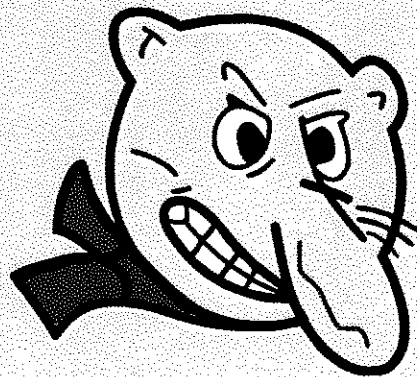


Welcome

N O R T H E A S T
D U B O I S
E L E M E N T A R Y
S C H O O L



NORTHEAST DUBOIS ELEMENTARY

Home of the "JEEPS"

Chad Whitehead, Principal



Lori Fuhrman, Secretary

5533 E. Saint Raphael Street
Dubois, Indiana 47527

Telephone: 812-678-3011
Fax: 812-678-2013

Dear Parents,

We are excited you have chosen to enroll your child at NE Dubois! We have highlighted some important dates and information to help you start out the school year.

Registration and Open House

Online registration will open July 21st and close on August 1st. Links are located on the school website, www.nedubois.k12.in.us. If you need assistance or have questions with registration, onsite registration will take place from 3:00-7:00 on Monday, July 28, 2025 and from 8:00-3:00 Tuesday, July 29, 2025. **If online registration is complete, there is no need to attend onsite registration.**

Open House: Monday, July 28, 2025 from 4:30-6:30. Classrooms will be open at this time, so children can meet their teacher and see their classrooms.

Lunch Money

When sending in lunch money, we ask that you send all checks payable to NDES. You may combine the fees for more than one child for each account, but please indicate how much money you would like in each child's account when sending in money or check. As a reminder, please always include first and last name and what the money is for when sending in money. You may also apply for financial assistance to help offset lunch/breakfast prices. The free/reduced lunch application form is located in your packet of materials, but please reach out with any questions.

School Day Hours

Just a reminder that classes begin at 8:00. Drop off begins no earlier than 7:30. Please drop off students at the front door by the main office. Any student arriving after this will be counted as tardy. Dismissal will be from 2:45-3:00 (2:15-2:30 on Fridays). Please be extra cautious when dropping off or picking up students. We want to ensure the safety of all students.

Bus Transportation

Following online registration that ends on Friday, August 1st, bus drivers will meet on Monday August 4th to confirm bus routes. They should contact you following this meeting once bus

drivers know an approximate arrival/drop-off time of each child. Mr. Ryan Case is our transportation director and can be reached at rcase@nedubois.k12.in.us if you have a specific bus concern.

School Supplies and PTO

As a reminder, our PTO uses funds from fundraisers throughout the year to provide school supplies for all students. The only thing your child will need is a regular size backpack that is large enough to hold a binder and one box of Kleenex.

We also invite you to take an active interest in our Parent Teacher Organization. Each parent or grandparent who has a child enrolled at Northeast Dubois Elementary is a member. We will send home notices alerting you to upcoming PTO meetings. Our PTO 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 Northeast Dubois Elementary.

How to Stay Connected

As technology is our primary source of communication, please utilize the corporation website and Facebook page, as well as our school page “Northeast Dubois Elementary School,” to stay current on what is happening and share in our excitement. I will also send out a digital newsletter to keep you updated on important dates and information.

Tara Rasche, our superintendent, sends out notifications regarding school cancellations, delays, etc., using the Parent Square system. I do not duplicate her messages. Any messages I send are building-specific, not corporation-wide notices. I will also send all messages through the Parent Square system. *You are automatically enrolled in these messages with the email and phone number that you assign in Skyward. If you have issues receiving these messages, you can download the Parent Square app and adjust your settings.

If you have questions about any of the above information or other school concerns, please feel free to email me at cwhitehead@nedubois.k12.in.us or call us at 812-678-3011, so we can assist you and your child.

Sincerely,

Mr. Chad Whitehead and Staff

NORTHEAST DUBOIS COUNTY SCHOOL CORPORATION

Home of the "JEEPS"

Dr. Tara Rasche, Superintendent
Ryan Case, Transportation Director



DeAnn Meyer, Treasurer
Gretchen Brinkman, Deputy Treasurer

5379 E Main Street
Dubois, Indiana 47527

Telephone: 812-678-2781
Fax: 812-678-4418

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 your 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.

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

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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

MEMO

TO: Northeast Dubois County School Corporation Parents
FROM: Dr. Tara Rasche
DATE: August 2025
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 2025

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.

Mr. Tony Smock

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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 Mr. Chad Whitehead Title I Administrator at 678-3011.

Sincerely,

Dr. Tara Rasche, Superintendent
Northeast Dubois County School Corporation

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

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RE: MENINGITIS

August 1, 2025

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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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 the parent. If instructions from the parent differ from what is listed on the bottle and no signed prescription from the 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 the office at 678-3011

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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.

NORTHEAST DUBOIS COUNTY SCHOOL CORPORATION

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CHIRP PERMISSION

The Children and Hoosiers Immunization Registry Program (CHIRP) is the online system maintained by the Indiana State Department of Health that stores and updates immunization records.

