



FERNAN STEM ACADEMY

Designated as a STEM Certified School



School Handbook

FOR PARENT AND STUDENTS

2023 - 2024

520 North 21st Street, Coeur d'Alene, ID 83814

(208) 664-2659 • www.cdaschools.org/fernand

No goals are too high where falcons fly. We're brilliant, kind and strong!

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A Message from the Principal

Dear Staff, Families, and Community Partners,

It has been my sincere honor and pleasure to be a member of this amazing school community, and I feel privileged to serve as the principal of Fernan STEM Academy. Our staff and parents have been incredible! This community of parents and staff, who collaboratively work together each day for students, is what initially attracted me to Fernan STEM Academy, and it is what we continue to strive for every day. The commitment to excellence, the passion for learning, and a child-centered approach to education are the cornerstones of my educational and leadership philosophies. Fernan has worked hard to create the dynamic school we are today. I am very excited to be a part of the Fernan family and am eager to continue to work closely with everyone to provide the best possible educational experience for all.

My goal is to provide the leadership that will facilitate a school environment of continued collaboration, coaching, and support. This focus will allow staff and students to construct meaning and reach optimal levels of performance. In order for students to become productive and responsible members of a vastly changing society, they must know how to interact with one another and be able to make appropriate, informed decisions in a multitude of situations. Consequently, in an effort to empower students to be independent thinkers and productive citizens, Fernan will continue to create a safe, caring community in which all learners can thrive, feel accepted, and respectfully voice their opinions and thoughts. We will continue to work on setting high expectations for students, utilizing exemplary models, demonstrating compassion for children, striving to stay on top of current research and best practices and endeavoring to be lifelong learners ourselves. It is very apparent to me that the dedicated Fernan community believes in providing a safe and respectful environment in which all students can thrive both academically and socially. Through a close and collegial partnership with everyone associated with Fernan, I am confident we can continue to make our school an amazing place to learn and grow.

Relationships are the foundation of any true partnership. I look forward to getting to know each of you and your students better, building relationships that breed success for everyone. I hope you enjoy a rejuvenating and relaxing summer with family and friends. All my best to each of you!

Kathy Livingston Principal,
Fernan STEM Academy

Fernan Values

Fernan's Vision

Our Fernan Falcons empower one another to be problem solvers who ask, imagine, plan, create and grow.

Fernan's Mission

We build the future by inspiring, engaging, and empowering students to become critical thinking problem solvers who work collaboratively to improve the world around them.

Fernan's Motto

No goals are too high where falcons fly. We're brilliant, kind, and strong!

Fernan's Chant

Who are we, Fernan STEM Academy
Scientists discovering worldly possibilities
Using Technology to understand reality
Engineering things to make them work efficiently
Using Mathematics to help us think critically.
Who are we, Fernan STEM Academy
We're Brilliant, We're Kind and We're Strong!!!

Fernan's Expectations

Fernan STEM Academy focuses on a positive culture and climate ensuring students feel secure and successful. The goal is to ensure all students fully understand their role in being a positive contributing member to the Fernan community. This is demonstrated by the three B's: Be responsible, be respectful and be safe.

At Fernan, we intervene and support students in order to motivate and encourage them to make wise choices throughout their day. We take pride in our inquiry based approach to learning with the use of the engineering design process.

School Bell Schedule

Monday Schedule

9:40 Breakfast Served
9:55 Entry Bell
10:00 Tardy Bell
3:30 Dismissal

Tuesday - Friday

8:40 Breakfast Served
8:55 Entry Bell
9:00 Tardy Bell
3:30 Dismissal

Kindergarten/Life Skills

9:40-9:55 LS Recess
11:10-11:50 Lunch
1:30-1:45 LS Recess
2:40-3:05 K Last Recess
3:20 Dismissal

Kinder/First Grade

(multi-age)

10:30-10:45 Morning Recess
11:50-12:30 Lunch
2:40-2:55 Last Recess

First Grade

10:30-10:45 Morning Recess
11:50-12:30 Lunch
2:40-2:55 Last Recess

Second Grade

10:15-10:30 Morning Recess
12:05-12:45 Lunch
1:45-2:00 Last Recess

Second/Third

(multi-age)

