

Parent-Student Handbook

Four Star School since 1989
2012 National Blue Ribbon School
2019 National Blue Ribbon School



Ferdinand Elementary

Revised- 2023

Dear FES Students and Families:

Welcome to Ferdinand Elementary! Ferdinand Elementary is a PK-4 school. The purpose of this handbook is to help you understand the policies and practices at Ferdinand Elementary School. We hope you will take the time to read it, discuss it with your child, and periodically review it during the school year. If changes occur during the school year to any part of the handbook, you will be informed.

At Ferdinand Elementary School, we believe that each child comes to us with abilities and interests that we must develop and cultivate. We welcome the challenge to provide opportunities and experiences for the maximum growth of each child.

We believe that in education, we work together as a team and value our parents being an integral part of the education process. Working together, we can help each other be the best we can be. Education is the responsibility of home, school, and community. FES is an amazing school, and we invite and encourage you to become an active participant in your child's education by becoming a member of our "school family!"

We hope that the channels of communication between home and school can always be kept open in the interest of your child. If you have any questions, please don't hesitate to call.

Respectfully,

Mrs. Kerri Winkler and the FES Faculty and Staff

FES Mission Statement

Ferdinand Elementary School is committed to providing a quality educational program designed to maximize student potential for lifelong learning in a safe environment.

SE Dubois Mission Statement
Create Learning

SE Dubois Vision Statement
Our Vision is C.L.E.A.R.
Connect Learn Engage Adapt Reach

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Academics

Southeast Dubois School Corporation's curriculum is centered on the Indiana Academic Standards for the appropriate grade levels. The standards are available for review at school or online at the Indiana Department of Education Internet site <http://www.doe.in.gov/standards>.

Grading Scale

Grade	Percentages
A+	100
A	94-99
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below
CR	Credit earned on satisfactory completion of work
M	Meets Expectations
A	Approaching Expectations
B	Below Expectations

Grades are available in Harmony

<https://sedubois.logickey.com/harmony/sedubois/familyaccess.nsf/hello.xsp>.

Report cards will be sent home at the end of the quarter.

Attendance

When a student is unable to attend school due to illness or other causes, parents/guardians are required to notify your child's homeroom teacher and school office by 7:50. Please note the parent name, student name, homeroom teacher, and reason for absence.

If a student needs to leave school during the day for a health-related appointment, please give your homeroom teacher and the school office advance notice of the appointment and time. This will allow staff to prepare for departure and missed schoolwork. Students shall be picked up at the office (Door 1). If someone other than a parent/guardian or person with permission (with a signed note on file at the office) is picking up the student, special directions to permit the child to leave must be received from the parent/guardian. No student shall be released to someone other than a parent/guardian or another pre-approved person.

Please contact the office at 812-817-0900 Extension 1 or karrissa.harmon@sedubois.k12.in.us

Doctors' notes are required for health-related appointments

Students and parents are urged to schedule medical and dental appointments at times when school is not in session. In cases in which conflict with school hours cannot be avoided, the principal may grant an excused absence. Excused medical and dental absences **must be verified in writing** by the doctor or dentist's office.

An absence will be considered EXCUSED if any of the following criteria are met:

- A parent phone call or parent communication excusing the absence; **families are limited to 10 parent call-ins or parent contact per year.**
- The student has authorization in writing from a licensed person in the legal or medical profession.
- Death in the immediate family.
- Special situation as determined by the principal: school-sponsored trips, special awards/recognition, etc...
- Any absence that is excused per Indiana Code 20-33-2

If the school does not receive a call, a phone call will be made to inquire and confirm the need to be absent. If the cause for the absence is within the above-mentioned regulations, the student may be given an excused absence. Once a student is reported as a habitual truant, all future absences must be certified by a legal or medical professional.

Make-up work will be required for an excused absence. A student will be given one (1) day for each excused day missed to complete the make-up work and receive credit for it. If the make-up work is not completed in the allowed time, the student shall not receive credit for such work.

