected child abuse or neglect.

~~**[THE FOLLOWING REPORTS ARE RECOMMENDED; CHOOSE THE OPTIONS THAT THE BOARD WISHES TO INCLUDE IN THE POLICY]**~~

[x] The Corporation shall report to the ~~association~~ IHSAA when a professional staff member who is a coach accredited by the ~~association~~ IHSAA has been convicted of an offense described in I.C. 20-28-5-8(c) or I.C. 20-26-5-11.2(b) or of a known comparable offense in another state. ~~These offenses include:~~

A. ~~Kidnapping (I.C. 35-42-3-2).~~

B. ~~Criminal confinement (I.C. 35-42-3-3).~~

C. ~~Rape (I.C. 35-42-4-1).~~

D. ~~Criminal deviate conduct (I.C. 35-42-4-2) (before its repeal).~~

E. ~~Child molesting (I.C. 35-42-4-3).~~

F. ~~Child exploitation (I.C. 35-42-4-4(b) or I.C. 35-42-4-4(c)).~~

G. ~~Vicarious sexual gratification (I.C. 35-42-4-5).~~

H. ~~Child solicitation (I.C. 35-42-4-6).~~

I. ~~Child seduction (I.C. 35-42-4-7).~~

J. ~~Sexual misconduct with a minor (I.C. 35-42-4-9).~~

K. ~~Incest (I.C. 35-46-1-3).~~

L. ~~Dealing in or manufacturing cocaine or a narcotic drug (I.C. 35-48-4-1).~~

M. ~~Dealing in methamphetamine (I.C. 35-48-4-1.1).~~

N. ~~Manufacturing methamphetamine (I.C. 35-48-4-1.2).~~

O. ~~Dealing in a schedule I, II, or III controlled substance (I.C. 35-48-4-2).~~

P. ~~Dealing in a schedule IV controlled substance (I.C. 35-48-4-3).~~

Q. ~~Dealing in a schedule V controlled substance (I.C. 35-48-4-4).~~

R. ~~Dealing in a counterfeit substance (I.C. 35-48-4-5).~~

[X] The Corporation shall report to local law enforcement any suspected misconduct by an individual serving as a coach that may constitute a crime ~~to local law enforcement~~.

~~[END OF OPTIONS]~~

~~I.C. 20-26-5-11.2(B)~~
I.C. 20-26-14-8
I.C. 20-26-14-9
~~I.C. 20-26-5-8(C)~~
I.C. 20-34-7
I.C. 20-34-8

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I.C. 20-26-5-11.2(B)
I.C. 20-26-14-8
I.C. 20-26-14-9
I.C. 20-28-5-8(C)
I.C. 20-34-7
I.C. 20-34-8

Book	Policy Manual
Section	Volume 36, No. 1 for Board Approval
Title	Revised Policy - Volume 36, No. 1 - March 2024 - PUBLIC COMPLAINTS AND CONCERNS
Code	po9130
Status	
Adopted	September 22, 1997
Last Revised	October 18, 2010

Revised Policy - Volume 36, No. 1 - March 2024

9130 - **PUBLIC COMPLAINTS AND CONCERNS**

Any person or group having a legitimate interest in the operations of the School Corporation shall have the right to present a request, suggestion, complaint, or concern relating to Corporation personnel, the program, or the operations of the Corporation. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or concerns ~~reaching~~ regarding the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within ~~his/her~~ their authority and Corporation administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation ~~which~~ that may require investigation or inquiry by school officials prior to approaching the professional staff member.

[X] As appropriate, the staff member shall report the matter and whatever action may have been taken to the Supervisor.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the Supervisor, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. (X) the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. (X) the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. (X) the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant ~~shall request, in writing, a hearing by~~ may make a written appeal to the Board. The appeal should be made, in writing, to (x) the Superintendent; ( ) ~~the Board President;~~ ( ) _____ within thirty (30) business days of the decision at the Third Level or, where the matter is beyond the Superintendent's authority and requires a Board action or decision, the decision at the Second Level.