10:15-10:30 Morning Recess
12:20-1:00 Lunch
1:45-2:00 Last Recess

Third Grade

10:55-11:10 Morning Recess
12:20-1:00 Lunch
2:15-2:30 Last Recess

Fourth Grade

11:25-12:05 Lunch
2:00-2:15 Last Recess

Fifth Grade

11:40-12:20 Lunch
3:15-3:30 Last Recess

Fernan Staff

Principal: Kathy Livingston
Assistant Principal: Sandy Doering
Office Manager: Sarah Murray
Registrar: Betsy Kovatch
Nurse: Amy Bell
Counselor: Eric Kendra
Mental Health Counselor: Roni Melton
School Psychologist: TBD
Librarian: Melissa Smith
Physical Education: Julie Meredith
Art Teacher: Leatha Morgan
Music Teacher: Aaron Hayes
Kindergarten: Michelle Dixon and Marcy Canale
K/1 Grade: Jennifer Durocher
1st Grade: Trish McClintock and Melinda Hennig
2nd Grade: Mali Kapugi and Melody Lund
2/3 Grade: Jessica Werner
3rd: Kelly Bridges and Jamie Chan
4th Grade: Misti Ruchti and Heather Mangini
5th Grade: Stephanie Cove and Jennifer Thomas
Resource Teachers: Sarah Eller and Robyn Valov
Life Skills: Susie Brott and Samantha Ray
Speech Language Pathologist: Bethany James
Title I Teacher: Shelby Randklev
Advanced Learning Placement (ALP): Angela Critchfield
STEM Lab: Kristin Thomas
Instructional Coach: Sumer Comfort
Paraprofessionals: Angela Hoyt, Lea Hudlet, Deanna McDevitt, Judy Reid, Erin Abbott, Darcy Dodgson, Autumn Goncalves, Kristie Schillinger, Jason McLean, Liz Thornton, Kristyna Borrego, MaryBeth Bouwen, Tracy Carlsen, Tanya Fitch, Emily Harris, Holly Irwin, Janet Smidt, Angie Stewart, Paige Neumann
Cafeteria: Kari Turnbough, Sheila Haugh, Tiffany Stern
Custodians: Frank Ballardo, Dave Narez

Important Phone Numbers

District Office	Front Desk	208-664-8241
Lunch Fees	Nutrition Services	208-667-7469
Busing Information	Transportation	208-667-3451
School Plus	Fernan	208-765-8748
School Plus Mainline	District Office School Plus	208-769-0700

Attendance Expectations

Attendance Matters

- Daily attendance is important for every child at Fernan STEM Academy. Research is clear that a student's achievement is directly correlated with attendance.
- State funding has changed for the 2023-2024 year, with the use of 'Average Daily Attendance' to provide school funding (since Covid, it had been based on enrollment). Absences directly affect our school budget.
- If you are experiencing challenges affecting your child's attendance, please let us know. Our school district has resources available to help with many issues.

How to notify Fernan of any absences

- Call our office at (208) 664-2659.
- Email the office staff at betsy.kovatch@cdaschools.org or s.murray@cdaschools.org.
- Access Skyward to input your child's absence. Directions: [Fernan Attendance Tips & Tricks](#)
 - We will make calls home to check on unexcused absences.
 - For more information on absences, visit <https://www.cdaschools.org/domain/894>.

Arrival and Dismissal

- Supervision begins at 9:40 a.m. on Monday, and 8:40 a.m. Tuesday through Friday. Supervision ends at 3:45 PM daily. To ensure the safety of all children, parents will be notified of any child who arrives at school 30 minutes before or who has been left at the school after 30 minutes.
- If your child is tardy or needs to leave early, please come into the office to sign the student in or out. For the safety of your child, we will only release students to parents or legal guardians, unless permission is granted otherwise.

Alternate Dismissal

This will take place in inclement weather or emergency situations.

- K- released from class door
- 1st & K/1- released from room 102
- 2nd- released from room 101
- 3rd- released from room 103
- 4th- released from room 104
- 5th- released from room 105
- Bus Riders- released from library
- Walkers will be dismissed when conditions are safe or parents contacted

Bus Procedures

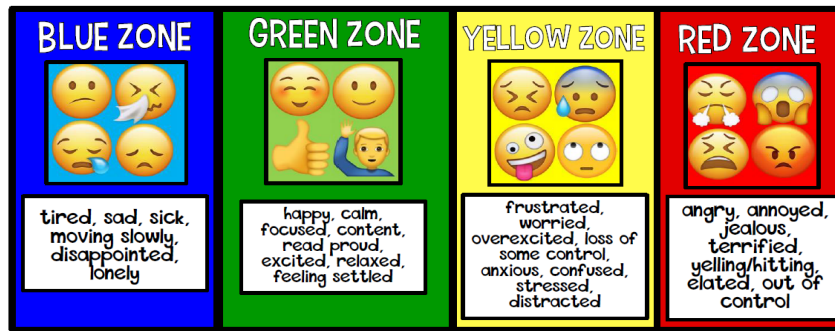
- Please register your child for a bus pass, even if they will not regularly ride the bus. <https://www.cdaschools.org/transportation>. **Registration is for all transportation purposes, including to and from school as well as school field trips throughout the year.**
- In a continuing effort to provide the safest ride possible for your children, our district's Transportation Department has developed a list of safety rules for students who ride the bus. Please go over these rules with your children. To the school bus driver, any distraction is a safety hazard.
- To print and download the safety rules and the Transportation Department's discipline program guidelines, or for bus route and late bus information, visit <https://www.cdaschools.org/transportation> or call (208) 667-3451.

