Jasper Elementary School

Parent Handbook

2026 - 2027

3799 N Portersville Rd.
Jasper, IN 47546
Phone: 812-556-3600
Fax: 812-481-5290

Dear Families,

Jasper Elementary School is one of two elementary schools in the Greater Jasper Consolidated School Corporation. Approximately 970 students in preschool through grade five attend our school. The staff consists of 120 certified teachers and support staff.

The locally developed curriculum at all grade levels is based on the Indiana College and Career Ready Standards. More information can be found on the Indiana Department of Education website, at http://www.doe.in.gov/standards.

Each classroom at Jasper Elementary is considered a supportive learning environment, with structures in place to meet and exceed the needs of each student. With high quality instruction, a strong curriculum, a 90 minute block of time for reading, flexible grouping, literacy workstations, continuous assessment, progress monitoring, positive behavior supports, organized space, materials, and a focus on leadership, students at Jasper Elementary will move beyond their limits while enjoying their educational experience. In fact, if your child is not enjoying his/her experience here at Jasper Elementary we desire to know. It is our goal to provide the necessary support to make Jasper Elementary School a place where students, families, staff, and community thrive.
We take great pride in setting high standards of academic excellence for our students. Jasper Elementary staff provides children with a variety of learning opportunities for ALL students. Students experience educational opportunities through whole group and small group instruction in the classroom, and through art, music, library, physical education, and technology. Additional support services for High Ability (HA) learners, English Language Learners (ELL), special needs, Title I, speech, and counseling are embedded into everyday practices to provide for meeting the educational needs of all students.

The active Parent/Teacher Organization supports our school through various activities and projects. We hope to soon be having volunteers assisting teachers and students with remediation and enrichment activities. We encourage you to join our parent teacher organization and support our children here at Jasper Elementary.

Together we will continue to strive for academic excellence for our students. We look forward to our partnerships with our families. If you have questions, concerns, thoughts, or ideas I would love to hear from you! Call me at 812-556-3600 or email me at ajahn@gjcs.k12.in.us

Sincerely,

Audra Jahn

Mrs. Audra Jahn
Principal

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GREATER JASPER CONSOLIDATED SCHOOLS		
2026 - 2027		
Monday	August 10, 2026	Teacher Day
Tuesday	August 11, 2026	Full Day for Students
Monday	September 7, 2026	Labor Day - No School
Wednesday	September 16, 2026	Professional Development Day-No School
Wednesday	September 30, 2026	Parent/Teacher Conferences – 5:30 - 8:30 or 4:00 p.m. – 7:00 p.m.
Wednesday	October , 2026	Parent/Teacher Conferences 5:30 - 8:30 or 4:00 p.m. – 7:00 p.m.
Friday	October 9, 2026	End of 1st Quarter
Mon-Fri	October 19-23, 2026	Fall Break - No School
Tuesday	November 10, 2026	Professional Development Day-No School
Wed/Thurs/Fri	November 25-27, 2026	Thanksgiving Break
Tuesday	December 22, 2026	End 2nd Quarter, End 1st Semester
Wednesday	January 6, 2027	School Resumes
Monday	January 18, 2027	MLK - Snow Make-UpDay - No School
Monday	February 15, 2027	Presidents' DaySnow Make-Up Day - No School
Friday	March 5, 2026	End 3rd Quarter
Mon-Fri	March 22-26, 2027	Spring Break - No School
Monday	March 29, 2027	Snow Make-up Day - No School
Thursday	May 27, 2027	End 4th Quarter, End 2nd Semester
Friday	May 28, 2027	Snow Make-up Day, No School, Commencement
		Snow days will be taken in order.

FOREWORD

This handbook was developed to answer many of the commonly asked questions families may have during the school year. Please take time to become familiar with the following information and keep the handbook available for your 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, please contact the principal at 812-556-3600. This handbook is supplementary to Board policy. When a provision of this handbook contradicts Board policy, the Board policy will prevail. This handbook supersedes all prior handbooks and other written material on the same subject.

JASPER ELEMENTARY SCHOOL VISION

- Vision
  - To ensure every student is prepared for post-secondary success through high quality instruction, equitable support, and continuous growth.

JASPER ELEMENTARY SCHOOL MISSION

- Mission
  - It is our mission at Jasper Elementary School to create a learning environment that encourages all to strive for excellence, embrace the leader within, foster social-emotional learning, and celebrate diversity.

CORE VALUES

Our students, staff, and families will promote and model our core values of:
*SAFETY *RESPONSIBILITY *RESPECTFULNESS

EQUAL EDUCATION OPPORTUNITY

It is the policy of this corporation to provide an equal education opportunity for all students. Any person who believes 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 corporation or social or economic background has the right to file a complaint. A formal complaint may be made in writing to the principal or the school corporation's superintendent. The complaint will be investigated and a response, in writing, will be given to the concerned person. The superintendent or her designee may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

Dr. Tracey Lorey, Superintendent

Greater Jasper Consolidated Schools

1520 St. Charles St.

Jasper, IN 47546

Phone: 812-482-1801

SCHOOL DAY

The typical school day for students in kindergarten through fifth grade is from 8:00 a.m. until 3:00 p.m. The preschool morning class is from 7:45 until 10:45 and the preschool afternoon class is from 12:00 until 3:00 p.m. A student is considered tardy after 8:00; however, it is expected for all students to arrive before 8:00 a.m. Kindergarten students attend a full day of school.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and staff. Disciplinary procedures are designed to ensure due process before a student is disciplined because of his/her behavior.

