

Normal Bell Schedule		Educational Minutes
8:00 – 8:25	Homeroom	25 Minutes
8:29 – 9:17	1 st Period	48 Minutes
9:21 – 10:09	2 nd Period	48 Minutes
10:13 – 11:01	3 rd Period	48 Minutes
11:01 – 11:31	A Lunch	30 Minutes
11:35 – 12:22	4A Period	47 Minutes
11:05 – 11:52	4B Period	47 Minutes
11:52 – 12:22	B Lunch	30 Minutes
12:26 – 1:13	5 th period	47 Minutes
1:17 – 2:04	6 th Period	47 Minutes
2:08 – 3:00	7 th Period	49 Minutes

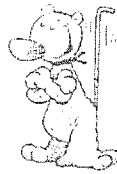
Friday Schedule	
Homeroom	8:00 – 8:25
1 st Period	8:29 – 9:13
2 nd Period	9:17 – 10:01
3 rd Period	10:05 – 10:47
A Lunch	10:47 – 11:17
4A Period	11:21 – 12:04
4B Period	10:51 – 11:34
B Lunch	11:34 – 12:04
5 th period	12:08 – 12:51
6 th Period	12:55 – 1:39
7 th Period	1:43 – 2:30

Two Hour Delay Schedule	
Homeroom	None
1 st Period	10:00 – 10:34
2 nd Period	10:38 – 11:12
3 rd Period	11:16 – 11:50
A Lunch	11:50 – 12:20
4A Period	12:24 – 12:58
4B Period	11:54 – 12:28
B Lunch	12:28 – 12:58
5 th period	1:02 – 1:36
6 th Period	1:40 – 2:14
7 th Period	2:18 – 3:00

NORTHEAST DUBOIS COUNTY SCHOOL CORPORATION

Dr. Tara Rasche, Superintendent
Ryan Case, Trans. Director

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



DeAnn Meyer, Treasurer
Gretchen Brinkman, Deputy Treasurer

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

Dear Parent or Guardian:

Every school district is required to report to the Department of Education each year student data by race and ethnicity categories that are set by the federal government. The Department of Education does not report individual student data to the federal government but does report the total number of students in various categories in each school. These reports help us keep track of changes in student enrollments and ensure that all students receive the education programs and services to which they are entitled.

The federal government recently changed the reporting categories for student data. As a result, you have the opportunity to update the student data for your child. With the new reporting categories, you may now identify your child by ethnic group (either Hispanic/Latino or not Hispanic/Latino) and by one or more racial groups (American Indian/Alaska Native, Asian, Black/African-American, Native Hawaiian/Other Pacific Islander, White). Starting with the 2010-2011 school year, all schools will report student data to the Department of Education using the new categories.

Please complete the online form by no later than the first day of school.

For more information about the student data reporting categories for ethnicity and race, please contact the district office.

Sincerely,

Dr. Tara Rasche
Superintendent
Northeast Dubois County School Corporation

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Home of the "JEEPS"

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Ryan Case, Transportation Director



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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 may be obtained from the school office.

The agreement will be valid and kept on file.

NORTHEAST DUBOIS JR/SR HIGH SCHOOL

Home of the "JEEPS"

Andy Chinn, Principal

Tasha Klem, Treasurer

4711 North Dubois Road Northeast
Dubois, Indiana 47527



Tracy Gutsell, Asst. Principal

Denise Palmer, Treasurer

Telephone: 812-678-2251

Fax: 812-678-3991

Medical Consent

The custodial parent/legal guardian of Northeast Dubois School Corporation/Northeast Dubois High School students do hereby grant and authorize Northeast Dubois School Corporation/Northeast Dubois High School and any employee thereof to obtain, at the expense of the custodial parent/legal guardian, and 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 will be 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.

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Random Drug Testing Consent Form

Pursuant to the "Northeast Dubois County School Corporation Drug Testing Policy," it is my desire for my child to participate in this program at Northeast Dubois JR/SR High School and hereby voluntarily agree to be subject to its terms during the 7th through 12th grade enrollment period.

I accept the method of obtaining urine, oral swab, or hair specimens testing, and analyses of such specimen, and all other aspects of the program. I/we and our child agree to cooperate in furnishing specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

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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 2014-2015 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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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 the Maintenance Department at 678-2781 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 the Maintenance Department.

NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

AUGUST 2019

The Asbestos Hazard Emergency Response Act (AHERA) required the compilation of all asbestos containing 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 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 for a minimal 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. Tony Smock.