Behavior and Character Education

- **Zones of Regulation**

- We implement and teach the Zones of Regulation at Fernan. Regulation strategies are categorized by the way we feel and states of alertness we experience, into four concrete colored zones.

ZONES OF REGULATION



- **Monthly Character Traits/Assemblies**

- Our school focuses on one character trait a month. We recognize students from each grade level who have demonstrated that character trait consistently around the school. We hold a monthly assembly to honor them.

- **Sources of Strength**

- Sources of Strength is an evidence-based, upstream prevention program that employs a strength-based wellness approach to improving the health and wellbeing of individuals and communities. This program has been implemented within a variety of settings, cultures, and age groups across the country and internationally.
- Our Elementary Curriculum continues our commitment to moving further upstream, increasing health and wellness and decreasing negative downstream outcomes through empowering individuals and communities full of connection, belonging, and resilience.

- **Bullying Prevention**

- At Fernan STEM Academy, we are committed to making sure our school stays emotionally and physically safe for each child to learn. The Cd'A School District utilizes the Stand Up, Speak Up program, encouraging all if you 'see something, say something'. For more information, visit:

<https://www.cdaschools.org/standupspeakup>.

- **Falcon Dollars**

- Falcon Dollars are given to students when they are caught being responsible, respectful and safe.
- Students may spend their Falcon Dollars in the Fernan Store.
- Students may earn additional Falcon Dollars by applying for and holding an all school job.

General Information

Communication

You can also find us and PTA information on Facebook. Electronic weekly newsletters will be delivered to your email address we have on file through Skyward. [Check out our Fernan STEM Academy Website.](#)

Change of Address/Phone Number

- Please make sure we have your current contact information so we can contact you in the event of an emergency, update or teacher communication.
- This information can be changed online by logging into Skyward. If you have forgotten your password, or need extra assistance, call our front office at (208) 664-2659

Dress Code

- All students are required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive or distracting to the educational climate and process.
- For more information, see the [District Handbook / Policy 3255](#).

Electronic Devices/Cell Phones

- Cell phones should be turned off and in student backpacks during school hours.
- Wearable “smart” devices such as watches should have their communication capabilities disabled (in airplane mode or similar) in a classroom setting to minimize distractions.

Field Trips

- Throughout the school year, your child may have the opportunity to attend a field trip in our community to better support classroom learning and enrichment.
- When you registered your child for school in our district, you agreed or denied permission for your child to participate in school field trips. Unless you have updated this information, prior authorization is assumed.
- All students need to be registered for transportation at <https://www.cdaschools.org/transportation>.

Lost and Found

- We have a designated ‘Lost and Found’ area near the cafeteria (next to the drinking fountain before entering the intermediate hallway).
- More valuable items may be turned in to the front office, such as lost cell phones or eyeglasses. Unclaimed items are donated to local charities during winter break and at the end of the school year.

School Meals

- **On-Line Payments with E-Funds:** The Coeur d’ Alene School District e-Funds to help you pay school lunches, fees, and other school expenses 24-hours a day, without the hassle of sending in cash or check with your student. All you need to complete this process is your family access Login ID and Password. [On-line Payments Tutorial \[PDF\]](#)
- A parent/guardian may pay online with either a credit/debit card or by entering their check information. If a parent opts to pay using a credit card a convenience fee of \$1.95 is charged. If a parent opts for check payment there is no additional fee. Parents can also pay using a check or cash in Fernan’s Cafe.

Skyward Family Access

- The Coeur d'Alene School District offers the power of Skyward Family Access to the parents of our students. This tool links parents and schools via the Internet where you can get up-to-date attendance and pay for school meals.
- You can login to Skyward Family Access at <https://skyward.cdaschools.org>. For help with access or passwords, contact the front office.

Technology Agreement for Students

- Students are expected to be good digital citizens and follow the expectations detailed in the district's Student Technology Use Agreement, signed by each student at the beginning of the school year. If you wish to revisit that document, or for more information about digital citizenship and data privacy in our schools, visit www.cdaschools.org/stu. For more information, see the [District Handbook/Policy 3265 and 3270](#).

Valuables and Toys

- Students should not bring toys or valuable items to school. These items can create distractions in the classroom learning environment. The school is not responsible for lost or stolen items.
- If items of value are found, they are often turned into the "Lost and Found" area or the office.