The Board, after reviewing all material relating to the case, shall ~~[DRAFTING NOTE: choose one of the following two options]~~ (X) provide the complainant with its written decision. ~~[end of option 1] ( ) grant a hearing, ( ) before the Board, ( ) before a committee of the Board.[end of option 2]~~

The complainant shall be advised, in writing, of the Board's decision, no more than ~~[DRAFTING NOTE: choose one of the following two options consistent with the Board's election in the preceding paragraph regarding granting a hearing]~~ (X) thirty (30) business days following the Board's receipt of all material relating to the case ~~[end of option 1] ( ) ____ (__) business days following the hearing [end of option 2]~~. The Board's decision on the matter ~~will~~ shall be final, and it ~~will~~shall not provide a hearing to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that ~~s/he has~~ they have no authority to act in ~~his/her~~ their individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent ~~which~~ that cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for a conference to the Board. This request should include:

A. the specific nature of the complaint and a brief statement of the facts giving rise to it;

B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;

C. the reason that matter was not able to be resolved with the Superintendent;

D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board or a committee of the Board or refer the matter to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days. The Board's decision will be final and not subject to appeal.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the Corporation's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding a Support Staff Member

In the case of a support staff member, (X) the same procedure is to be followed as for "Matters Regarding a Professional Staff Member". (X) the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member." **[END OF OPTION]**

Matters Regarding Corporation Services or Operations

If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the Supervisor and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Matters Regarding the Educational Program

If the request, suggestion, complaint, or concern relates to a matter of ~~Corporation~~ the Corporation's educational program, it should be addressed, initially, to the Principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130 F3.

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, reference works, and other instructional aids used in the Corporation, the following procedure shall be followed:

A. (X) The criticism is to be addressed to the Principal, in writing, and shall include:

1. (X) author;

2. (X) title;

3. (X) publisher;

4. (X) the complainant's familiarity with the material objected to;

5. (X) sections objected to, by page and item;

6. (X) reasons for objection.

B. (X) Upon receipt of the information, the Principal ~~( )~~ shall (X) may, **[END OF OPTION]** (X) after advising the Superintendent of the complaint, (X) and upon the Superintendent's approval, **[END OF OPTION]** appoint a review committee which may consist of:

1. (X) one (1) or more professional staff members ~~including the _____~~;

2. (X) one (1) or more Board members;

3. ~~( ) one (1) or more laypersons knowledgeable in the area.~~

C. ~~( ) The Superintendent shall be an ex officio member of the committee.~~

D. (X) The committee, in evaluating the questioned material, shall be guided by the following criteria:

1. (X) the appropriateness of the material for the age and maturity level of the students with whom it is being used

2. (X) the accuracy of the material

3. (X) the objectivity of the material

4. (X) the use being made of the material

E. (X) The material in question ~~( ) may be~~ (X) may not be **[END OF OPTION]** withdrawn from use pending the committee's recommendation to the Superintendent.

F. (X) The committee's recommendation shall be reported to the Superintendent in writing within thirty (30) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

G. (X) The complainant may appeal this decision to the Board, within thirty (30) business days, ~~to the Board~~ through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

H. (X) The Board shall review the case and advise the complainant, in writing, of its decision within thirty (30) business days.

Matters Regarding School Library Materials

If a parent or guardian of a student enrolled in a school in the ~~School~~ Corporation or a community member residing within the Corporation submits a request to remove material that they contend is obscene or harmful to minors from a school library, the following procedure shall be followed:

A. (X) The request is to be presented to the Principal, in writing, and shall include:

1. (X) author;

2. (X) title;

3. (X) publisher;

4. (X) the requester's familiarity with the objectionable material;

5. (X) sections objected to, by page and item;

6. (X) reasons for objection.

B. (X) Upon receipt of the information the Principal ~~( )~~ shall (X) may **[end of option]** (X) after advising the Superintendent of the request, **[end of option]** (X) and upon the Superintendent's approval, **[end of option]** appoint a review committee which may consist of:

1. (X) one or more professional staff members ~~including the _____~~;

2. (X) one or more Board members;

3. ~~( ) one or more laypersons knowledgeable in the area.~~

C. ~~( ) The Superintendent shall be an ex officio member of the committee.~~

D. (X) The review committee, in evaluating the questioned material, shall be guided by the following criteria:

1. (X) the appropriateness of the material for the age and maturity level of the students who have access to it

2. (X) the accuracy of the material

3. (X) the objectivity of the material

4. ( ) the use being made of the material

E. (X) The material in question ~~( )may~~ (X) may not **[end of option]** be withdrawn from use pending the review committee's recommendation to the Superintendent.

F. (X) The review committee's recommendation shall be reported to the Superintendent in writing within thirty (30) business days following the formation of the review committee. The Superintendent will advise the individual making the request, in writing, of the review committee's recommendation and advise the Board of the action taken or recommended.

G. The individual who filed the request may appeal this decision~~, to the Board~~ within thirty (30) business days~~, to the Board~~ through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

H. The Board shall review the request and decision at the next public meeting after an appeal is submitted. The Board shall advise the complainant, in writing, of its decision within thirty (30) business days.

