

Brenda Ferguson, Principal



Brooke Atkins, Secretary

Dubois Elementary School

5533 E. St. Raphael St. · Dubois, IN 47527 · Phone: 812-678-3011 · Fax: 812-678-2013

July, 2018

Dear Parents,

We are excited to start the new school year! Many teachers have spent an incredible amount of time in their classrooms this summer as well as at professional development opportunities and are ready to greet their new students.

As technology is our primary source of communication, please utilize the corporation website and facebook page as well as our school pages to stay current on what is happening and share in our excitement.

Signing up for Family Access is of great value for tracking lunch account balances for grades PK-4 and for following student grades. See the handbook for more details on this opportunity. Our corporation website has a wealth of information as well.

Please see the form in your registration packet detailing how to sign up for both individual school as well as corporation notifications through the REMIND system. Mr. Hochgesang, our superintendent, sends out notifications regarding school cancellations, delays, etc. I DO NOT DUPLICATE his messages. Any messages I send are building specific; not corporation-wide notices.

We invite you to take an active interest in our Parent Teacher Student Organization. Each parent who has a child enrolled at Dubois Elementary is a member. We will send home notices alerting you to upcoming PTSO meetings. Our PTSO works very hard to provide many extras for our students including providing school supplies for all students and supporting class field trips. Please get involved and see, first-hand, the incredible influence this group has on the dynamics of Dubois Elementary.

Just a reminder that classes begin at **8:00**. Any student arriving after this will be counted as tardy. Dismissal will continue to be at 3:00 (2:30 on Fridays). Attendance will be taken very seriously as this is critical to a good education for all students with few disruptions from absences and re-teaching.

Please be sure to return all completed forms to the secretary before leaving for the evening. When paying bills we ask that you write separate checks, payable to the school, for book bills and lunch accounts as they are separate accounts. You may, however, combine the fees for more than one child for each account. If you are unable to pay at this time, please make arrangements with us. You may also apply for financial assistance. The application form for financial assistance is the same form as the free/reduced lunch application form in your packet of materials.

If you have questions about any of the above information or other school concerns, please feel free to stop by or call us so we can assist you and your child.

Mrs. Ferguson and Staff

NORTHEAST DUBOIS COUNTY SCHOOL CORPORATION

William G. Hochgesang, Superintendent
Ryan Case, Trans. Director



DeAnn Meyer, Treasurer
Gretchen Brinkman, Deputy Treasurer

P.O. Box 158, 5379 E Main St.
Dubois, IN 47527

Phone # 812-678-2781
Fax # 812-678-4418

RE: MENINGITIS

August 1, 2018

Dear Parents, Guardians and Students,

One type of meningitis is caused by a bacterium called *Neisseria meningitidis*. Infections caused by this bacterium are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs and even death. The bacteria are spread from close person to person contact through the exchange of nose and throat secretions, by activities such as kissing or sharing eating or drinking utensils. The bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There are two vaccines that can help prevent cases of this disease in teens and young adults. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination of children with the meningococcal conjugate vaccine (Menactra and Menveo) at 11 or 12 years of age, with a booster dose of the vaccine at 16 years of age. The booster dose at age 16 provides ongoing protection from the disease after high school.

The state of Indiana requires all students in grades 6-12 to have the appropriate number of meningococcal conjugate vaccine doses. One dose of meningococcal conjugate vaccine is required for all students in 6th -11th grade. A second booster dose is required for students entering 12th grade. These vaccines are a legal requirement for school entry (Indiana Administrative Code 410 IAC 1-1-1) for the 2015-2016 school year.

All students in grades 6-12 must have acceptable documentation of required immunizations on record at the school they are currently attending. An acceptable record includes a signed record from the child's health care provider indicating the name of the vaccine given and the date it was given, a record of the immunization in the state immunization registry (CHIRP) prior to the start of the school year, or a record from another school showing the required immunizations have been given.

Many local health departments and private healthcare providers offer this vaccine. Please contact your health care provider for specific instructions regarding your child. More information about meningococcal disease can be found at:

The Centers for Disease Control and Prevention (CDC) website:

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

IN State Department of Health website:

<http://www.in.gov/isdh/25455.htm>

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Acceptable Use Policy Agreement Signature Page

The entire agreement is located on our website: <http://www.nedubois.k12.in.us/>

As a student and parent(s)/guardian(s) of this student, I/We acknowledge receipt and have knowledge of the Northeast Dubois County School Corporation Technology Handbook. I/We agree to the policies and guidelines established for us and for our child.