VACATIONS AND DAYS AWAY FROM SCHOOL

A special excused absence may be granted for a student going on a trip. The principal must approve these absences prior to the date of absence. If it is not pre-approved, it is considered unexcused. Students going on a trip may be excused upon meeting the following conditions:

1. The student will be absent no more than (5) five school days.
2. The student will be accompanied on the trip by a parent or legal guardian.
3. The parent/guardian will have all academic work planned ahead with their child's teacher and will have the child complete the work and turn it in upon returning to school.
4. The student must make up any additional work missed within three days of return.
5. These days will be counted toward the 10 allowable excused absences.

Dubois Circuit Court and Project Attend

In partnership with Dubois County Circuit Court, Project Attend is a program designed to reduce absenteeism in local schools. The Project Attend case committee overseeing each individual referral is made up of the juvenile probation officer representing the juvenile court, referring school principal, the Indiana Department of Child Services, the Prosecuting Attorney's Office for the State of Indiana, a school representative (guidance counselor and/or teacher), and/or any other person have any interest in the student's attendance in school may also participate.

Step 1: Three Unexcused Absences

- Phone call to parents/guardian- Date and Time of phone call
- Send a copy of school attendance policy via registered mail -
- Name will be placed on Attendance Officer's watch list.

Step 2: Five Unexcused Absences

- Phone call to parents/guardian- Date and Time of phone call
- Certified letter (or in person) mailed home with a copy of the school attendance policy and a School
- Attendance Statutory Advisement and Admonition that the parent must sign in person at the school -
- School Attendance Officer meets with parent and child (Can be done in conjunction with and simultaneous to the above requirement) –
- School investigation checklist for possible reasons

Step 3: Seven Unexcused Absences

- Phone call to parents/guardian- Date and Time of phone call
- Referral to PROJECT ATTEND through Juvenile Probation Officer- Date of referral

Step 4: Ten Unexcused Absences

- Referral to Dubois County Prosecutor for Educational Neglect and/or Delinquency Petition filing,
- Referral to the Department of Child Services Abuse/Neglect Hotline

Tardies

Students are expected to arrive at their assigned classes on time. Students who fail to arrive on time shall receive a penalty determined by the teacher. Students who are habitually tardy shall be referred to the office for disciplinary measures. Tardies and absences are recorded based on the following schedule:

- Less than 2.5 hours = marked as tardy
- 2.5 hours - 4 hours = half-day absence
- Anything over 4 hours = full-day absence

ARRIVAL AND DISMISSAL

ARRIVAL: If dropping your PK-4th grade student off, please enter 8th St. off of Delaware and pull into our back parking lot. As you leave, please watch 8th street as we have walkers and bike riders arriving.



- Car rider drop-off will take place in the playground/gym parking lot.
- Doors will open at 7:20 each morning and lock at 7:45.
- If you arrive before 7:45, be sure to drop students off in the back parking lot. If students are tardy, drop students off on 8th Street to enter at the main entrance.
- Buses unload at FES starting at 7:30 and depart for CCI or FP shortly after.

DISMISSAL: Parents can pick up children via the car rider pick-up in the back parking lot. As done during arrival, please enter 8th St. off of Delaware and pull into the back parking lot, following the flow of traffic around the lot to the gym doors. Please keep the line moving, and pull into the center of the circle if help is needed with buckling.

- Car rider dismissal will begin at 2:50, with the parking lot gate opening at 2:45.
- Buses load at 2:55 and depart FES at 3:00.
- If your child will be an afternoon car rider, please complete the form included in registration to receive a NEW pick-up number on the first day of school. Contact Mrs. Harmon with any questions/concerns.