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.

Signature: Tony R Smock

Family Access Tutorial
for Obtaining New Skyward Access or resetting a Forgotten Password
(please read through this 2 page document prior to clicking the link).

Navigate to the NeDubois WebSite home page at www.nedubois.k12.in.us and click on the "Blue Square Labeled Skyward" on the lower right hand side of the screen or copy/paste the following into a web browser...

<https://familyaccess.nedubois.k12.in.us/scripts/wsisa.dll/WService=wsEAplus/seplog01.w>


Northeast Dubois School District
New

Login ID:

Password:

[Forgot your Login/Password?](#)


05 14 09 03 07

Login Area:

© 2014 Skyward, Inc. All rights reserved. Windows 7 / Internet Explorer 11


11:21 AM
9/10/2014

Click on the words Forgot Login/Password...Key in the characters/numbers in the security box along with your email account that is on file. If you cannot read the characters/numbers to key in, please click on the refresh button to obtain another set of characters/numbers (top one of the three to the right of the box where you are to key in the text)


SKYWARD®

Forgotten Login/Password Assistance

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.




Type the text

Privacy & Terms

Email or User Name:

Submit Back



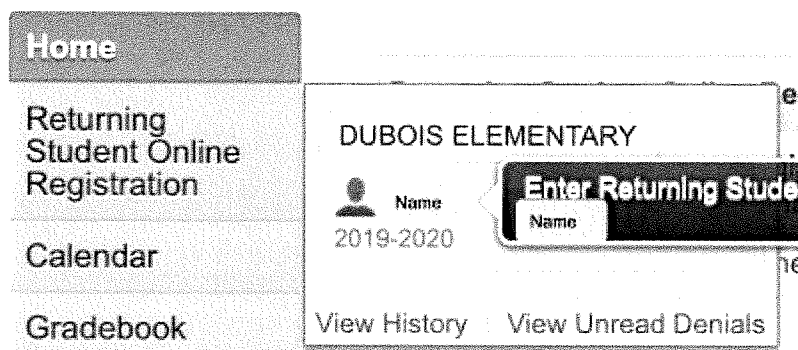
A system generated email containing an account reset link should then be sent to the email account within Skyward. Click on the link in that email, which will direct you to a page to set a password that will allow you access to your Skyward account.

Online Registration Skyward Directions

1. Go to the Skyward website and login to your family access account. Link is located on the school website or below (if you don't know you family access account please see the directions for setting up family access).

<https://familyaccess.nedubois.k12.in.us/scripts/wsisa.dll/WService=wsEAplus/seplog01.W>

2. Click on **Returning Student Online Registration** and click the name of the student that you would like to get registered.



3. Start by filling out each step in the online registration process some are only viewable as only the school can change them. As you fill out each section make sure you hit the complete step button at the bottom of each page. When you hit the button it will take you to the next step. You will work your way down the list in the red box on the right. This could look a little different for different grade levels for example High School does not have a babysitter and has drug testing.

Returning Student Online Registration

(DUBOIS ELEMENTARY 2019-2020)

Step 1a. Verify Student Information: Student Information (Required)

General Information

* First:	Middle:
* Last:	Suffix:
Birthday:	Gender:
Other Name:	Race:
* Language:	
* Native Language:	
Home Phone:	Ext:
	Ext:
	Ext:
School Email:	Home Email:
Birth County:	
Birth State:	
Birth Country:	

Complete Step 1a Only

(*) Indicates a required field.

Undo

1. Verify Student Information

a. Student Information

- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts
- f. Health Information

- 2. Verify Ethnicity/Race
- 3. Policy Statement
- 4. Permission Form
- 5. Transportation
- 6. Babysitter
- 7. Technology
- 8. Religion
- 9. Food Service
- 10. Online Book Fee
- 11. Complete Returning Student Online Registration

Previous Step

Next Step

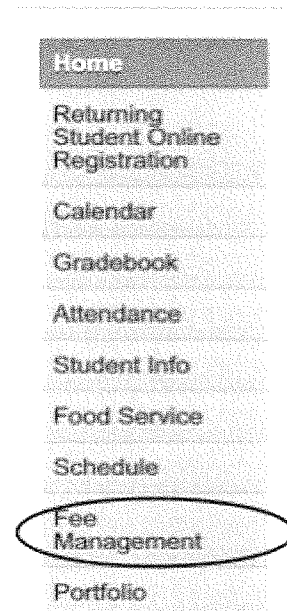
Close and Finish Later

4. Please note that as you are filling out the forms digitally documentation for policy etc are all located <https://www.nedubois.k12.in.us/Content2/110> these links are within the registration but we wanted to make sure you see them.