You are reminded that questions may be directed to any staff member and/or administrator in your building. A printed copy of the handbook may be obtained from the school office.

This agreement will be valid and kept on file.

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NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

The Asbestos Hazard Emergency Response Act (AHERA) required the compilation of all asbestos containing building materials (ACBM), within the public and private schools (K-12 grades). A building inspection by EPA-Accredited Asbestos Inspectors was conducted to determine, not only if asbestos was in our schools, but its condition. After the inspection, a plan to manage the identified asbestos was developed.

AHERA further required that the identified asbestos containing materials were to be checked every six months by the trained school personnel and that these materials were to be re-inspected by an accredited inspector every three years as long as the materials remain in the building.

The School Corporation complied with the AHERA by completing the asbestos inspection of our schools and submitting the Management Plan to the State of Indiana for the approval of the Governor. The implementation of the Management Plan began shortly after submittal and all of the identified areas of concern have been corrected.

Anyone wishing to view a copy of the Management Plan for an individual school building will find it available in the Principal's office of each school. The Management Plan for all of the schools in the School Corporation is available for your viewing in the Administration Office. The Management Plan may be copied at a nominal fee of 5 cents per page, during regular school hours by notifying the school in advance to prevent scheduling difficulties.

If you have any questions concerning the AHERA Program, please contact your building Principal and/or the Designated Person, Mr. Marvin Betz.

The Asbestos Management Plan will be updated annually as response actions are completed or as periodic surveillance reveals a change in the condition of the asbestos materials.

A handwritten signature in cursive script that reads "Marvin Betz". The signature is written in black ink and is located at the bottom left of the page.

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Medical Consent

The custodial parent/legal guardian of Northeast Dubois School Corporation/Dubois Elementary School students do hereby grant and authorize Northeast Dubois School Corporation/Dubois Elementary School and any employee thereof to obtain, at the expense of the custodial parent/legal guardian, any medical services including but not limited to: x-ray examination, anesthetic, surgical treatment, or any hospital service, for its students in the event they suffer any illness or accident at a time when the custodial parent/legal guardian cannot be contacted.

This medical consent is given in advance of treatment to encourage and authorize the school, its employees, and the named physician to exercise their judgment in the best interest of my child.

This consent form will be valid and kept on file.



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Medication Distribution

As of July 1, 2001, Northeast Dubois students in grades kindergarten through eight **may NOT carry any medication to or from school.** You may hand the medication to the bus driver, who will hand it to the staff member on bus duty at school or an adult may bring the medication to the office.

Students with an acute or chronic disease or medical condition may carry medication with them and self-administer it on school grounds and during any school-related function as long as a **written release from a parent and a written physician's order that authorizes this activity** is on file at school and reauthorized annually. (This would include inhalers, EpiPens, diabetic medication, etc.)

PERMISSION TO ADMINISTER MEDICATION

I request that school staff members administer medication to my child during school hours in accordance with the enclosed written instructions from my physician or myself.

For short term medication, ORIGINAL PRESCRIPTION BOTTLE AND LABEL IS REQUIRED with child's name, name of medication, dosage and termination date included on label. Note from parent should state time medication should be administered and signed by parent.

For long term medication, ORIGINAL PRESCRIPTION BOTTLE AND LABEL IS REQUIRED with child's name, name of medication and dosage included on label. Physician's order must be sent including time medication is to be given.

Over the counter medication must be sent in the original bottle with the child's name on it including instructions and signed by parent. If instructions from parent differs from what is listed on the bottle and no signed prescription from doctor is included, the instructions on the bottle will be followed. This includes all oral and topical medications.

Medication WILL NOT be administered without the above information or permission to administer medication form signed. This includes all topical, oral or injected medications.

Medications that are prescribed for 3 times/day can be taken at home before and after school and at bedtime. MEDICATIONS WILL NOT BE SENT BACK AND FORTH BETWEEN SCHOOL AND HOME. IF YOU WANT MEDICATIONS TO BE SENT HOME NIGHTLY, YOU WILL NEED TO MAKE ARRANGEMENTS TO COME IN AND PICK UP DURING SCHOOL HOURS.