ALL TRANSPORTATION CHANGES MUST BE REPORTED TO THE OFFICE BY 2:15 PM.
 Mrs. Karrissa Harmon: 812-817-0900 Ex. 1 karissa.harmon@sedubois.k12.in.us

Additional Car-Rider Details

- To help with the flow of traffic, please take Delaware Street to 8th Street to turn into the parking lot. 8th Street is one-way during morning drop-off and afternoon pick-up.
- Pull into the parking lot, circling around toward the playground and then around to the building.
- The unloading/loading zone is from the corner of the building (K-1 classrooms) to the basketball goal nearest the gym entrance, allowing 4-5 cars to load/unload at once.
- Please pull forward to the car in front, avoiding large gaps. We will send students to you, so there is no need to stop in front of them.
- If it is going to take you a little longer due to buckling or unbuckling, please pull to the middle to do this. In the morning you will need to walk your child through the line of traffic.

CCI Bus Riders

- If you have a child riding a bus to CCI in the morning, please drop him/her off on 8th Street between 7:20 and 7:30 to wait by the flagpole for the bus.
- If your child rides back from CCI to FES, pick up will take place on 8th Street at approximately 3:00.

While waiting in line:

- Please do not block driveways.
- Always yield the right of way to school buses.
- Be respectful of others in the pick-up line.

Bus/Carpool Passes

If a student is to use a different route after school, a note must be sent from home and given to the student's teacher. The information in the note should include what bus/car your child is to ride, where the student is going and the duration of the change. If a parent or other person is to pick up a child after school, they must arrive prior to when the student normally leaves or the student will be placed on their normal dismissal transportation. **We are not able to take phone calls after 2:00 p.m. and change the end of day transportation. Please make arrangements for the change to take place at the normal destination point.**

Behavior Expectations

Bus Behavior:

Students who ride a SED school bus are reminded of safety and behavior expectations.

- Students should remain seated while the bus is in motion.
- Students should face forward.
- Students should keep their body parts and belongings to themselves--no touching others.
- Voice levels should remain normal, with no screaming or yelling.

- There should be no foul language or inappropriate hand gestures.
- No food or drinks, with the exception of water bottles, are allowed.
- All school rules apply.

Riding a school bus is a privilege, not a requirement of SED. To ensure continuous safety, please make sure that your student(s) is/are aware of and are adhering to the rules. Students who do not follow these rules will receive school consequences and may be removed from the bus. If a child is removed from the bus due to behavior, it will be the responsibility of the parent to transport the student to school. Removal from the school bus is not an excuse to miss school.

Classroom Behavior

Each teacher will develop a set of norms to follow while in that classroom. These norms will vary due to teaching styles and techniques. In addition, norms will be established for student behavior outside the regular classroom (hallways, gym, cafeteria, recess, etc.).

Positive student behavior, attitude, and work ethic are expected and shall be acknowledged regularly.

School Safety

The safety and security of each child is of prime importance at Ferdinand Elementary. To ensure the safety of all students, the following procedures have been implemented:

1. Doors to the building are locked. Once the school day begins at 7:45, entry to the building will be permitted only at the main entrance near the office.
2. Visitors, including parents, must report to the office upon entering the school.
3. Visitors and volunteers must wear identification badges while in the building or on school grounds. These can be obtained at the office.
4. All families are assigned a number for car rider pick-up.
5. No one will be allowed to pick up a child from the carpool lane without an official number card. (For detailed information...Please read ARRIVAL and DISMISSAL on page 6).
6. Security cameras have been installed to keep visual security of our perimeter, playground area and the interior of our facility.

Weapons of any kind are prohibited on school property, buses, or at any school-related activity. (This includes pocket knives.)

