



FERNAN STEM ACADEMY

# School Handbook

FOR PARENT AND STUDENTS

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2020 – 2021

520 North 21st Street, Coeur d'Alene, ID 83814  
(208) 664-2659 • [www.cdaschools.org/fernan](http://www.cdaschools.org/fernan)

*Where falcons feed on education, no goal's too high where falcons fly.*

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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. This past school year brought several surprises our way, but our staff and parents have been incredible! We were very impressed by everyone's responses and support during this time of transition. In addition, we appreciate all of the feedback we received as both a school and a district as we all learned to navigate remote learning together. There is much we can do to synchronize and improve this process as we move forward, in case we need to learn in this fashion in the future.

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 keeps me wanting to come back 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 already 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 well-deserved safe and relaxing summer!

Respectfully,

Kathy Livingston Principal,  
Fernan STEM Academy

## School Bell Schedule

### **Monday-Tuesday,**

### **Thursday-Friday**

8:55 Entry Bell

9:00 Tardy Bell

### **Wednesday**

8:55 Entry Bell

9:00 Tardy Bell

### **Lunch**

11:10 - 11:40 Life Skills

11:10-11:45- Kindergarten

11:35-12:15-1st Grade

11:45-12:15- 1st Grade

12:00-12:30-2nd Grade

12:20-12:50-3rd Grade

12:35-1:05- 4th/5th Grade

12:50-1:20- 4th/5th Grade

### **Dismissal**

3:20 - Kindergarten

Dismissal and Siblings

3:25 - School Plus

students and students  
who walk

3:30 - Car line and

students that ride the bus

## Mission/Vision Statement

### **Fernan's Vision**

To excite and inspire learners through a rigorous curriculum, using Project Based Learning, which meets the challenges of today's society focusing on Science, Technology, Engineering and Math as the foundation for critical thinking, experiential learning and creative problem solving.

### **Fernan's Mission**

Be kind, work hard!

### **Mission Statement**

Fernan STEM Academy, as a purposeful community, is dedicated to educating all students to their maximum potential while emphasizing social responsibility in a positive climate.

### **Fernan's Motto**

Where falcons feed on education; no goal's too high  
where falcons fly!

### **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!!!

## Who to Contact for Information

Principal: Kathy Livingston  
Assistant Principal: Jennifer Reyes  
Office Manager: Amber Butts  
Registrar: Kathleen Clark  
Nurse: Kathleen (Katie) Songster  
Counselor: Rebecca Vanderlouw  
School Psychologist: Kassie White  
Librarian: Sarah Murray  
Physical Education: Julie Meredith  
Art Teacher: Leatha Morgan  
Music Teacher: Jimmy Morrison  
Kindergarten: Michelle Dixon and Trish McClintock  
K/1st: Melinda Hennig  
1st Grade: Jaime Chan and Jennifer Durocher  
2nd Grade: Mali Kapugi and Melody Lund  
2nd/3rd: Misti Ruchti  
3rd Grade: Heather Mangini  
4th Grade: Becky Webb  
4th/5th Grade: Julie Cooper and Melissa Mueller  
5th Grade: Stephanie Cove  
Resource Teachers: Sarah Eller and Jennifer Susedik  
Life Skills: Susie Brott and Robyn Valov  
Speech Language Pathologist: Bethany James  
Title I Teacher: Shelby Randklev  
Advanced Learning Placement (ALP): Courtney Greene  
STEM Lab: Melissa Smith

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 single student in our school. Did you know? School funding can be noticeably affected by chronic absenteeism. Experiencing tough times? Reach out! Our schools have resources available to help solve many issues. Periodically our district offers attendance incentive contests. Visit [www.cdaschools.org/attendance](http://www.cdaschools.org/attendance) for the latest attendance incentive and let's make the very most of this school year.

## **Notify the Front Office of Any Absences**

We ask that you call the front office to let us know when your child will be absent from school for safety and planning reasons.

