

**2022-2023**

**Parent Handbook**



**Be Safe!**

**Be Responsible!**

**Be Respectful!**

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## **Mission Statement**

Providing outstanding educational opportunities through shared, committed responsibility.

## **Administrative/Office Contact Information**

Principal:	Douglas Mills	<a href="mailto:Douglas.Mills@evsck12.com">Douglas.Mills@evsck12.com</a>
Secretary:	Barbara Ward	<a href="mailto:Barbara.Ward@evsck12.com">Barbara.Ward@evsck12.com</a>
Counselor:	Taylor Wassmer	<a href="mailto:Taylor.Wassmer@evsck12.com">Taylor.Wassmer@evsck12.com</a>
GAIN Student Support Specialist	Nathan Spooner	<a href="mailto:Nathan.Spooner@evsck12.com">Nathan.Spooner@evsck12.com</a>
Social Worker	Jacee Baker	<a href="mailto:Jacee.Baker@evsck12.com">Jacee.Baker@evsck12.com</a>
Nurse:	Debra Byers	<a href="mailto:Debra.Byers@evsck12.com">Debra.Byers@evsck12.com</a>
Daycare Coordinator:	Connie Sulawske	<a href="mailto:Connie.Sulawske@evsck12.com">Connie.Sulawske@evsck12.com</a>

**Stringtown Elementary School**  
**4720 Stringtown Road, Evansville IN 47711**  
**812-435-8320 (phone)**  
**812-435-8857 (fax)**  
**812-435-8322 (Daycare)**

## **Staff Directory**

Kindergarten:	Jenny Howard- Briana Wood- Rebecca Arney
First Grade:	Kaitlynn Barrett - Mercedes Goodart - Meredith Urbina
Second Grade:	Katie Bucciarelli- Jennifer DeVoy - Gretchen Raben
Third Grade:	Nichole Cullen – Nikki Leslie – Amy Neth
Fourth Grade:	Brenna Cameron- Julie Hale – Bridget.Pfaffmann
Fifth Grade:	Nathan Eckleberry- Stacie Inman – Brittany Jewell
Related Arts:	Jayna Jones (PE) – Natalie Lyons (Music) –Melissa Austin (Art)
Special Education:	Melanie Gross (K-5)- Molly Mackey
Speech Therapist	Stefanie Ward
Cafeteria:	Julie Rexing (Mgr) – Lisa Windle -Yvonne Presley- Balinda Culp- Melinda Dardeen
Custodians:	Marvin Duncan (Head Cust) – LaDonna Wilkerson- George Ritchie
Day Care:	Connie Sulawske (Coordinator –Lauren Cardwell -Kim Brooks-Tungate
Media Aide:	Melinda Leitch
Assistants:	Tracy Morton –Krista Simmons Kristina Smith -Hannah Bierman - Audrey Stutsman

To contact teachers by email: [first.last@evsck12.com](mailto:first.last@evsck12.com)

PTA: Lindsey Felty(President) 812-470-5924  
Morgan Bourland (Vice President) 765-469-4487  
Natalie Powell (Secretary) 812-604-7700

### **Daily Bell Schedule**

Students Arriving 7:45-8:15 Kg/1st students go straight to the auditorium (breakfast is brought to the classroom)- 2-5 students will go to the cafeteria to eat breakfast, if they choose to not eat they will go to the auditorium.

Homeroom	8:35-8:53
1 <sup>st</sup> Period	8:53-9:35
2 <sup>nd</sup> Period	9:35- 10:17
3 <sup>rd</sup> Period	10:17-10:59
4 <sup>th</sup> Period	10:59-11:41
5 <sup>th</sup> Period	11:41-12:23
6 <sup>th</sup> Period	12:23-1:05
7 <sup>th</sup> Period	1:05-1:47
8 <sup>th</sup> Period	1:47-2:29
9 <sup>th</sup> Period	2:29- 2:55
Dismissal	2:55-3:11

### **Lunch Schedule**

1st Grade	10:17-10:48
2nd Grade	10:38-11:10
3rdGrade	11:00-11:32
4th Grade	11:20-11:58
5th Grade	11:41-12:20
Kindergarten	12:02-12:34

### **EVSC Dress Code Policy**

All decisions about appropriate dress and grooming will be made by the building principal or school counselor. Your cooperation is asked in following the recommendations listed below. If you need clothing, please request a form for the Hangers EVSC clothing bank from our counselor, Ms. Wassmer.