If you have any questions, please call Michelle Young, R.N. at 678-2781 ext. 310.

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MEMO RE: PESTICIDE APPLICATION NOTIFICATION REQUEST

Northeast Dubois County School Corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and harmful and unnecessary pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may 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 harmful pesticide exposure to children.

If you wish to be informed when pesticide applications will be made at the building in which you have children, please call Maintenance Director Marvin Betz at 678-2781 Ext 390 to put your name on our registry. The School Corporation will provide notice at least two days prior to the date and time the pesticide application is to occur. If you need any further information concerning our pest control policy you may also call Marvin at the same phone number.



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The following changes are made to the student handbooks of all Northeast Dubois County Schools. These changes are made to comply with Senate Enrolled Act No. 285, IC 5-2-10.1-2.

Bullying

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after hours or at any 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; or
 - c. 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.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

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Northeast Dubois School Corporation uses REMIND (formerly Remind 101) to provide one-way communication to parents via mass text and/or email. This is used to communicate urgent information such as school closings, events, etc. Please follow the directions below in order to enroll.

Northeast Dubois Corporation

To join the Northeast Dubois Corporation Emergency Messages to receive:

- School Closings
- Delays/Early Dismissals
- School Emergencies

Text: (812) 618-4449 with the message: @ndjeeps

OR email: ndjeeps@mail.remind101.com (You can leave the subject blank).

Dubois Elementary School To join the Dubois Elementary list for DES/Preschool specific messages:

Text: (765) 252-4253 with the message: @duboise

OR email: duboise@mail.remind101.com (You can leave the subject blank).

Main announcements concerning school closings or delays will come ONLY from Mr. Hochgesang via the corporation group.

To unsubscribe to a group Text the word “unsubscribe@....” as a message. For example to unsubscribe to Dubois Elementary you would type “unsubscribe@duboise”

For email simply reply with “unsubscribe” in the subject field and press “send”

Dear Northeast Dubois Families,

This fall, Northeast Dubois school cafeterias are meeting tough federal nutrition standards for school meals, ensuring that meals are healthy and well balanced and provide students all the nutrition they need to succeed at school. Now is a great time to encourage yours kids to choose school lunch and breakfast!

School meals offer milk, fruits and vegetables, proteins and grains, and they must meet strict limits on saturated fat and portion size. School lunches will meet additional standards requiring:

- Age appropriate calorie limits
- Larger servings of fruits and vegetables (students must take at least one serving of produce)
- A wide variety of vegetables including dark green and red /orange vegetables and legumes
- Fat free or 1% milk (flavored milk must be fat free)
- Whole grains
- And less sodium

School meals are a great value and a huge convenience for busy families! We will again offer breakfast and lunch for all students. Lunch prices will be \$1.75 for preschool meals, \$2.00 at Dubois Elementary School, Celestine Elementary School and Dubois Middle School and \$2.15 at Northeast Dubois High School. The price for breakfast is \$1.25. Breakfast is served at the start of the school day in each school cafeteria.

We encourage all households to carefully look over the forms attached to this letter. If your household qualifies for free or reduced meals, please fill out the forms and return as soon as possible. All forms remain confidential. Please remember, a free and reduced application may be filled out at any time during the school year if your financial situation changes.

In accordance with state guidelines, the following is the charge policy adopted by our school corporation. At the middle and elementary level, if your child's account balance falls below - \$5.00 you will be notified by letter or phone. If money is not deposited into the account within two days, your child will receive a peanut butter sandwich and milk until payment is received. At the high school level no charging is allowed.

We look forward to welcoming your children to the cafeteria this fall!

Thank you,

Joyce Hulsman
Food Service Director
Northeast Dubois School Corporation

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Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from Northeast Dubois School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- < If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- < If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- < The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- < Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have any questions or concerns, please feel free to contact Mrs. Brenda Ferguson, Title I Administrator at 678-3011.

Sincerely,

Mr. William Hochgesang
Corporation Superintendent

This form is valid as long as your child is a student at Northeast Dubois School Corporation.