5. Free/Reduced applications are also on the school website and 1 needs to be filled out per family. If you mark yes we will send a copy of the form home with your student on the first day of school to be completed and returned ASAP.

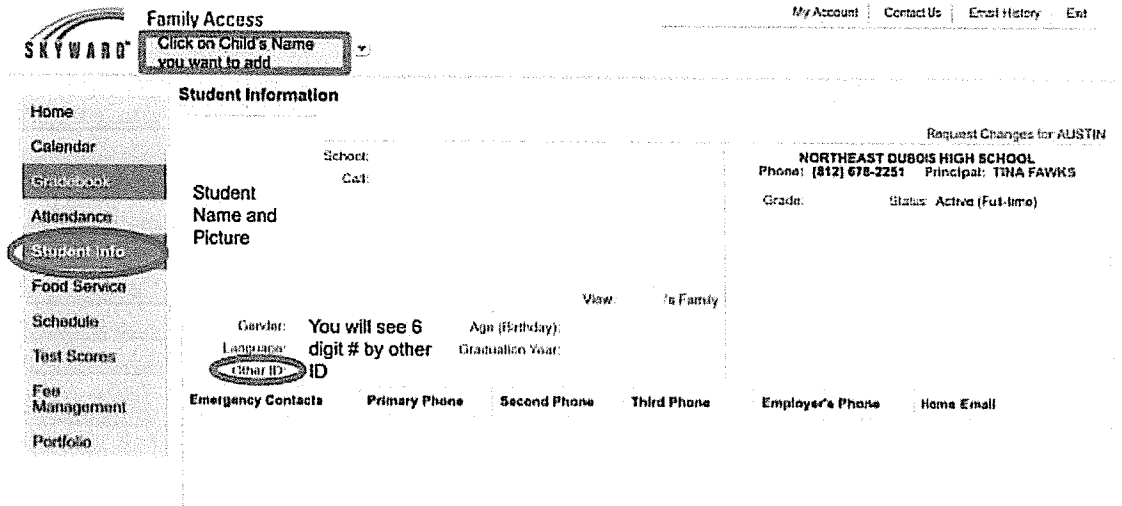
6. Book Bills and lunch accounts can be paid online using e~funds or you may drop a check off at the school. Please see E~Fund tutorial for how to setup an account convenience fees do apply.

Book Bills are also located under Fee Management in your family access. When you complete your online registration click on the fee management tab. When you click on the fee management tab it will give you a detailed description of your book bill with the grand total. You may drop checks off during the open registration in your building if you don't want to pay online. Please note the Book bills and lunch or any other fees must be separate checks if paying onsite.

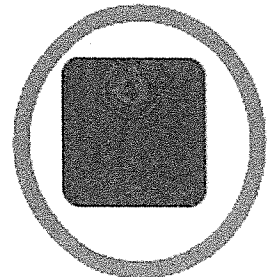
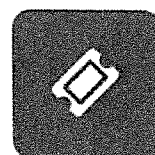


EFS Funds Tutorial (Creating your new account for online bill pay)

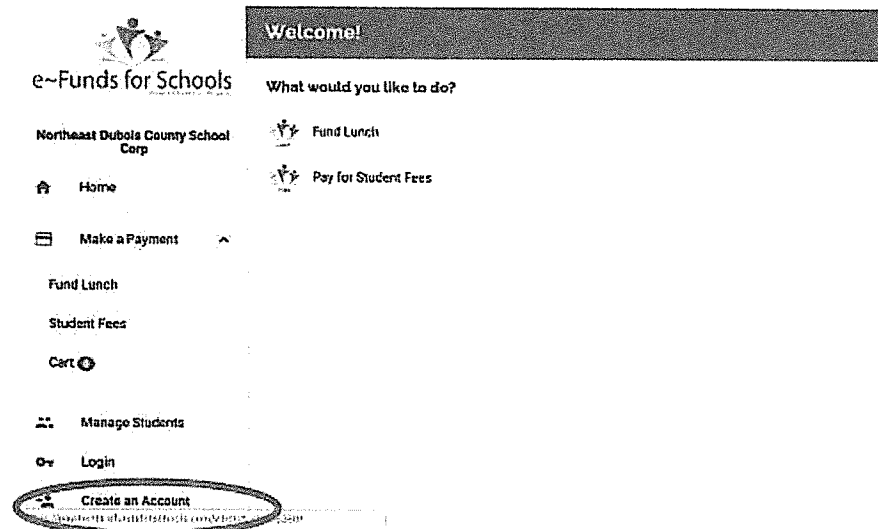
1. Before you begin with the e~funds website you will need your child's Other ID (other ID can be located on **family access in skyward** see picture below) in order to complete the Account Creation. If you can't locate this 6 digit number please contact your school and they will get you the number.
 - A. Login into skyward family access click on the child you want to add (if you have more than 1 child I would recommend writing down all the Other ID numbers so you don't have to come back to this screen)
 - B. On the left of your screen click on student info
 - C. At the top of the screen click on the child you are wanting to add to your family
 - D. Look at the other ID and write down the six digit number