Parents have a 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 this information for minor infractions. If necessary the following modes of communication may occur: U.S. Mail, email, phone call, or hand delivery to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teacher and/or principal to better inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The laws are clear, expecting students to arrive at school on time. Please make sure your child is prepared to learn. Breakfast is provided for all children before school. If you desire for your son or daughter to eat breakfast at school, make sure he/she arrives before 7:45 a.m. to give him/her a chance to eat breakfast before class begins.

STUDENT WELL-BEING

Student safety is the responsibility of students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills, as well as accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify a staff person immediately.

All students must have emergency medical information completed, signed by a parent or guardian, and filed in the school office. This is typically accomplished during or before registration. However, if a phone number or address changes, families must notify the school so that proper emergency contact information is entered.

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 minor, the student will be treated and may return to class. If medical attention is required, the office will follow emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The staff/nurse 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.

SECTION I – GENERAL INFORMATION

ENROLLING IN SCHOOL

Students are expected to enroll in the corporation of residence in which they have legal settlement, unless other arrangements have been approved by the sending superintendent and the receiving corporation superintendent.

Parents or the legal guardian must be the person enrolling the student. In special circumstances, this may be accomplished differently with parent/guardian written permission. When enrolling, the following items will be needed:

- Original Birth certificate
- Court papers allocating parental rights and responsibilities or custody (if appropriate)
- Proof of residency (no homeless child will be denied enrollment based on a lack of proof of residency)
- Proof of immunizations

In some cases, temporary enrollment may be permitted. If this is the case, parents will be informed of what records are needed to make the enrollment complete.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either a written request signed by the parent or legal guardian or the parent coming to the school office to personally request the release. In the event of an emergency, a phone call will be accepted **only with proper parent verification**. Proper parent verification will include the following: **(1) child's birth date, (2) name of emergency contact person**. Since all three items will be needed to verify the authenticity of the call, the parent/guardian is reminded to have this information available on them at all times. ***No student will be released to a person other than a custodial parent without the appropriate permission by the custodial parent or other legal authorization.*** Parents must bring ID to check a student out of the building.

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from Jasper Elementary School to another school corporation, the parent must notify the teacher, office staff, and principal. School records will be transferred to the new school corporation when a signed release of records is received from the new school.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, school administration may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with **Indiana State law**. Any questions about immunizations or waivers should be directed to the school nurse.

Each student shall provide documentation of the following immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age:

GUIDELINES FOR IMMUNIZATIONS

2026- 2027

The Greater Jasper Consolidated School Board requires that all students be properly immunized in accordance with State Board of Health regulations. The minimum required immunizations for entry for ***kindergarten***.

Required and Recommended School Immunizations, Indiana 2026-2027

Indiana Department of Health

Updated 05/22/2026

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A	Haemophilus influenza B Pneumococcal conjugate Annual influenza COVID-19
K-5	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
6-11	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)	Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19
12	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19

HepB: The minimum age for the third dose of Hepatitis B is 24 weeks of age.

DTaP: Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

Polio: Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive their first dose on or after their 16th birthday only need one dose of MCV4.

Hepatitis A: The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

For additional immunization information, visit: **in.gov/health/immunization**
or call **1 (800) 701-0704** during normal business hours.

USE OF MEDICATION

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- All medications must be brought to the nurse's office by the parent in the original container in which it was given by the pharmacist.
- Parents, with their physician's counsel, should determine whether the medication schedule can be adjusted to avoid administering medication during school hours if at all possible.
- The Medication Request and Authorization form must be filed with the nurse/office personnel before the student will be allowed to begin taking any medication during school hours.
- Medication that is brought to the office will be properly secured.
- Students who may require administration of an emergency medication may have such medication stored in the nurse's office.
- Medication that is possessed by the school for administration during school hours may be released only to the student's parent or to an individual 18 years or older designated in writing by the parent.
- Any unused or unclaimed medication will be destroyed by the school nurse when the prescription date expires or at the end of the school year.
- A log of each prescribed medication will be maintained which notes the personnel giving the medication, the date, and the time of day.

Non-prescribed Medications
Parents may authorize the school to administer non-prescribed medication. Written authorization from the parent or guardian must be on file in the office of the school nurse prior to the administration of the treatment. Parents are expected to provide the non-prescribed medication and personally deliver it to the nurse or office personnel.