Drugs and Alcohol

It is in violation of school corporation guidelines to

1. Use, possess, provide to another person, or to be under the influence of any substance which is or contains any of the following (but not limited to): alcohol, marijuana, stimulant, intoxicant, depressant, hallucinogen, prescription, sold over-the-counter (without prescription), or any substance represented by the provider to be another substance (e.g. look-a-like), on school grounds at any time or any school-sponsored activity at any location, including the school bus. Under the influence shall mean that the student has the presence of an illegal substance or residue of an illegal substance due to

consumption, injection or prior use within body systems and the substance alters the individual's normal behavior or the individual tests positive for the presence of an illegal substance(s) beyond a level of zero.

2. Use, possess, or provide to any person anything used or designed to be used primarily for the storage, possession, delivery, or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, hallucinogens, prescription medicines, whether on school premises at any time, or any school-sponsored activity at any location, including the school bus.
3. Examples of things that are not to be possessed or provided to another person are pills of any kind, pipes, rolling papers, clips, vapes or vape accessories, or lighters/matches.

Smoking and Vaping

Southeast Dubois School Corporation is a smoke-free and vaping-free building policy. No one is allowed to use or have any tobacco and/or vaping products on school grounds, on buses, or at related activities of the school. It is unlawful for anyone under eighteen years of age to possess, purchase, or use any type of tobacco product. If caught, students may be referred to the prosecutor of Dubois County for a fine. Students are not to carry any lighters, matches, or related articles to school at any time. Any tobacco products, vaping products, or related articles will be confiscated and not returned

Bullying

NO student shall be allowed to bully and/or threaten another student or staff member.

Bullying is prohibited by Southeast Dubois School Corporation and the State of Indiana. Students who commit acts of bullying are subject to discipline including, but not limited to, suspension, expulsion, arrest, and /or prosecution.

Definition. "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that

- 1) Places the targeted student in reasonable fear of physical harm or damage to property;
- 2) Has a substantially detrimental effect on the targeted student's physical or mental health;
- 3) Has the effect of substantially interfering with the targeted student's academic performance; or
- 4) Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does not include:

- 1) Participating in a religious event;
- 2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;

- 3) Participating in an activity consisting of the exercise of a student's freedom of speech rights;
- 4) Participation in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults;
- 5) Participating in an activity undertaken at the prior written direction of the student's parent, or
- 6) Engaging in interstate or international travel from a location outside Indiana to another location outside of Indiana.

Applicability. Southeast Dubois School Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within our school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others for a safe and peaceful learning environment. Southeast Dubois School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Possible Consequences *The nature of the infraction and the frequency of infractions will guide consequences

- Conference with parent and student (phone or in person)
- Recess/lunch detention
- In-school suspension
- After-school detention
- Saturday School
- Out-of-school suspension
- Expulsion.

Reporting. Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to an appropriate staff member. All staff members who observe or receive a report of suspected bullying shall immediately notify the principal and school social worker. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to the extent permitted by law. School administration will act appropriately to discipline staff members who fail to initiate or conduct an investigation for a bullying incident and for the person who falsely reports an incident of bullying.

Students may report concerns of possible bullying in person, in writing, or by electronic means. However, specific details must be provided to allow for investigation. Students are encouraged to include their names in the report and to request confidentiality so that follow-up questions can be asked by the school administration.

Threats

Upon notice of threats, if determined appropriate by school staff, parents of all students directly involved shall be informed. State law requires that all threats made to/against staff members are to be reported to local law enforcement agencies.

Searching lockers, backpacks, purses, persons, etc.

Upon a reasonable suspicion that a student:

1. violated or is violating a school rule or behavioral norm contained in the student handbook;
2. has violated or is violating a particular law;
3. possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or corporation property

The principal or designee may search (1) lockers or other storage areas for student use (i.e. desks, backpacks), (2) vehicles (i.e. bikes, cars of visiting students), or (3) persons (i.e. the student's pockets, purses)

Security Cameras

Security cameras are positioned at various locations inside and outside the school building. Video may be used by the administration to aid in resolving discipline concerns. Due to the confidentiality of other students, parents may not view the camera footage.