By signing and returning the form, the school nurse will be allowed to verify that your child is enrolled and counted as a student at Northeast Dubois to the Indiana State Department of Health. It will also allow me to correct your child's immunization records that are already in place in the registry as well as completing any records that are missing. If your child has an exemption, this will allow us to place this information in his/her record.

The only identifiable information is your child's name and date of birth. No social security number is used.

If you have any questions, please call the office at 678-3011.

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Northeast Dubois Elementary School

*****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 _____

In what county do you reside? _____

Do you live in the Northeast Dubois School District? _____

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 _____

**Is this student a student of an active duty parent or guardian in the Armed Forces? _____ YES _____ NO

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.

NORTHEAST DUBOIS ELEMENTARY
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Lori Fuhrman, Secretary

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Dear Parents,

Please help us with some data collection needed for our files.

Has your child attended any preschool prior to kindergarten? Yes No

If yes, please list name of preschool and # of years attended.

Has your child received services through the Head Start program prior to Kindergarten? Yes No

If yes, please list location and approximate dates of enrollment.

Has your child attended any other readiness program before entering kindergarten? Yes No

If yes, please list name of program and approximate dates of enrollment.

Student Name _____ Parent Name _____

Thank you,

Chad Whitehead
Principal, Northeast Dubois Elementary School

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 <u>must be</u> 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>

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Northeast Dubois Elementary School Registration Checklist

Policy Statement	Parent Initials
I have read and understand the Asbestos Management Memo .	
I have read the DES Handbook and voluntarily agree to be subject to its terms for the entire enrollment time at Dubois Elementary School.	
I have read and agree to the Medical Consent Policy and voluntarily agree to be subject to its terms for the entire enrollment time at Dubois Elementary School.	
FAMILY DOCTOR: _____	
PHONE NUMBER: _____	
I have read the Medication Distribution form, and I request that school staff members administer medication to my child during school hours in accordance with enclosed written instructions from my physician or me.	
I have read and agree to the policies set forth in the Northeast Dubois County School Corporation Technology Handbook , including but not limited to the Acceptable Use Policy , and voluntarily agree to be subject to its terms for the entire enrollment time at Dubois Elementary School.	
I have read and understand the Pesticide Notification and Application Memo .	
I have read and understand the Right to Know corporation policy in accordance with the Elementary and Secondary Education Act, Section 1111 (h)(6) PARENTS' RIGHT TO KNOW .	
I have read about and understand how to sign up for the one-way communication (text and/or email) Remind notifications.	
I have read and understand the Bullying Policy of the Northeast Dubois County School Corporation and agree to its terms for the entire enrollment time at Dubois Elementary School.	
I have read and understand the School Lunch letter.	

Permission to be Photographed and/or Videotaped

Photographs/Video	Yes	No
I give permission for my student to be photographed and/or videotaped and to appear in any publications, displays, or website for the entire enrollment time at Dubois Elementary School. I am aware that no student's email address, street address, or telephone number will be published.		

Permission for Travel

Consent for Transportation/Attendance	Yes	No
I give permission to transport my child and include him/her in the off campus school activity in the event I forget to sign a permission slip, it is misplaced, or I am unavailable (out of town) to sign.		

Signatures

Parent/Guardian Signature

Date

Student Name

Date

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Indiana State Department of Health's Children and Hoosiers Immunization Registry Program

I give the Northeast Dubois School Corporation permission to release the following information concerning my child, _____, to the Indiana State Department of Health's Children and Hoosiers

Immunization Registry Program (CHIRP):

Information that will be released will include name, immunization data, date of birth or other identifying information as applicable.

I understand that the information in the registry may be used to verify that my child has received proper immunizations and to inform me or my child of my child's immunization status or that an immunization is due according to recommended immunization schedules.

I understand that my child's information may be available to the immunization data registry of another state, a healthcare provider or a provider's designee, a local health department, an elementary or secondary school, a child care center, the office of Medicaid policy and planning or a contractor of the office of Medicaid policy and planning, a licensed child placing agency, and a college or university. I also understand that other entities may be added to this list through amendment to I.C. 16-38-5-3.

I hereby consent to release of such information.

Signature of Parent or Guardian

Date

Printed Name of Parent or Guardian

Address

School

Grade level

Child's Name

Date of Birth

Northeast Dubois School Bus Drivers

#1A	Jason Braunecker	812-630-0444 or 812-678-5717
#2	Tony Danhafer	812-630-1471
#3	Tim Danhafer	812-639-9462
#4	Ed Freyberger	812-309-3407
#5	Brad Knies	812-639-2073
#7	Sheila Bachman	812-634-9516
#9	John Fuhrman	812-639-0715
#11	Brad Danhafer	812-630-5453
#12	Tony Quinn	812-631-1459
#13	Brian Terwiske	812-678-2071 or 812-508-0898
#14	Jeff Bieker	812-639-8358
#15	Larry Mehringer	812-678-4811 or 812-631-0146
#16	Chris Reckelhoff	812-639-0098
#17	Patty Chatman	812-631-4408
#18	Jennifer Braunecker	812-630-0513
#8	Scott Chatman	812-639-0246