HEAD LICE

Following the evidence based recommendations from the Center for Disease Control (CDC) and the American Academy of Pediatrics (AAP), defining pediculosis (head lice) as a nuisance and not a disease, students found to have nits and/or lice will remain at school until the end of the day. Parents of affected students will be notified of need for treatment and educated on proper treatment procedures. All siblings of affected students in the school corporation will be checked as well. Students will be rechecked the next day and if live lice are found following treatment, the student may not stay at school and will be sent home to be treated again. The presence of nits will not prohibit a student from attending school; however, education to parents will reinforce the importance of removing all nits to prevent the chance of a recurrence. Classroom checks will only be performed if 3 or more separate students in the same classroom have a confirmed case of head lice in a time span of 1 month. Parents are encouraged to routinely check their child's hair. If parents find lice and/or nits on their child, they are to notify the school nurse. Information about the control of head lice, modes of transmission, diagnosis, treatment, and examination, can be found on the CDC website, or you may contact the Dubois County Health Department, your family physician, or the school nurse.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because schools have a high concentration of people, it is necessary to take specific measures when the health and 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 local and state health departments. Any removal will be only for the contagious period.

SPECIAL EDUCATION

All schools must provide special education support and/or programs for students identified as having 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. To inquire about the procedure, a parent should contact the school at 812-482-1406 and speak with a teacher, school psychologist, or principal.

AMERICANS WITH DISABILITIES ACT – SECTION 504

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act requires the school to ensure that no individual is discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the corporation programs and facilities.

Students with identified disabilities who do not qualify for IDEA may be served through a 504 Plan. This plan entitles the student his/her right to take part in the general education program with accommodations developed through an interactive dialogue between the school, the student, and the student's parents. Parents who believe their child may have a disability that interferes substantially with their child's ability to function properly in school should contact the principal at 482-1406.

STUDENT RECORDS

Many student records are kept by teachers, counselors, and administrative staff. The two basic kinds of records are directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested in writing to the principal, unless the parents of the student restrict the information.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of a parent. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in 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 parent's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record which originates from an outside professional or agency may be released to the parent through the

originator. Parents should keep copies of such records for their home file. Also, parents may provide the school with copies of records made by non-school professional agencies or individuals.

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. If a review of records is desired contact the principal in writing stating the desire to review your child's records.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance office

U.S. Department of Education

400 Maryland Avenue, SW 20202-4605

Washington, D.C.

www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov

PPRA@ED.Gov

STUDENT VALUABLES

Students must not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, Pokemon cards and the like are tempting targets for theft. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

MEAL SERVICE

Jasper Elementary School participates in the National School Lunch Program and makes meals available to students for the following fees:

Breakfast regular $1.25/meal reduced $0.30/meal

Lunch regular $2.50/day reduced $ .40 adult $4.50/day

Lunch money will be collected for deposit in each student's individual meal account. This can be paid weekly, monthly, quarterly, or yearly. Each student should bring money in a sealed envelope with his/her name, grade, teacher's name and amount of money enclosed written on the outside of the envelope.

Students may also bring their own lunch to school to be eaten in the cafeteria. While you have the right to send lunch with your child, you *do not* have the right to supply other children with food.

While we appreciate you wanting to eat in the building with your child, this is not an option. We encourage you to take your child out to eat for that special one on one time.

Applications for the Free and Reduced-Price Meal program are distributed to all students. Please contact the school office to inquire about this program. Each student is expected to eat at school unless the parent writes a note regarding special arrangements. Breakfast and lunch menus are located on our Smore Newsletters weekly. Please inform the school nurse of any medical or allergy restrictions regarding meals. (Our cafeteria serves peanut

butter) If classroom celebrations include food they will be limited to one per month. Food items must meet the approved nutrition standards.

Greater Jasper Consolidated Schools
Health and Wellness Policy and Food/Snack Guideline
Adopted-2024

The Greater Jasper School Corporation Health and Wellness Policy can be viewed in detail on the Greater Jasper Schools website at: http://www.gjcs.k12.in.us/

Greater Jasper Schools promotes healthy lifestyles. Proper nutrition, exercise, and sleep are all key components in sustaining a healthy and happy lifestyle for our children. Both elementary schools serve nutritious, well-balanced lunches and also offer a nutritionally balanced breakfast.

Participation in your child's lunch and/or breakfast programs at their respective schools is strongly encouraged. If you choose to pack a lunch for your child, please focus on a variety of foods that supply your growing child with appropriate nutrition. A well-balanced meal with no junk food is the best choice for all children.

On special occasions or holidays, once a month or less classrooms may have a celebration where food items could be shared. This might be a special occasion as designed by the teacher and coordinated with families. Each classroom teacher will coordinate the celebrations as desired. We ask that you reference the recommended healthy food/snack guideline below when and if your child's classroom takes part in such a celebration:

Lunch/Food/Snack Guidelines:

- All snacks, school meals, and celebrations will consist of healthy foods.
- Teachers may choose to ask for donations and supply snacks to all children in the classroom as desired. This will be communicated to families if a teacher chooses to take this approach.
- The only beverage allowed with a snack is **water** (unless a special occasion and approved by the classroom teacher).
- Be mindful of allergies; students are not to share food
- Due to health regulations no food will be stored in the classroom and all uneaten opened snacks will be disposed of. Unopened snacks will be returned home.