2. Go to the website <https://payments.efundsforschools.com/v3/districts/56360>
Shortcut is also on the school website with the family access shortcut and others

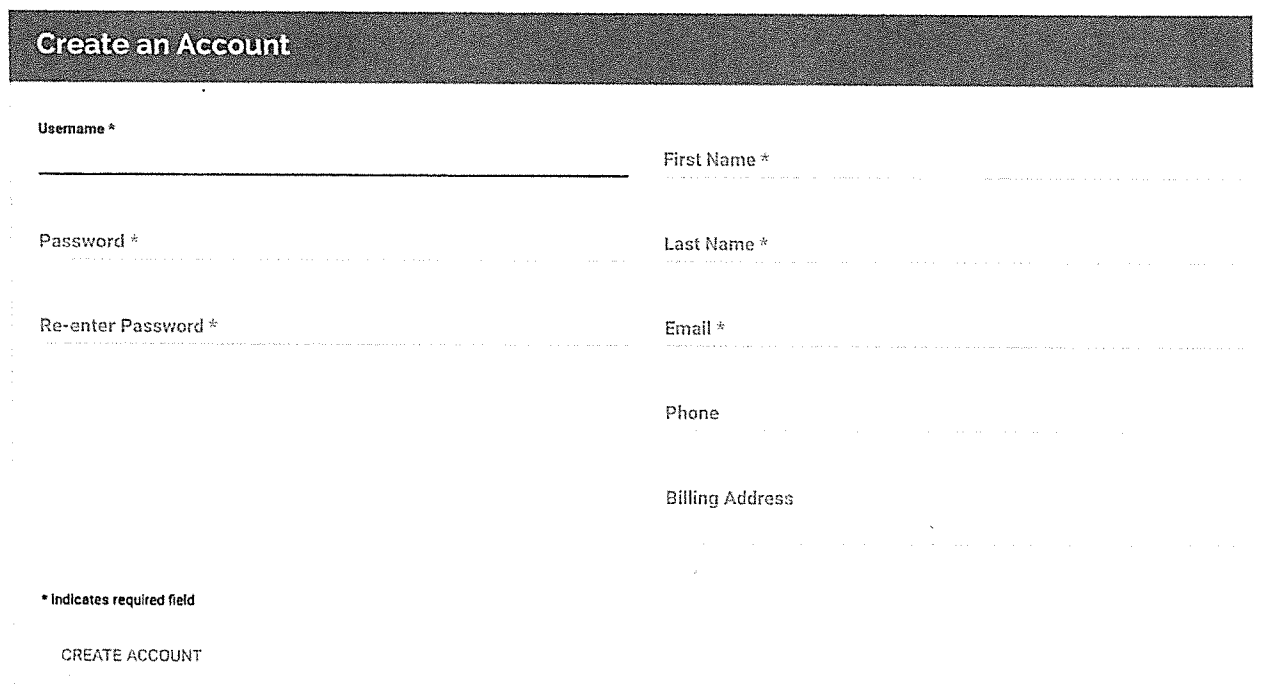


3. Click on Create an Account you will need your child's Other ID



The screenshot shows the 'e~Funds for Schools' website. At the top, there is a 'Welcome!' banner. Below it, a navigation bar includes 'Home', 'Make a Payment', 'Fund Lunch', 'Student Fees', 'Cart', 'Manage Students', 'Login', and 'Create an Account'. The 'Create an Account' link is circled in red. To the right of the navigation bar, there is a section titled 'What would you like to do?' with links for 'Fund Lunch' and 'Pay for Student Fees'.