#### **Shoes**

- No flip flops or backless sandals
- No house shoes or slippers

#### **Shirts/Tops**

- No spaghetti strap/ thin strap tank tops
- No low cut shirts or tops

-No midriff or belly shirts

### **Shorts/Pants & Dresses**

-All shorts, pants, dresses, and skirts should be of an appropriate length, at least down to the student's fingertips.

-Pants and Shorts should be worn on the waist and free of holes and large rips.

-Hats are not to be worn inside the building.

As we go through the seasons, heavy coats with hoods will not be worn in the classroom and should be hung in their designated place in the classroom/locker. Lightweight jackets are permissible. Clothing with profanity or explicit/inappropriate images will not be worn at school. Students who are out of compliance with the dress code may not be admitted to class and could have to wait for clothes to be brought from home.

### **Food and Nutrition**

Children who are not hungry feel better, learn better and behave better.

Breakfast and lunch are available on regularly scheduled days in EVSC's schools. Meal serving times are scheduled by the administration at each school. All menus for the EVSC schools meet the dietary guidelines as established by the United States Department of Agriculture (USDA).

**All Stringtown students will receive FREE breakfast and lunch for the 2022-2023 school year!!  
Breakfast will stop being served at 8:30 AM.**

We are allowing parents to come and eat lunch with their students again this year. Parents are only allowed to eat with their children, away from the class. We have limited space, so we encourage you to call the office to let us know you are coming. The cost of an adult meal is \$4.85.

### **Transportation**

Students who walk to school must stay on the sidewalks and cross only at the proper crosswalks. They should always obey the instructions of the school crossing guard. Only students within the vicinity of the school with a verifiable address may walk home. A completed permission slip must be returned each year. Students may revoke this at any time in writing.

For the safety of student pedestrians and because students are responsible for carrying books and supplies to and from school, bicycles should not be ridden to school.

Please remember that general supervision is not provided before 7:45 a.m. We offer extended Day Care before school for those who need to arrive before 7:45 a.m., beginning at 6:30 a.m. Any student that is dropped off before 7:45 am that doesn't attend daycare will be sent a fee at the parent's expense for supervision..

Students who are not riding a bus should not arrive before 7:45 a.m. due to no school supervision at this time. Students should only remain after school when participating in school-sponsored activities.

Students who use bus transportation must remember that the bus service is a privilege and may be denied by bus transportation or the principal. For safety reasons, students are expected to sit unless loading or unloading. Students are expected to obey the bus driver at all times. If your child reports that they are having any issues on the bus, please call directly to the Office of Transportation. The school sends all transportation issues to their office for follow-up.

The Office of Transportation can be reached at (812) 435-1287. Bus transportation takes 3-4 days to set up, so please call in advance if the student needs to be picked up or dropped off at a new address. Students will be provided with bus transportation from home to school and back if in the district (\*if they signed up during the summer). If an alternate drop-off location is required, a written note must be turned into the office by 9:00 am. Bus transportation is a privilege, and if a student violates the bus rules or other school rules while being transported back and forth from school, he or she may lose all bus riding privileges.

\*Students may not ride home with another student on the bus this year.

***If events occur during the day that will change the way your child needs to go home, please contact the office before 2:00 pm. Failure to do so could jeopardize the correct information getting to your child's teacher.***

#### **Attendance Information:**

All students are required by law to attend school unless excused because of illness, emergencies, or other reasons as permitted by the building principal. Each day a child is absent, a parent/guardian is expected to contact the school by 9:00 a.m. Absences for which we receive no notification will be recorded as truant. The truancy will become permanent unless changed within three school days.

8:15 - Arrival bell rings & doors open for students (early drop-off for those in need no earlier than 7:45), 8:30 - School starts, and students are considered "tardy", Early drop-off starting at 7:45 is a courtesy this year as parents adjust to our new start times. School however does not start until 8:30, so we encouraged only those parents that need it so that students are not waiting for extended periods before school starts. This will be revoked for any students whose behaviors become a concern.

**Students arriving at school after 8:30 a.m. are considered tardy.** They must go to the office to sign in and receive a late slip.

\*Parents who wish to pick up their students during the day must come to the office doors to buzz for their release.

\*EXCUSED ABSENCES include any of the following:

- Illness – nurse directed or note from the doctor stating the student has been seen in the office
- Other excused absences must be determined by the school principal
- Only the principal or official designee may release a student from school to a person who visits the school and requests a student's release.
- No student is to be excused from school in response to a phone request except by the principal or official designee.