Healthy Choices:

Listed below are some healthy choices to help guide you when deciding on a healthy snack for lunch or special occasions. Acceptable foods/snacks include but not limited to:

- Any Fruit or Vegetable – cut into child size pieces.
- Pretzels, Chex Mix, Baked Chips, Baked Doritos, Goldfish
- Whole grain crackers, Reduced fat cheez-its, Triscuits, Wheat Thins, Rice Cakes, etc.
- Animal Crackers
- Granola bars, cereal bars, or whole grain dry cereal (in a snack baggie)
- Raisins, dried fruit
- Low fat cheese sticks
- Graham Crackers, Teddy Grahams, Rice Krispie Treats
- 100% juice fruit roll ups or fruit snacks

Thank you for your cooperation in adhering to our policy and guideline as we strive to become a healthier school corporation and bring good nutrition to the forefront.

http://www.sleepforkids.org/html/uskids.html http://www.heroesinitiative.org/
http://www.pbs.org/parents/kitchenexplorers/2012/02/14/healthy-class-birthday-celebrations/

FIRE, DISASTER (TORNADO) AND LOCK-DOWN 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, staff, and principal's office. It is our responsibility to promote a safe and orderly evacuation of the building.

Disaster/Tornado drills will be conducted using the procedures prescribed by the State. Lock-down drills are conducted using the procedures prescribed by the administration of the Greater Jasper Community School Corporation.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the following radio stations will be notified:

WITZ (104.7) and WBDC (100.9)

Parents will also be called using the School Reach notification system as soon as the closing has been announced by the Superintendent of GJCS.

Parents are responsible for knowing about emergency closings and delays. Visit www.gjcs.k12.in.us for school closing information.

VISITORS

Currently visitors are welcomed at school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school through **Door 1** to sign in and obtain a visitor's badge. Any visitor found in the building without the badge will be directed to report to the principal's office. All visitors should bring ID in with them.

If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconveniences.

Students may not bring visitors to school without first obtaining written permission from the principal.

USE OF THE LIBRARY

The library is available to students throughout the school week. Books on the shelves may be checked out for a period of one week. Students will be held responsible for the proper use and safe-keeping of library books.

LOST AND FOUND

The lost and found area is by the entrance to the gym. Students who have lost items should check this area and retrieve their items (if they give a proper description). Unclaimed items will be given to charity at the end of each grading period. Please check newsletters for pictures of clothing.

USE OF TELEPHONES

Office 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. Students are prohibited from possessing/using cellular phones/iphone watches on school property.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of one school days' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

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 co-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. While the corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to attend field trips.

GRADES

In July, 2014 the State Board of Education adopted a set of new standards titled, "Indiana College and Career Readiness Standards". Standards are learning goals for what students know and should be able to do at each grade level. Because these standards are more in depth, higher quality, and have an increased rigor as the expectations for each grade level, our school district began the transition to standards based teaching, grading, and reporting. Each grade level is currently utilizing Standards Based Grading to assess the growth of students.

GRADING PERIODS

Students will receive a report card at the end of each nine week period indicating their progress toward standards for each subject 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. The collaboration of parents and teachers will then determine the action or additional instruction needed to extend and improve learning. Parents can check student progress throughout the school year on Powerschool.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade is based on the following criteria:

- Occurs when a student meets or exceeds explicitly stated learning objectives
- Current level of achievement – grades/mastery of academic standards
- Potential for success at the next level
- Emotional, physical, and/or social maturity
- Recommendation of the teacher and approval by the principal

Placement: If a student doesn't portray the necessary fundamentals for promotion, the teacher will consider either a placement to the next grade level or retention in the current grade-level.

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, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

- Leader of the Month - Given to those students who best exemplifies the habit of the month
- Leadership Awards (Given at teacher discretion to students who display acts of leadership, good citizenship, volunteerism, and improvement).
- Daily positive reinforcement from teachers, staff, and principal
- Growth and High Achievement will be recognized at the end of the school year

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of teacher selected work, including some outside assignments. Homework is also part of the student's preparation for assessment.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her schooling through participation in the school's computer network, parents must sign an agreement which defines the conditions under which the student may participate.

STUDENT ASSESSMENT

To measure student progress, students will be assessed (tested) in accordance with State standards and corporation policy. These assessments are given to monitor student progress and determine educational mastery levels. These tests are also used to help staff determine instructional needs. The ILERAN assessment begins in the third grade. Second and Third grade students will also be tested with the IREAD-3 assessment. Assessments could also include the following:

IREADY Assessments: Specifically, the K-12 assessment system was chosen to better predict and monitor students' reading abilities and progress longitudinally across the district. Students take tests in math and reading. Teachers and parents can use test results to improve student learning. Parents will be informed of these results. The assessment is computerized and is given at least three times a year: Beginning of the year; Middle of the year; and End of the year. Progress monitoring occurs between these benchmarks to closely observe and respond to the ongoing progress of students.