No challenged material may be removed from the curriculum, school library, or from a collection of resource materials except by action of the Board, unless the requester fails to appeal the review committee's decision in a challenge to school library material, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some without it being obscene or harmful to minors. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

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Legal I.C. 20-26-5-4

I.C. 20-26-5.5

20 U.S.C. 1232h

19. Consideration to Approve Revisions to Neola Policy 5136 Communication Devices (First Reading)

MEMO TO: School Board

FROM: Dr. Jerry Sanders

SUBJECT: Consideration of Revisions NEOLA Policy 5136 Personal Communication Devices (First Reading)

DATE: June 12, 2024

At the board meeting on Monday night, I will be presenting updates to NEOLA Policy 5136 Personal Communication Devices for the first reading.

At our July board meeting, I will recommend your approval of these policy revisions.

Policy 5136 has been revised and replaced in response to Senate Enrolled Act 185. New State Law requires corporations to adopt and implement a wireless communication device policy that governs student use of a wireless communication devices and to publish the policy on the corporation's website.

NEOLA works with the Lewis Kappes Law firm to assure our compliance to changes in federal and state law. Ferguson Law also reviews our policies for compliance.

Book	Policy Manual
Section	Special Update - June 2024 - Legislative Changes
Title	Replacement Policy - Special Update - June 2024 - Legislative Changes - PERSONAL COMMUNICATION DEVICES
Code	po5136
Status	
Adopted	May 15, 2006
Last Revised	April 15, 2013

Replacement Policy - Special Update - June 2024 - Legislative Changes

5136 - **PERSONAL COMMUNICATION DEVICES**

The School Board believes that attendance at school should occupy a student's full attention and that the educational process should be safe and free from distraction and disruption.

Personal communication devices (PCDs) as used in this policy are defined in Bylaw 0100 - Definitions.

[DRAFTING NOTE: SELECT OPTION A, B, OR C.]

[OPTION A]

[DRAFTING NOTE: OPTION A BROADLY PERMITS PCD USE AT SCHOOL EXCEPT AS PROHIBITED BY I.C. 20-25-5-40.7. CHOOSE THIS OPTION TO ALLOW STUDENTS TO USE CELL PHONES AND OTHER PCDs ON SCHOOL PROPERTY, IN SCHOOL VEHICLES, OR AT SCHOOL EVENTS EXCEPT DURING INSTRUCTIONAL TIME.]

Students are prohibited from using a PCD during instructional time except that:

A. a teacher may allow a student to use a PCD for educational purposes during instructional time;

B. a student may use a PCD to manage the student's health care or in the event of an emergency; or

C. a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan.

Students otherwise are permitted to use PCDs in school, before and after school hours, on School Corporation property, during their lunch break, between classes, during after-school activities (e.g., extra-curricular activities), and at school-related functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of a PCD on Corporation property that results in a distraction, disruption or otherwise interferes with the educational environment shall not be tolerated and may result in the loss of use of the PCD while on Corporation property.

Students may use PCDs while riding to and from school on a Corporation bus or other Corporation vehicle, or on a Corporation bus or other Corporation vehicle during school-sponsored activities. Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of use of the PCD while on a Corporation bus or other Corporation vehicle.

[END OF OPTION A]

~~**[OPTION B]**~~

~~**[DRAFTING NOTE: OPTION B GENERALLY PERMITS PCD WITHIN THE SCOPE OF THE OPTIONS SELECTED. CHOOSE THIS OPTION TO ALLOW STUDENTS TO USE CELL PHONES AND OTHER PCDs OUTSIDE OF INSTRUCTIONAL TIME WITHIN A NARROWED SCOPE.]**~~

~~Students are prohibited from using a PCD during instructional time except that:~~

A. ~~a teacher may allow a student to use a PCD for educational purposes during instructional time;~~

B. ~~a student may use a PCD to manage the student's health care or in the event of an emergency; or~~

C. ~~a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan.~~

~~Students otherwise are permitted to use PCDs ( ) in school, ( ) before and after school hours, ( ) on School Corporation property, ( ) during their lunch break, ( ) between classes, ( ) during after-school activities (e.g., extracurricular activities), and ( ) at school-related functions (end of options) as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of a PCD on Corporation property that results in a distraction, disruption or otherwise interferes with the educational environment shall not be tolerated and may result in the loss of use of the PCD while on Corporation property.~~

~~**[DRAFTING NOTE: SELECT OPTION 1 OR 2.]**~~

~~**[OPTION 1]**~~

~~**[DRAFTING NOTE: CHOOSE OPTION 1 TO GENERALLY PERMIT STUDENTS TO USE CELL PHONES AND OTHER PCDs ON CORPORATION VEHICLES.]**~~

