



Northeast Dubois Elementary School

Courtney Hopf, Principal— Lori Fuhrman and Judy Haase, Secretary

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

INFORMATION CARD

Northeast Dubois Elementary School

ALL STUDENTS MUST HAVE A BIRTH CERTIFICATE FROM THE HEALTH DEPARTMENT, PROOF OF RESIDENCE, AND A COPY OF THEIR SOCIAL SECURITY CARD ON FILE AT SCHOOL. PLEASE BRING THESE TO OPEN HOUSE THIS FALL OR SEND WITH YOUR CHILD TO SCHOOL IF YOU HAVE NOT ALREADY.

*****One Per Family***Please complete for all students enrolled in elementary school.**

Student's Name _____ Birthdate _____
Last First Middle
Grade _____ Gender (circle) M F

Student's Name _____ Birthdate _____
Last First Middle
Grade _____ Gender (circle) M F

Student's Name _____ Birthdate _____
Last First Middle
Grade _____ Gender (circle) M F

Student's Name _____ Birthdate _____
Last First Middle
Grade _____ Gender (circle) M F

Home Phone _____ Address _____

City _____ State _____ Zip Code _____ Cell Phone _____

This student's parents are (circle):
Married to each other Separated from each other Divorced from each other Widowed/Deceased Single

Student lives with (circle):
Mother Father Stepmother Stepfather Other _____

Father or Legal Guardian _____ Occupation _____
Last First

Place of Employment _____ Phone _____

Cell Phone _____ E-mail Address _____

Mother or Legal Guardian _____ Occupation _____
Last First

Place of Employment _____ Phone _____

Cell Phone _____ E-mail Address _____

Name you would like child to learn to print: _____

Student Name(s) _____ Student Grade(s) _____

Please complete this section if applicable to this student:

Student's Sitter/Day Care _____ Phone _____

Address _____ City _____ State _____ Zip _____

Non-custodial Parent's Name _____ Phone _____

Address _____ City _____ State _____ ZipCode _____

E-mail _____

Stepmother's Name _____ Phone: Home/Cell _____ Work _____

Stepfather's Name _____ Phone: Home/Cell _____ Work _____

School Transportation: Each day this student will be picked up at _____ and ride bus # _____ to school. After school each day, this student will ride bus _____ to _____ or be picked up at school by _____. If school should be dismissed early, this student should ride bus # _____ to _____.

EMERGENCY INFORMATION

In case of illness or emergency, who should be contacted:

1st Name _____ Phone _____ Cell _____

2nd Name _____ Phone _____ Cell _____

3rd Name _____ Phone _____ Cell _____

4th Name _____ Phone _____ Cell _____

MEDICAL INFORMATION

Student's medical problems, concerns, etc:

Allergies? _____

Asthma? _____

Medications: _____

Glass/Contacts? _____ Hearing Aid? _____

Parents/ Guardians: Please notify your school if **any changes** are made in any of this information given on this card **anytime** throughout the **entire** school year.



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

The Migrant Education Program (MEP) provides supplemental education and support services to eligible children through national funding. The purpose of the program is to ensure that all migrant students reach the academic standards and graduate with a high school diploma (or complete GED/HSE).

WORK SURVEY

Thank you for answering the following questions. If your child is eligible for the Migrant Education Program, they may receive additional educational support. This information is **strictly confidential**.

Student's Name: _____ Parent's Name: _____

Address: _____ City: _____ Telephone: (____) _____

Date: _____ Parent Signature: _____

1. Within the last 3 years, have your children moved for any reason? YES ___ NO ___
2. Has anyone in your household moved from one school district to another within the United States, to look for seasonal or temporary work in agriculture? YES ___ NO ___

If you answered NO to either of these questions, please stop.



If you answered YES, please continue.