DIBELS Assessment: DIBELS 8th Edition literacy assessment is a battery of short (one minute) fluency measures that can be used for universal screening, benchmark assessment, and progress monitoring in Kindergarten - 8th grade.

Curriculum and Teacher developed assessments 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.

Other assessments will be used as needed, depending on the type of testing, specific information and/or parent consent may need to be obtained. Jasper Elementary School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III – STUDENT CONDUCT

ATTENDANCE

It is the policy of the Board of School Trustees to provide and maintain appropriate and required educational programs for students in the Greater Jasper School Corporation. Regular school attendance is an important element in attaining and maintaining successful performance in school. Compulsory attendance for all students is outlined in Indiana Statute: I.C. 20-33-2.

It is the policy of our corporation that the building principal/assistant principal notify all parents in writing upon the accumulation of absences, and this notification is to just communicate total absences and the attendance policy.

Days Missed	Accumulated Absence (excused and/or unexcused)
5	Written notice to parents or guardian for both excused and unexcused absences. Unexcused absences will require an in-person meeting.
8	Unexcused and excused absences. Mailed Notification to parent or guardian is sent
10 +	Mandatory conference with corporation attendance officer and possible referral to the Dubois County Division of Family and Children's Services at the discretion of school administration. After 10 excused or unexcused absences, a doctor's note is required for all absences to be excused. Otherwise, all absences will be unexcused. Exceptions may be granted with a verified illness or injury.
Days Missed	**Unexcused Absences Only**
3	Parent Contact and mailed School Attendance Policy
5	In-person meeting with student and parent. School attendance and Statutory Advisement and Admonition form reviewed and signed.
7	Project Attend Referral submitted to Dubois County Probation Department
10	Students are in violation of the Indiana Compulsory Attendance Law. The following action steps may be necessary: Juvenile Referral to Dubois County Probation or phone call to DCS Child Abuse and Neglect Hotline

Students enrolled in school must follow attendance laws. It is imperative students attend school each day (unless sick or approved absence) to attain the necessary skills and mastery of academic standards. Many important experiences result from the active participation in classroom and other school activities which cannot be replaced by individual study. Additionally, arriving at school before 8:00 a.m. is critical as our students will receive periodic additional instruction and or fun activities from 7:50-8:00. Good attendance also helps students develop a high quality work ethic which is developed early. Unexcused absences from school are not acceptable. Parents can be referred to Truancy Court through the Project Attend program.

Excused Absences and Tardies are as follows: Personal illness/injury or exposure to a contagious disease, death in the immediate family, required court attendance, professional appointment, celebration of a religious holiday, suspension from school, military connected families' absences related to deployment, and other such good cause as may be acceptable of the Superintendent or permitted by law.

- Excused absences are recorded - After 10 excused absences a date specific doctor's note is required.
- Make-up work is allowed if completed in a reasonable time for excused absences

Unexcused Absences and Tardies are as follows: Missing the bus, trips, car trouble, oversleeping, and truancy are examples of unexcused absences

- Unexcused absences WITH make-up credit: Arrangement ahead of time AND approval must be granted. In this case make-up work is allowed
- All completed work is due upon return to school
- Unexcused absences WITHOUT make-up credit: (No arrangement or approval of the absence) Make-up work may be expected for educational development; however, credit will not be applied to grades.

Habitual Truancy: A student who has been found to be truant for the fifth time in a school year is considered a habitual truant.

School Activities: Students who miss school for more than one-half (1/2) of the school day because of illness or unexcused absence may not attend after school activities the same day unless permission is granted by the principal.

Illness: If a child is ill, the parent must notify the school before 9:00 a.m. If a call has not been received by this time, we will call home, work, or an emergency number.

Return to school: Students returning to school from an absence when no call was made shall have a note from a parent. The note should contain the student's name, reason for absence, date (s) and time of absence, a parent signature and the phone number where the parent can be reached. The note (or call) is to be presented to the school office upon return.

Professional Appointments: Families are encouraged to schedule medical, dental, legal, and other necessary appointments at other times than during the school day if at all possible. If this is not possible the student must:

- Have a statement from his parents
- Bring a signed statement from the doctor, dentist, lawyer, counselor, etc.
- Report back to school immediately after his/her appointment if school is still in session

Vacations during the school year: If this is requested, parents must discuss this with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

- The corporation will only approve a student's absence for a vacation when he/she will be in the company of his/her own parent unless there are extenuating circumstances deemed appropriate by the principal
- Assignments and materials may be given to the student and all assigned work is due back on the date of return to school

TARDINESS

School starts at 8:00. A tardy will be issued until 11:30 a.m. If a student arrives at school after 11:30 a.m., they will receive a half-day excused/unexcused absence. If a student leaves before 1:30, it will be considered a ½ pm absence.

The penalty for tardiness will follow the below protocol and be left to the discretion of the administration. Repeated tardiness to school and accumulated tardiness will be handled by the teacher, building administrator, and superintendent when needed.