Cafe Services

Southeast Dubois School Corporation participates in the National School Lunch Program. Menus shall be published. Prices are noted on the General Information Sheet during online registration. Free and reduced-price meals are available based on financial need. Applications for Free and Reduced lunches are available during online registration. If a family has students attending more than one corporation school, only one form is required to be completed. Information about a student's participation is confidential. Families who are unsure if they qualify should apply. For more information, please see <https://www.sedubois.k12.in.us/rangercafe>

Media

On occasion, newspapers, radio stations, etc. contact us for article information (e.g. Academic Team results). Student names, parent names, and pictures will be given for stories. **YOU MAY TELL US NOT TO ALLOW THIS.** Please do so in writing and send it to the school office.

Parent/Teacher Conferences

Parent/Teacher Conferences will be offered in the fall for all students. Please check the newsletter and your email for scheduling updates.

Parent/Guardian Questions/Concerns

Parents and guardians please reach out to your child's homeroom teacher with any questions or concerns. Teachers have voicemails; however, they are unavailable most of the school day to respond to a phone call. The best form of communication is email. We will make every effort to return communication promptly. Parents are encouraged to contact the school directly in lieu of making social media posts regarding school concerns.

Student Use of Phones

The use of school telephones by students is limited to emergency calls and school business calls only. Calls for forgotten homework and permission to attend functions will be discouraged. These matters should be taken care of in advance. Smartwatches are strongly discouraged and if they become a distraction they will be prohibited. Cell phones are not to be used during the school day. If a student brings a cell phone for after-school use, the phone must be turned off and left in the backpack. Violations will result in cell phones and/or other devices being confiscated and sent to the office. **Parents will be required to collect cell phones and electronic devices from the office.**

Custodial/Non-Custodial Information

Please make the principal aware of any legal custody agreement that pertains to your student. Communications must include copies of the court order, restraining order, divorce decree, or another court document. It is the responsibility of the custodial parent to inform the principal of all pertinent information, special concerns, and restrictions concerning child custody matters. The principal must be informed of all updates and changes that impact the child and the function of the school as they occur.

Federal and State Law automatically provides that non-custodial parents have unlimited access to all records and information concerning the education of their child unless those rights are specifically taken away.

Dress Code

Modes of grooming and styles of attire that detract from an appropriate educational environment will not be permitted. Students, in their dress and grooming, must recognize the necessity for health, safety, cleanliness, and modesty at all times. The building administration shall determine what is appropriate. A student may be sent home to correct inappropriate dress or grooming. Students may also be instructed to wear clothing provided by the office for a given day. Students can be disciplined for offenses, especially repeated offenses. In general, students should always avoid extremes. The basic responsibility for appropriate dress must rest with the student and his/her parents.

Guidelines:

1. Students shall wear all items of clothing in the manner for which it was intended or designed.
 - Pants should not have holes above the knees
 - Pants and shorts must be worn at waist level (no sagging) and shall have proper belting to hold them at the waist position.
 - Pants shall not drag on the floor.

2. The wearing of any apparel that has writing, printing, symbols, or graphics that are judged to be offensive, immoral, vulgar, lewd, suggestive of, and/or implies sex, drugs, alcohol, tobacco, violence, or other subjects disruptive to the normal school environment is prohibited.
3. All shirts must have a cuffed sleeve and must extend past the waist.
4. Students are expected to wear shoes that are safe and appropriate. On P.E. days, athletic shoes must be worn.
5. Shorts are permitted in warmer weather. The length of the shorts must extend below mid-thigh.
6. Any attire that distracts from the educational environment is prohibited.
7. Hats may not be worn in the school building. Appropriate hats may only be worn on the playground and during specially-declared days.

Medications

The school office must be notified of any medication a student is to have administered during the school day. If a child is required to have medication administered during the school day, and a parent cannot be at school to administer the medication, the nurse, principal, teacher, or school employee designated by the principal may administer the medication in compliance with the following:

1. The school office must receive written consent signed by the parent/guardian. If the medication is a prescription medication, instructions must also be received from the physician.