4. Fill out the information below you can create any username and password that you would like. This is your account not you child's so use your name and email information. Then click on Create Account



The 'Create an Account' form is displayed. It has a dark header with the text 'Create an Account'. Below the header, there are two columns of input fields. The left column contains 'Username *', 'Password *', and 'Re-enter Password *'. The right column contains 'First Name *', 'Last Name *', 'Email *', 'Phone', and 'Billing Address'. At the bottom left, there is a note '* Indicates required field'. At the bottom center, there is a 'CREATE ACCOUNT' button.

5. You will then get the following popup, click on add students

There are currently no students attached to your account.

ADD STUDENTS

5. On the right of the screen you will add your student's last name and the 6 digit other ID # that you wrote down earlier from skyward. Click on Add Student then your child's information will appear on the left side of the screen. Continue to add students here until all have been added. If you get out of the system before adding all your students you can go to step 6 to add more otherwise you can skip to step 7.

Manage Students

Students

You have added the following students:

Once you click add student your child's information will show up in this box click continue on home

CONTINUE ON HOME

Add Students

Look up your students by their last name and either their student number or family number:

Last Name *

Type Last Name

Student or Family Number *

Type Student ID Number

Student and/or Family Numbers are assigned by your school district. This information is typically given out on a document, Student ID, or at registration.

* Indicates required field

ADD STUDENT(S)

6. To add another student go back to home and click on Manage Students continue to add all of your students and they will be displayed below when completed. Once all the

students are added you will have access to make payments.

7. Once you have your accounts created they will be good as long as your child is a student here at Northeast Dubois. We strongly recommend that you write down the username and password that you created.

8. **Fund Lunch**--This section allows you to put money into your child's lunch account you can add whatever amount you would like to the account this is real time, so it talks to skyward immediately and will be available for lunch. You can add different amounts to each child and do one checkout online.

- A. Click on Fund Lunch
- B. If you have multiple students you will see all of them click on the student's name that you would like to add lunch money

C. Type in the amount you would like to add to your student's account and click add to cart your image should look like below

- D. You can either add more student lunches or add student fees or click on begin checkout
- E. Once you click on checkout you will add your credit card or bank draft information
Please note that convenience fees are applied to your account. For a bank draft you have a \$1.00 transaction fee (note it doesn't matter the amount of money this is per transaction) Credit Card fees are determined by the amount being charged for every \$100 you will be charged \$2.65 (so if your bill is \$102.34 you would be charged a fee of \$5.30)
- F. Please note that you are always welcome to drop checks off at the school and not have any fees added

Student Fee

This section allows you to pay on your child's book bill again you can add multiple children and lunch account transactions all in one shopping cart.

- A. Click on Student Fee
- B. Pick the child you would like to see the book bill
- C. You will see an image like below you can either add individual amounts or add all fees to your checkout

Supplementals	
HOMEROOM 3	Due Date: 2019-08-07 Amount Due: \$81.17 Min: \$81.17
Textbook	
LANGUAGE ARTS 3	Due Date: 2019-08-07 Amount Due: \$20.94 Min: \$20.94
MATH 3	Due Date: 2019-08-07 Amount Due: \$24.56 Min: \$24.56
Workbook	
SCIENCE 3	Due Date: 2019-08-07 Amount Due: \$5.74 Min: \$5.74
SOCIAL STUDIES 3	Due Date: 2019-08-07 Amount Due: \$7.65 Min: \$7.65
ADD ALL FEES	Student Fee Total: \$140.06

- D. You can then add more student fees or lunch fees to your cart and then check out
- E. All payments sync with our skyward account and will show in your family access account

Optional Fees

Please note that optional fees can be added at anytime during the school year for example currently high school students have an optional fee of \$50 for the school yearbook.

Transactions Fees

- credit card transaction you are charged a convenience fee \$2.65 per \$100
- Banking account transactions have a convenience fee of \$1.00 per transaction

Low Meal Balance Notification

- You must first go to Manage Account then Notification Settings Turn on Payment and Low Meal Balance if you want to use the auto refill of your lunch account
- Then go to Low Meal Balance turn on and put in your low balance amount that you would like it auto replenish and then put the amount you would like it to automatically put in
- Note if you turn this setting on convenience fees do apply and beware at the end of the school year you may want to turn off or it will replenish your kids lunch account with the amount especially important for seniors.

Recurring Payments

- Note these can be setup anytime but convenience fees will apply with each transaction