5 Times Tardy - Contact from school administrator and/or counselor, and Parent Notification
10 Times Tardy - Mandatory conference
10+ Times Tardy - Dubois Child Protection Service Referral

DRESSING AND GROOMING

Any dress, accessory, or hairstyle that disrupts the educational process or presents a safety risk will not be permitted. If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Parents are primarily responsible for the attire and appearance of their children. Students should be dressed appropriately for weather conditions. Tennis shoes are the preferred footwear. Sandals with straps around the heel are acceptable. However, Flip flop sandals are not safe anywhere in the building and are especially dangerous on the playground. Students **may not wear flip flop sandals.** If worn, parents will be called to bring shoes to replace flip flops. Shorts are acceptable. However, spaghetti tops are not acceptable at any time.

SCHOOL PROPERTY

Students are expected to respect school property and take pride in their school building and facilities. If a student causes damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to student behavior standards.

CODE OF CONDUCT

The Board of School Trustees has adopted the following Code of Conduct. This Code of conduct is applicable to students:

- On school property at any time
- During and immediately before and after any school activity at any location
- Traveling to and from school or to and from a school activity

Violations of the Code of Conduct may be punishable by suspension or expulsion:

1. Knowingly interfering with school purposes or inducing another student to do so
2. Stealing or damaging school property or property of another person
3. Knowingly causing bodily harm to another person
4. Threatening another person with bodily injury
5. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others
6. Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription
7. Possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia
8. Possessing or providing an alcoholic beverage
9. Consuming or being under the influence of a drug or alcohol except as authorized by prescription
10. Possessing, providing, or using tobacco or any tobacco product
11. Knowingly failing to report to scheduled assignment without permission or acceptable excuse
12. Failing or refusing to comply with the directions of an adult supervising a class or school activity
13. Directing unwelcome statements, communications, or conduct of a sexual nature to another person
14. Materially altering any school document
15. Violating Indiana or Federal law
16. Leaving a school activity or school property without prior approval of a teacher or supervising adult
17. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating
18. Attempting to conspiring with another person to violate any student behavior standard

HARASSMENT

The school 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.

Any student who believes that he/she is the victim of harassment or has observed such actions taken by another student, staff member, or other person should make contact with the principal or another staff member with whom the student would most likely be comfortable in discussing a matter of this kind. During this contact, the

student should provide the name of the person(s) responsible for the harassment and the nature of the harassing incident(s). Each report received shall be investigated in a timely and confidential manner.

POSSESSION OF ELECTRONIC EQUIPMENT

Personal Communication Devices including other electronic devices are not allowed anywhere on the school premises. Such items included, but not limited to, cell phones, smart watches, handheld games, I-pods, airpods, Nintendo D.S., and any other high-tech devices that are not needed for education. Any forbidden equipment will be confiscated and disciplinary action will be taken.

Cell phones, Smart Watches, Electronic Games, etc. – Between the hours of 7:15 a.m. and 3:25 p.m., any device seen or heard will be confiscated and taken to the office and documented as an offense on a student's record.

a. 1ST OFFENSE: Cell phones, Smart Watches, Electronic games, etc. will be turned into the office and can be picked-up after 3:00 by a parent or sent home with student.
   Consequence: Parent contact, conversation with administration
b. 2nd OFFENSE: Cell phones, Smart Watches, Electronic games, etc. will be turned into the office and must be picked-up after 3:00 by a parent.
   Consequence: Two Noon Detentions
c. 3rd OFFENSE: Cell phones, Smart Watches, Electronic games, etc. will be turned into the office and must be picked-up after 3:00 by a parent.
   Consequence: In-School Suspension, Student no longer allowed to bring phone to school

USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to pens, pencils, jewelry, etc. Students are not to bring any item to school that can be used as a weapon or resembles a weapon. Intentional injury to another will result in disciplinary consequences and may result in a report to the police. The threat of injury to another will result in disciplinary consequences. This violation may subject a student to suspension or expulsion.

KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE

Students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

BULLYING

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 need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, 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 will not be tolerated at Jasper Elementary School.

Any student who believes he/she has been or is currently the victim of bullying should immediately report the situation to the principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the 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.

STUDENT BEHAVIOR STANDARDS

BE SAFE, BE RESPONSIBLE, and BE RESPECTFUL!

The expectations at Jasper Elementary School for all students and staff center on our motto: Be **Safe, Responsible,** and **Respectful.** The staff developed school-wide behavioral expectations and will teach these expectations explicitly the first week of school. All expectations are taught to students in each of the following settings: classrooms, hallways, restrooms, cafeteria, recess/playground, arrival and dismissal areas, and the bus. Students will also have access to a variety of positive supports for displaying the appropriate behaviors in each of the settings. A major component of the educational program at Jasper Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

The Leader In Me: Jasper Elementary will continue implementing a program titled: *The Leader in Me.* As an introduction to personal leadership, all students learn they have the capacity to lead in their own lives and affect those around them by making positive choices. *The Leader in Me* provides students with activities that will help them learn practical character and life skills that will lead to those positive choices. Students will be presented with fun activities designed to get them thinking. Your child is about to embark on an exciting journey and our hope is that you will ask how he/she is doing along the way. An activity guide will give families an opportunity to engage "hands-on" in what your children are learning and will lead to many "teachable moments." Having your son or daughter reteach the content to you will give him/her an even deeper understanding and will give both of you an opportunity to learn together!

ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT

The standards and Code of Conduct will be enforced by school administration, teachers, instructional assistants, bus drivers and any other adults authorized by the school to supervise students.

The objectives of the enforcement of these standards and the Code of Conduct 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 Greater Jasper Consolidated Schools and the school community

The seriousness of the offense, as well as the nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct 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 the 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

SCHOOL-WIDE DISCIPLINE/CONSEQUENCES

Our faculty and staff will continue implementing our school-wide Positive Behavioral Instructional Supports (PBIS) program. We have refined this school-wide effort, placing more emphasis on positive behavior.

Consequences for behavior: A student can be suspended from school and or school transportation for infractions of school and/or bus rules. School administrators have the authority 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. It is the principal's and teachers' responsibility to maintain a safe, orderly learning environment for students. In all cases, the school shall attempt to make discipline prompt and equitable. Consequences should match the severity of the incident.

Informal discipline within school includes but is not limited to:

- Changing seating or location
- In-school restrictions
- Removal from class or activity
- Missed recess
- After school detention
- In-school suspension

- Out-of-school suspension

SECTION IV – TRANSPORTATION

BUS TRANSPORTATION

The school corporation provides bus transportation for all students, as the bus schedule and routes are now electronically developed and manipulated. If you have questions or concerns, please call our office at 812-556-3600..

Our central office administration will assign students a school bus based upon the location of pick-up and drop-off. A change in a student's regular bus assignment may be granted for special needs, if a note from a parent is submitted to the teacher/office stating the reason for the request and the duration of the change. However, all changes must be approved as the capacity of each bus is different and our central office administration will closely monitor the routes.

BUS CONDUCT

Students riding to and from school on transportation provided by the school are required to follow basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain safety. The following behaviors are expected of all students:

Prior to Loading

- Be on time at the 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
- Refrain from crossing the highway until the bus driver signals it is safe
- 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 will not wait.

During the Trip

- Remain seated while the bus is in motion
- Keep head, hands, arms, and legs inside the bus at all times
- Do not litter in the bus or throw anything from the bus
- Keep books, packages, coats, and all other objects out of the aisles
- Be courteous to the driver and to other bus riders
- Do not tamper with the bus or any of its equipment

Leaving the Bus

- Remain seated until the bus has stopped
- Cross the road, when necessary, at least 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

A driver will not discharge a student at a place other than their regular stop unless he/she has proper authorization from school officials. A student who becomes a behavior problem on the bus shall be disciplined and may be deprived of the privilege of riding the bus.

PROCEDURES REGARDING DROP-OFF AND PICK-UP OF STUDENTS

8:00 A.M. Arrival ***(Always arrive BEFORE 8:00 a.m.)***

BUSES: Students riding buses will be dropped off in the back parking lot of the school and enter the west entrance, (door 26).

CARS: To drop children off in the morning, follow the road from the entrance and proceed to the front of the school building to drop students off at the front entrance (door 1). We will have multiple spots to drop students off out front to help with traffic flow. We ask that students exit on the right side(Curb) of the car. We also ask that all parents stay in the vehicle. ***STUDENTS SHOULD NOT ARRIVE BEFORE 7:15 A.M. as there is no supervisor for them prior to this time.***

PRESCHOOL: To drop children off for the morning and afternoon session, parents will enter from Ackerman Road on the North side of the building. Students will be dropped off at the north entrance (door 13). Students will not be able to arrive before 7:40 a.m. (morning session) and 11:40 (afternoon session)

3:00 P.M. Dismissal

BUSES: Students riding buses will be loading in the back parking lot of the school.

There is no office pick-up at dismissal time. All students who do not ride a bus are considered car riders. Students may be picked up from the office during the school day only for medical or other appointments that cannot be scheduled outside the school day. **Call before 12:00 to make any dismissal changes.**

CARS: Students riding in cars will leave the building through the front entrance (door 1) Parents should turn into the parking lot and proceed to the front of the building utilizing all pick up lanes. These three lanes will merge into one lane. We ask that cars alternate from each line as we merge into one lane. Please follow the direction of our car line supervisors. Students will enter cars from the curb only as directed by the supervisor. Cars should exit the parking lot using the JES exit or the JMS exit if they need to pick up a middle school student. We will have multiple spots to pick students up out front to help with traffic flow. Drivers should remain in cars to ensure timely dismissal. If you need to buckle your child in, we ask that you pull forward along the curb to do so.

PRESCHOOL: To pick children up from the morning and afternoon session, parents will enter from Ackerman Road on the North side of the building. Students will be picked up at the north entrance (door 13).

Additional Precautions

No student should ever cross other lanes of traffic, or in front of other vehicles. In addition, please be extra cautious and alert to the buses and other drivers around our school.