3. When was the last time you or anyone in your household has moved to look for, or work in an agricultural activity within the United States? Month _____ Year _____
4. Please check any of the agricultural activities listed below that you have looked for or worked in:

- | | |
|---|---|
| <input type="checkbox"/> Plant or harvest vegetables or fruits | <input type="checkbox"/> Canning vegetables or fruits |
| <input type="checkbox"/> Detassel corn | <input type="checkbox"/> Sod farm |
| <input type="checkbox"/> Tobacco farm | <input type="checkbox"/> Planting, pruning or cutting trees |
| <input type="checkbox"/> Poultry and/or egg farm | <input type="checkbox"/> Dairy farm |
| <input type="checkbox"/> Duck, turkey, chicken, pork or beef processing plant | <input type="checkbox"/> Flora culture/gladiola farm |
| <input type="checkbox"/> Aquaculture/fish hatcheries | <input type="checkbox"/> Green house or plant nursery |

Please list the names of all children in the household under 22 years of age.

Child's Name	Date of Birth (D.O.B.)
1.	
2.	
3.	
4.	
5.	

Collecting Racial and Ethnic Data

08.08.19

Though the department does not report individual student or staff data to the federal government, the total number of students and staff by race and ethnicity of each school is reported. The following sections define how race and ethnicity is collected using a two part question, how observer identification is used for non-self-identifying students, and an overview of reporting racial and ethnic data to the IDOE.

Two part question for students and staff

Districts must collect race and ethnicity information on students and staff using the *two part questionnaire*. The respondent must answer both questions. District enrollment forms will need the below two part question for all new enrollees to Indiana schools. Districts should train staff to assist enrollees in responding to the two part question. **This data is to be collected once and is to be kept as part of the enrollee's permanent file.** (Exception: a parent/guardian/student makes a request to correct the original identification.) This information should be transferred upon the enrollees exit to another district.

Race and Ethnicity: (Note: Both Part 1 and Part 2 of the question must be answered.)	
Part 1: Ethnicity	<p>Is this individual Hispanic/Latino? (Choose only one)</p> <p><input type="checkbox"/> No, not Hispanic/Latino</p> <p><input type="checkbox"/> Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.)</p>
Part 2: Race	<p>What is the individual's race? (Choose one or more)</p> <p><input type="checkbox"/> American Indian or Alaska Native: A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.</p> <p><input type="checkbox"/> Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p><input type="checkbox"/> Black or African American: A person having origins in any of the black racial groups of Africa.</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><input type="checkbox"/> White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p>

MEMO

TO: Northeast Dubois County School Corporation Parents
FROM: Dr. Tara Rasche
DATE: August 2023
RE: Pest Control Policy
CC: Northeast Dubois County School Board

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 Tony Smock at 678-2781 Ext 4 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 Tony at the same phone number.

NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

AUGUST 2023

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.

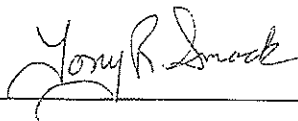
The School Corporation complied with the AHERA by completing the asbestos inspection of our schools and submitting the Management Plan to the State of Indiana for the approval of the Governor. The implementation of the Management Plan began shortly after submittal and all the identified areas of concern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





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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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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. 110.

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Medical Consent

The custodial parent/legal guardian of Northeast Dubois School Corporation/Northeast Dubois Elementary School students do hereby grant and authorize Northeast Dubois School Corporation/Northeast 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.

Dear Northeast Dubois Families,

This school year, 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 your 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 huge convenience for busy families! We will again offer breakfast and lunch for all students.

We encourage all households to carefully look over the forms attached to this letter. If your household qualifies for free or reduced meals, that may qualify the student/students for textbook assistance also. Please fill out the forms and return as soon as possible.

In accordance with state guidelines, the Northeast Dubois School Board has adopted a Written Charging Policy for our schools and can be viewed on our School's website.

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

Thank you,

Joyce Hulsman
Food Service Director
Northeast Dubois School Corporation