Volunteer Information

- School volunteers work in cooperation with staff to help meet the needs of our students and we support and encourage volunteers in our schools.
- Whether you want to help out for a few hours weekly, monthly or even annually in your child's classroom, at a school function or in a school program, you must first be run through our Raptor System. Additionally, volunteers are required to complete a volunteer application before your second visit. Volunteers working one-on-one with students may have more stringent requirements. For more information about this process, visit www.cdaschools.org/volunteer. Volunteer applications are available at the front office.

Parent Teacher Association (PTA)

Fernan STEM Academy PTA

- Our Fernan STEM Academy's PTA welcomes you and your child. We warmly invite all families to be involved with our PTA in any capacity.
- The PTA meets on a monthly basis on the third Tuesday of the month. Please join us and find out how we can help make the year a memorable one for our children.
- Feel free to contact the Fernan PTA with any questions, concerns and/or ideas. Contact us at FernanSTEMPTA@cdaschools.org.

Safety and Security

The safety of our students and our staff is our top priority. We encourage you to visit the district's Safety and Security site to learn more about our safety measures. www.cdaschools.org/safety.

Visiting Our School

- Our district uses the Raptor tracking system to help protect your children. The Raptor software uses information from the visitor's driver's license or state ID card to check the sex offender database from all 50 states, including Idaho, and saves their name in the data system.
- District policy requires that all visitors entering a school during school hours are screened with this program. This applies to our parents, volunteers and community visitors.
 - Please follow these procedures:
 - Be ready to provide a driver's license at the front office.
 - Sign in and receive a visitor's badge. Remember to sign out and return the badge when you leave.
 - Once inside our school, please DO NOT open the doors to admit another visitor.
 - If you hear, see or are made aware of any potential or possible threat, or if you or someone else is in immediate danger, let the front office know immediately or call 911.

Emergency Drills

- Our school conducts monthly drills for safety and training. Scheduled drills are not always shared with our families before the event to ensure an effective training environment.

Snow Days / Closures

- Schools may be closed occasionally for weather, road conditions, or other safety issues. When severe weather or road conditions are the issue, our district's Transportation Director will assess conditions very early in the morning, and the Superintendent will make the decision by 5 am.
- Once we decide to close school, internal and external communications will be sent as soon as possible. You can expect to receive an email message or text from the district if we are closed, but **not** if we are open, unless there are extenuating circumstances.
- Messages are sent via text and email, and are posted on the district's website and social media accounts. You can also call the District Closure Hotline at 667-0784. Most local television and radio stations will share the information. Look for "Coeur d'Alene School District #271".

School Resources

School Nurse

- Our school nurse provides patient-centered care using evidence-based practice
- Care coordination with conditions such as diabetes; epilepsy, life threatening allergies and asthma
- Support in accessing community healthcare
- Enforcement for illness guidelines
- Education for health promotion and disease prevention
- Tracking and education on the importance of immunizations
- Health screenings, including hearing, vision, and scoliosis

Medications at School

- To protect the health and safety of all students, if your child requires medication during the school day, please contact Nurse Amy Bell or Betsy Kovatch in the front office for assistance, instruction, and storage.
- Elementary and middle school students are not allowed to possess prescription or nonprescription medications at school or on the property unless specifically authorized to do.
- For more information, see the [District Handbook / Policy 3510](#).

Illness Guidelines

- Fever (temperature greater than 99°F axillary/armpit, 100°F orally, 100.4°F tympanic, temporal or thermal) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea).
- Diarrhea, stool that is occurring more frequently or is less formed in consistency than usual in the student and not associated with changes of diet. Exclude students who have 2 stools above normal per 24 hours.
- Vomiting 2 or more times in the previous 24 hours.
- **For more information, see the [District Handbook/Policy 3520E2](#)**

School Counselors

- Our Fernan School counselor is Eric Kendra. You may contact him at (208) 664-2659 or email eric.kendra@cdaschools.org.
- Students may see Mr. Kendra through a self-referral, a parent referral, a staff referral, or a referral from other community professionals. The range of counseling services available to students, staff, and families, include:
 - Individual counseling
 - Small Group Counseling
 - Community Resources
 - Classroom Lessons
 - 504 Case Management
- We also have a mental health counselor, Roni Melton, who is at Fernan part time and sees students on an individual basis, based on parent or staff referrals. You can contact her at (208) 664-2659.

Hope on the Homefront

- Our district's dedicated Hope on the Homefront team is ready to help students and families struggling with precarious housing or in need of help with school supplies, shoes and more.
- For more information about this program or for assistance call (208) 664-8241 or visit [Hope on the Homefront Program](#).