A student with any absence, tardy, or excused absence cannot achieve perfect attendance.

**Emergency Information:**

Emergency information forms are sent home with each student at the beginning of school. Please complete these forms and return them to us immediately. Failure to do so will make it impossible to contact parents in the event of an emergency. **PLEASE NOTIFY THE OFFICE WHEN CHANGES OCCUR.**

When conditions make it necessary to delay or close school for the day or during the day, announcements will be carried by local radio and television stations beginning at 5:30 a.m. Please be guided by these announcements. Do not call the school to see if school has been canceled or delayed. Doing so will tie up our phone lines and make it impossible for us to communicate with the central administration offices or emergency services that might be needed.

Special instructions concerning transportation home and persons responsible for students when emergencies occur should be on file with each student's homeroom teacher

**RDS Parent Access (EdEase) Information**



If you have your activation code, enter it in the box below and just follow the instructions to create your own user name and password. If you do not have a code, [Click Here to email Parent Access](#), or [Click Here for an interactive Map of School Locations and Phone Numbers](#).

If you have more than one student, you will add their activation codes after you enter the system.

If you are an existing user, just log in with your user name and password.

Select Language ▼

Username

Password

Login \*Case-sensitive

[Forgot your password?](#)

If you do not have a user name and password, you can use your activation code to create a new account here. If you have more than one activation code, you may enter them after you create your account.

Be sure to type your Activation Code EXACTLY as it appears.

Activation Code

Create Account

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EdEase RDS Parent Access can be found at <http://rdsteach.evsc.k12.in.us/rdsparentaccess/> and is available to all parents and legal guardians that would like to keep track of their student's grades, behavior incidents and have access to easily contact their student's teachers. All Discipline Letters will be emailed home unless parents request a hard copy. Parent access follows a student from school to school. If you currently have access, it will continue. If you do not currently have access you can choose "Click Here to email Parent Access" and activation code with instructions will be emailed back to you. You can also contact the school office to request code. Students and parents can each have separate access accounts. You may also email [parentaccess@evsck12.com](mailto:parentaccess@evsck12.com) to receive an activation code with instructions. Parents or legal guardians who are living in separate households may request different passwords.

**Be sure to sign up for EVSC's text app. To sign up text "YES" to 67587. Also, Facebook is a place where we share a lot of information.**

### **Growth in Academics through Innovation and Neuroscience (GAIN)**

GAIN is EVSC's evidence-based approach to support healthy whole student development with the goal for students to graduate high school with the cognitive, academic, emotional, and employability skills needed to be successful at work, at home, and in the community.

We utilize GAIN at Stringtown to shift our knowledge and mindset to be able to ensure students can feel safe emotionally, socially, cognitively, and physically. When students feel this way, they are able to access the executive functioning part of the brain and this is where learning happens. We utilize this GAIN mindset to approach discipline in a positive way.



It is age-appropriate for students to misbehave in certain ways that are not very kind or respectful. Stringtown teachers and staff use a positive approach to teach students how they are expected to behave in school. These expectations help students understand how to behave in the halls, on the playground, in the classroom, and on the bus. When students do well, teachers and staff acknowledge and praise their behavior. That acknowledgment encourages students to continue to do well. By making sure students know what's expected and focusing on the positive, schools can use a positive approach to prevent issues at school and set students up to succeed. Our Behavior Expectations are for all students to be: SAFE, RESPONSIBLE, and RESPECTFUL.

### **Charger Pledge**

*At Stringtown Elementary, I pledge to be safe, responsible, and respectful.*

*I will be*

*Positive and kind,*

*Resolve problems with my words and not my hands,*

*Inspire myself and others to do our best, be*

*Determined to achieve my goals, and*

*Excel in all that I do.*

*I have Charger PRIDE.*

### **Contact Protocols**

We would love to try to help your child out if there is an issue at school. Please contact first your child's teacher by phone or email, and they would love to help you out or put you in touch with the person that can help you out. If after talking to the teacher you still wish to talk to the school administration, please feel free to email the Counselor or Principal your concern. If you would like to set up a time to discuss this in person or on the phone, please call the school secretary to schedule a time. The Principal is usually not available before school without an appointment, so please call ahead and make one to ensure that you will get an answer as quickly as possible. In-person meetings will be very limited this year, and most communication will be with phone calls or Video Conferencing.