The consent must include the following:

- date of consent
- child's name
- name of medication
- time(s) and day(s) medication is to be administered
- dosage
- the termination date for administering medication

2. All medications must be turned into the office. The exception to this policy is permitted if the medication is for an acute medical condition and can be self-administered. (Written permission from parent or doctor is required.) All medication must be in its original container. Medications include prescriptions and non-prescriptions such as Tylenol, aspirin, cough syrup, lotions, ointments, cough drops, etc. Medicines stored at school may not be transported to school or sent home with students below grade 9. Parents must make arrangements for delivery and pick up of medications. Medications shall not be transported to or from school by students.

Parents of students are responsible for informing the school office of any changes in the student's health or change in medication.

The school retains the discretion to reject requests for the administration of medicine. (The above policy and guidelines are according to I.C. 34-4-6.6-3.5.)

PTO Organization

All parents are automatically considered members of the Parent-Teacher Organization and are invited and encouraged to participate in school activities. A representative group of parents meets with the principal periodically. Names of the PTO Advisory Board are published in the school newsletter.

Volunteers

There are several volunteer opportunities at FES. Information will go out periodically in the weekly school newsletter. Please be sure to have an updated background check on file with Southeast Dubois School Corporation to ensure your ability to volunteer if you should decide to do so.

Guidelines

- Be punctual (give advance notice if unable to be present as scheduled).
- Know and observe school safety rules.
- Dress appropriately.
- Treat all students fairly and with respect.
- Participate as guided by the teacher, principal, or other assigned staff member.
- Be positive. If unsure or concerned about something at school, discuss it with the principal.

Criminal History Checks are required of all volunteers. This process can be done by going to the “Employment” tab on our SEDubois website. Look for the “SEDCSC Background Check – Volunteer” link.

Weather Delays/Cancellations/Early Dismissals

School delays, cancellations, or early dismissals due to weather conditions will be communicated through School Messenger, local radio stations WITZ, WBDC, or their affiliates, and TV Channel 25 by 6:45 A.M. Please do not call the school, the Principal, or the Superintendent for cancellation information.

Office

Kerri Winkler, Principal
 Karrissa Harmon Administrative Assistant
 Leslie Luebbehusen Nurse
 Elaine Kreilein School Social Worker
 Eric Hopkins School Resource Officer

Teachers

Shelley Nanney Special Education Teacher
 Stannye Hasenour Special Education Teacher, Developmental Pre-K
 Amanda Kemper - Speech Language Pathologist
 Brandi Kordes -Speech Language Pathologist
 Carmen Hoffman - Preschool
 Lacey VanWinkle -Preschool
 Sara Ernst - Kindergarten
 Alyssa Heeke - Kindergarten
 Sarah Beck - 1st Grade
 Amanda Qualkenbush - 1st Grade
 Lydia Rea - 1st Grade
 Angie Evitts - 2nd Grade
 Ann Clark - 2nd Grade
 Amie Uebelhor - 3rd Grade
 Katelynn Schnell - 3rd Grade
 Meredith Benson - 4th Grade
 Alexis Herron - 4th Grade
 Lori Persohn - 4th Grade
 Beth DeSchamp - Art
 Lauren Blume - Music
 Andrea Atkns - Physical Education

Maitenance and Custodial Staff

Tom Vonderheide
 Jessica Buschkoetter
 Cheryl Hanloh

Cafetria Staff

Debbie Buechler
 Tammy Greulich
 Patty Nordhoff
 Kari Schwinghammer

Instructional Assistants

Kim Collignon

Chastity Schipp

Sister Linda Bittner

Rachel Lindauer

Celia Paulin

Janelle Tyree

Sarah Beier

Nadina Paulin

Emily Oeding

Ashlynn Schnarr

Emilee King