Emergency Vehicle Entrance/Sick students:

If you are picking up your child before all three lanes of traffic are formed, please use the South Parking Lot near the tennis courts. We will be opening the gate at the north end of the parking lot for emergencies only. Please do not block this entrance. This will allow for emergency vehicles to access the front parking lot if needed.

NOTIFICATION TO PARENTS AND STAFF REGARDING

PESTICIDE APPLICATION

This notice is to inform you that pesticide control will be applied at Jasper Elementary School on the First Saturday of each month. This pesticide application is part of a routine service to control pests, which have been found to inhabit the school or school grounds. This is an ongoing process and a continuation of the same methods for controlling such pests as in the past. The application will be made in strict compliance with label instructions provided by the manufacturer of the pesticide.

For additional information, please contact:
Audra Jahn or Brandon Bayer
812-556-3600
ajahn@gjcs.k12.in.us
bbayer@gjcs.k12.in.us

Annual Written Notification
Accessing Public Benefits & Releasing Personally Identifiable Information to the Medicaid Program

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Indiana Medicaid program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program.

If you have previously given consent for Greater Jasper Consolidated Schools to access your or your child's public benefits and to release information needed to access Medicaid funding for services provided through your child's individualized education program (IEP), the school district may release:

- Your child's name and Social Security Number;
- Your child's date of birth;
- Your child's IEP documentation including evaluations;
- The dates and times services are provided to your child at school;
    - Reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services at no cost to you. Reimbursed services provided by the Greater Jasper Consolidated Schools or Exceptional Children's Co-op does not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled.

You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services at no cost.

You may ask questions about this program or revoke your consent at any time by contacting the Director of Special Education at Exceptional Children's Co-op.

Date Notification provided to parent: Provision was sent home with progress monitoring reports after the first 9 weeks of the 2024-2025 school year. Moving forward, this information will be located in the Student Handbook.

Method of Delivery: Mailed to parent(s)\guardian(s) with progress monitoring reports.

JASPER ELEMENTARY SCHOOL
FACULTY AND STAFF
2026-2027

Principal - Audra Jahn

Assistant Principal - Brandon Bayer

Secretaries - Jessie Lichlyter, Emily Mehringer

Nurse - Caitlin Keesler

Social Workers - Amanda Grothouse, Melanie Krueger

Preschool Teachers - Angie Sander, Ray Smiley, Holly Nowotarski, Carolina Fernandez

Kindergarten Teachers - Maggie Hallett, Adrienne Kraft, Madeline Massey, Kamasia Schnaus, Valerie Small, Alyssa Weisheit

First Grade Teachers - Paige Otto, Janelle Hasenour, Lexie Matute Megan McDonald, Ashley Mundy, Kirsten Prechtel

Second Grade Teachers - Megan Messmer, Nicole Gadlage, Austin Hopf, Eli Hopf, Lisa Hurt, Karen Pieper, Audrey Nordhoff

Third Grade Teachers - Stephanie Buse, Maggie Kilian, Shannon Elkins, Brock Moeller, Brittany Scherer, Heather Yarbrough

Fourth Grade Teachers -Michelle Corbin, Angie Bueltel, Emi Donato, Jessica Freyberger, Lydia Hedinger, Ashton Rohleder

Fifth Grade Teachers - Heather Breslin, Kyla Buechlein, Tiffany Nicholson, Erin Huebner, Kim Gentry, Haley Clark

Special Education - Jacque Beier, Kayla Eisenhut, Ashtynn Gore, Melissa Hall, Sarah Rogers, Jami Seifert

ENL Coordinator - Bea Cobo

English Language Learner Teachers - Hilda Carillo, Meagan Chase, Lindsey Healy

Title 1 - Emily Eberhart, Lisa Guthrie

Reading Coach -

Speech Teachers - Stacy Hilgefort, Janessa Potts

Specialized Area Teachers - Jodi Crooks Art; Mary Burke Music; Sabrina Peters Librarian; Kara Henke Leader In Me

Instructional Assistants- Jaime Fleming, Chineca Brown, Lora Ross, Michelle Wehr, Yesica Mejia Morales, Rachelle Lechner, Rebekah Hall, Lisa Wren, Josie Lehmkuhler, Erica Wellman, Laura Sinkhorn, Rachel Uebelhor, Tina Pfau, Susan Stetter, Kelly Schwartz, Michelle Lamkin, Sherry Lopez, Robyn Hurt, Brandi Smiley, Shannon Seifert, Lidea Balsmeyer, Bonni Rustman, Dorothy Sibrel, Katherine Hurst, Brittany Rollins, Kirsten Voegerl, Tara Bath, Sara Kasprzak, Alexis Walker, Jade Mundy, Lauren Fleetwood, Lori Gilham, Carolina Fernandez, Ashley Cissel, Jane Bonifer,

Cafeteria Manager- Kimberly Allen (Sodexo Employee)

Maintenance - Craig Folz, Tim Mendel

Custodians - Schanell Gibson, Jon Rottet