### **Day Care Information**

The ED Center (Extended Day Care) Program is available for children who need care before and/or after school. Children may attend before school from 6:30 a.m. until school starts and from the end of the school day until 6:00 p.m. A fee will be charged to parents who are late picking up their children. Any child enrolled in elementary school, K-6 is eligible to attend on a first-come, first-served basis. Fees must be paid by the first day of the week of attendance. If children are in attendance only part of the week, full payment is expected for the entire week.

Parents are responsible for all transportation.

Children in the morning program will be able to get breakfast once they are released to go to class from the school cafeteria. Snacks will be provided for the afternoon program. Opportunities will be

provided for study and enrichment. The ED Centers have space for students to do homework, read for pleasure, and participate in recreational activities.

**Regular Rates:** The weekly fee is \$17.00 per week for the morning program only; \$38.00 per week for the afternoon only; and \$55.00 per week, per child, for both morning and afternoon.

**Drop-In Rates:** Parents may choose to have their children attend on a daily, rather than a weekly basis. The daily fee is \$8.00 per day for the morning program and \$13.00 for the afternoon program.

**Late Charges:** \$10 will be charged if the parent arrives between 6:01 p.m. and 6:19 p.m. \$20 will be charged if the parent arrives at 6:20 p.m. or later

Day Care operates separately from the school. Please contact the Stringtown Day Care Coordinator, Connie Sulawske at 812-435-8322 or [connie.sulawske@evsck12.com](mailto:connie.sulawske@evsck12.com), if you have any questions or concerns.

### **School Nurse and Medical Procedures**

Debra Byers is the nurse at Stringtown. If you need to contact her, she can be reached at 435-8320 from 7:45-3:30.

#### **Illness/Injury Procedures:**

If a student becomes ill at school, the following steps will be taken.

1. The parent/guardian will be contacted. Please be sure that we have the emergency form with alternate phone numbers.
2. In case the parent/guardian cannot be contacted at the first report of illness, the student will remain in the health room until contact is made.
3. In case of serious illness, if a parent or guardian cannot be contacted, the services of a physician to give emergency treatment may not be possible, so please be sure that we can contact you at any time.
4. The school nurse and principal should be informed about students with conditions that require immediate attention (bleeders, diabetics, epileptics, etc.).
5. Current information on communicable diseases as issued by the EVSC Health Department will be observed by all schools.

If a student is injured, the following steps will be taken.

1. The parent/guardian will be notified.
2. If the injury is serious, we must be able to contact a parent or guardian to initiate treatment.
3. The Board of School Trustees is not legally responsible for injuries of students at school or places under school auspices and cannot pay damages or hospital or medical bills. If the parent/guardian cannot pay, requests should be made to the proper public agency.
4. If a student comes to the office with two of the COVID symptoms we will call the parent/guardian to come and pick them up. The parent/guardian then must contact the student's physician and follow their recommendations. A dr statement will be required to return to school.

#### **Requirements for Administering Medication:**

1. The parent or guardian of the student shall deliver the medication to school in person.

2. The prescribed medication shall be in the original container bearing the original pharmacy label, which includes the directions from the physician, name of the medication, date, and student's name. The nonprescription medication shall be in the original container with the date, student's name, and written instructions from the student's parent or guardian attached.
3. The parent or guardian shall sign an Authorization for Administering Medication by School Personnel form obtained from the school nurse.
4. The parent or guardian is encouraged to bring limited amounts of medication to school and to schedule times of administration so that a minimum number of doses will be given during the school day. Parents should ask the pharmacist for a small bottle with the pharmacy label attached to accommodate the medicine to be brought to school.
5. The medication must be administered by the school employee designated by the school administrator.

### Specific Illness Procedures:

#### *Fever*

Students should not come to school with a fever. If a student has a fever, he/she should not return to school until he/she has contacted their physician and is free of fever for 24 hours with no medications involved.

#### *Vomiting/Diarrhea*

Students with vomiting/diarrhea should remain home until they have contacted their physician and are free of vomiting/diarrhea for 24 hours.

#### *Head Lice*

If a student is found to have head lice, he/she will be sent home from school. A student must be accompanied by a parent or guardian and checked by the nurse upon returning to school.

#### *Conjunctivitis (Pink Eye)*

A student with pinkeye will be excused from school. He/she can return after treatment has been started, and symptoms have been resolved.