~~Students may use PCDs while riding to and from school on a Corporation bus or other Corporation vehicle ( ) or on a Corporation bus or other Corporation vehicle during school-sponsored activities (end of option) at the discretion of the bus driver ( ) or classroom teacher ( ) or sponsor/advisor/coach (end of options). Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of use of the PCD while on a Corporation bus or other Corporation vehicle.~~

~~**[END OF OPTION 1]**~~

~~**[OPTION 2]**~~

~~**[DRAFTING NOTE: CHOOSE OPTION 2 TO GENERALLY PROHIBIT STUDENTS FROM USING CELL PHONES AND OTHER PCDs ON CORPORATION VEHICLES.]**~~

~~Students are prohibited from using PCDs while riding to and from school on a Corporation bus or other Corporation vehicle, on a Corporation bus or other Corporation vehicle during school-sponsored activities except that:~~

A. ~~a student may use a PCD to manage the student's health care or in the event of an emergency; or~~

B. ~~a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan.~~

~~Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of use of the PCD while on a Corporation bus or other Corporation vehicle.~~

~~**[END OF OPTION 2]**~~

~~**[END OF OPTION B]**~~

~~**[OPTION C]**~~

~~**[DRAFTING NOTE: OPTION C PROHIBITS PCD USE WITH LIMITED EXCEPTIONS. CHOOSE THIS OPTION TO GENERALLY PROHIBIT STUDENTS FROM USING CELL PHONES AND OTHER PCDs AT SCHOOL.]**~~

~~Students are prohibited from using PCDs at school during school hours, before and after school hours while on School Corporation property, during their lunch break, between classes, during after-school activities (e.g., extracurricular activities), and at school-related functions except that:~~

A. ~~a teacher may allow a student to use a PCD for educational purposes during instructional time;~~

B. ~~a student may use a PCD to manage the student's health care or in the event of an emergency; or~~

C. ~~a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan.~~

~~In addition, students are prohibited from using PCDs while riding to and from school on a Corporation bus or other Corporation vehicle, on a Corporation bus or other Corporation vehicle during school-sponsored activities except that:~~

A. ~~a student may use a PCD to manage the student's health care or in the event of an emergency; or~~

B. ~~a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan.~~

~~Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of use of the PCD while on a Corporation bus or other Corporation vehicle.~~

~~**[END OF OPTION C]**~~

Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. If a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area.

Except as authorized by a teacher, administrator or IEP team/case conference committee (CCC) or Section 504 committee, students are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this policy and/or use a PCD to violate the privacy rights of another person ( ) shall (X) may (end of options) have their PCD confiscated. On the first offense, students may pick up their PCD in the school office ~~and held until (X)~~ at the end of the school day. ~~on a first offense (X)~~ On the second offense, a parent/guardian may pick~~s~~ it up in the school office at the end of the day. ~~on a second offense, ( ) and may be directed to delete the audio and/or picture/video file while the parent/guardian is present (end of options).~~ Multiple offenses may result in the cell phone or device not being allowed at school permanently and a possible suspension assigned to the student.

If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

When the use of PCDs is permitted, all PCDS must be placed in silent mode and must be stored out of sight when directed by the administrator or sponsor.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on Corporation property, or at a school-sponsored activity.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on Corporation property, including school buildings, other Corporation facilities, and Corporation buses or other Corporation vehicles.

Students shall not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions shall be reported to local law enforcement and the Indiana Department of Child Services (DCS), as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student in school, before and after school hours, on Corporation property, during their lunch break, between classes, during after-school activities (e.g., extra-curricular activities), and at school-related functions is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and (X) kept in a designated area in the school office ~~teacher's classroom~~ until ~~the end of class or~~ the end of the school day. ~~, as appropriate, for minor violations, or (end of option) held in a secure location in the building's central office~~. The PCD may be ~~until it is~~ retrieved by the student (first offense), parent/guardian (second offense), or turned over to local law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal, facility administrator, or Superintendent.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for damage to or theft, loss, misuse, or unauthorized use of PCDs brought onto Corporation property.

[DRAFTING NOTE: THE FOLLOWING PROVISIONS ARE OPTIONAL]

~~Parents/Guardians are advised that use of school phones is the best way to communicate with their child during the school day.~~

[X] Students may use school phones to contact parents/guardians during the school day.

LEGAL REFERENCES:
I.C. 20-26-5-40.7

CROSS REFERENCES
po0100
po5517.01
po5771
po7540.03

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Legal	I.C. 20-26-5-40.7
Cross References	po0100 - DEFINITIONS
	po5517.01 - BULLYING
	po5771 - SEARCH AND SEIZURE
	po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

20.Superintendent's Report