#### *Chicken Pox*

Students are excluded for one week after the rash appears and vesicles are dry and scabbed. Students are contagious 1-2 days before the rash appears. The incubation period is 2-3 weeks.

#### *Strep Throat*

Students may return to school 24 hours after starting an antibiotic and are fever free for 24 hours. The incubation period is 1-3 days. It is communicable for 10-21 days. Transmission is terminated 24-48 hours after the start of an antibiotic. Students need to finish the prescribed antibiotic.

#### *Ring Worm*

It is a fungal infection spread through contact with skin or scalp scales. Students may return to school when they are under treatment with the affected areas covered.

### Vision and Hearing Screenings:

A vision screening is performed for students in grades first and third grades, as well as newly enrolled students. Parents or teachers may request an additional vision screening if visual difficulties are

suspected. All students in grades one and four have their hearing checked with an Audiometer. This screening is available for students displaying hearing difficulties on a referral basis.

### **Visitors:**

Due to FERPA laws and student/family confidentiality, we ask that you do not take any videos, pictures, etc. using a cell phone, camera, video, iPad, or any other technological device of any student in our school building.

### **Animals:**

Because of potential safety and allergy concerns, animals are not permitted on EVSC property. If you have a registered service, please contact the office so we can get you registered with the EVSC so you can bring it to the school when needed.

### **Telephone Messages:**

Should you need to notify teachers of changes in your child's routine, please give instructions, directions, and notes to the teacher before school. Please call the school with changes. Telephone messages to students and teachers are very difficult to deliver. Such requests will be honored only in emergencies. When we have doubts about where a child is to go after school, we will place the child in the office until a Parent/Guardian is reached.

### **Homework:**

On the day of a return from an absence due to illness, a student may contact a teacher and request make-up work for the time absent. The student will then have three (3) days to complete the work and turn it in to the teacher. A student who does not request the work on the day of return or turn the work in by the end of the third day after return will forfeit his/her rights to make up the work. Make-up work turned in by the end of the third school day will be graded by the teacher and the student given full credit. The student has one (1) school day to make up homework for each day absent due to the illness. This policy will also apply to out-of-school suspensions. Teachers are not required to provide homework when a student is absent until the student returns unless the parent gets discretionary approval from the homeroom teacher.

### **Celebrations and Classroom Treats:**

Homeroom and classroom celebrations in elementary schools are discouraged except for special days or holidays. Celebrations will be limited to 3 a year and held at the teacher's discretion. Dates and times will be set by the classroom teachers. Any food brought for celebrations or treats should be store-bought. We would like to encourage parents to bring non-edible treats (ex. Pencils, erasers, notebooks, etc.) for school celebrations, if possible. We want to encourage parents to bring in healthy snacks or school supplies (pencils) as treats. \*These items need to be delivered to the child's teacher at least 72 hours before they are to be passed out due to COVID protocols. It is important to

emphasize bringing store-bought items. Please check with your child's teacher before bringing any treats.

**Lost and Found:**

Lost articles will be placed on the Lost and Found rack located across from the cafeteria. Please label all items of clothing, such as gym clothes, sweaters, jackets, caps, rainwear, umbrellas, and/or lunch boxes. This will help students identify their lost articles. Articles not claimed within a grading period will be sent to the Clothing Bank.

**Extracurricular Activities:**

The following programs are available to Stringtown students before or after school: (depending on the Covid situation)

- Volleyball
- Basketball
- Safety Patrol
- Morning Announcement Group
- Student Council
- Good News Club
- Weekday Christian Education
- Archery
- Spelling Bee
- K Kids

**Student Recognition:**

Recognition will be given to students in two areas: Distinguished Honor Roll and Citizenship.

Honor roll recognition in grades 4 and 5 will be determined by the following requirements:

1. All subjects will be considered.
2. Each student's grades are averaged at the end of each grading period.
3. Conduct marks will not affect honor roll recognition.
4. Those students that have all A's for the grading period will be invited to attend a Principal Breakfast and receive an award for their efforts.
5. Students maintaining honor roll status will receive an award for each qualifying grading period. Also, fifth-grade students will be recognized during a special program at the end of the year for their Academic Accomplishments.

These students will be honored with a special Honors Breakfast each quarter.

Students that display outstanding Citizenship through a grading period will be picked to represent their homeroom at our Supercitizenship Ceremony each quarter.