## **Leaving Early/Arriving Late**

If a child must leave early during the school day, the parent must stop by the office to sign him/her out. We will have your child meet you at the office. For your child's safety, we will not release any student to anyone other than parents or legal guardians without permission from parents. Students who are tardy or are returning to school from an appointment must check in at the office.

## **Coming too early/Staying too late**

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. Supervision begins at 9:30 AM on Monday and 8:30 AM Tuesday-Friday. Supervision ends at 3:45 PM daily.

# Behavior Expectations

## **Behavioral Focus**

The behavioral focus at Fernan STEM Academy is on the positive choices children make. To make positive choices, children must know their expectations, know what will happen if they don't meet the expectation and feel intrinsically rewarded for making good choices.

The goal is to ensure all students fully understand their role in being a positive contributing member to the Fernan community. The child's role in the community includes being responsible for his or her actions, respectful of people and property and being safe—otherwise known as the Three B's: be responsible, be respectful, & be safe.

To ensure each student understands his or her role in our community, each grade-level classroom teacher will teach to the expectations at Fernan STEM Academy. After each student is taught the expectations, he or she is expected to make choices accordingly. Students are reminded of the expectations through a scheduled re-teaching of the expectations.

At Fernan STEM Academy, we intervene and support students in order to motivate and encourage them to make good choices throughout their day. These positive choices are encouraged through the use of Falcon Dollars, which may be used at our Falcon Store.

## Falcon Dollars

- All staff members will have Falcon Dollars to give 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.

## Dress Code

Our school board has adopted a comprehensive dress code. Following are some highlights from the full policy.

- Articles of clothing with inappropriate logos such as obscenities, vulgarities, and offensive remarks, advertisements of controlled/illegal substances or activities are not allowed.
- Bandanas and bandana headbands are prohibited.
- Footwear shall be worn at all times. (Sandals or flip flops are unsafe for P.E. Appropriate footwear is recommended.)
- Tank tops and other tops or dresses must have wide straps and high cut arm holes. Tops should not be low cut or revealing (i.e. spaghetti straps). Tops must be waistline length with no midriffs or skin showing. Shirts must be worn at all times.
- No undergarments are to be showing.
- Shorts and skirts are to be mid-thigh length or longer. Mini-shorts or skirts are not allowed.
- Accessories that may be used as a weapon are prohibited.
- Sleepwear cannot be worn to school (unless designated as a special spirit day).

For more information, see the [District Handbook / Policy 3255](#).

## Electronic Devices/Cell Phones

If your child brings a cell phone to school, it needs to be off and in their backpack while on school grounds. If you need to contact your child during the day, please call the office. Students will only be able to use the office phone with permission from their classroom teacher.

Please make sure your students know how they are getting home after school each day. Discussing after school plans with your children before leaving home each day allows us to keep the phone lines open for emergencies. If you need to let your child know about after school arrangements, please contact the school before 2:30 pm so we have enough time to notify your child.

## **Bus Procedures**

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 [www.cdaschools.org/transportation](http://www.cdaschools.org/transportation) or call (208) 667-3451.

## **Technology Agreement for Students**

We expect our students 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](http://www.cdaschools.org/stu).

For more information, see the [District Handbook/ Policy 3265 and 3270](#).

## **General Information**

### **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) 664-3237.

### **Field Trips**

During the school year there are times when our instructional program must be taken out of the classroom and into the community.

When you first registered your school in our district, you were asked to agree to or deny permission for your child to participate in school field trips. Unless you have updated this information, prior authorization is assumed. Through published calendars, newsletters and special notes, we will inform you of the time/date of each field trip prior to the event. This will give you the opportunity to be in touch with your child's teacher if you have questions or decide your child should not participate.

### **Library Services**

Fernan Library is the place to hear (and say), "I love this book!" Every week, students have structured time in the library. And the librarian helps find the right book for each student, reads stories and introduces everyone to new authors and books. Students also learn to be responsible for the books they borrow, including paying for any book they lose or damage. Students with overdue books lose the privilege of checking out anything new until their fine is taken care of. Students can also look for reading challenges each break to encourage reading even when school isn't in session. All library activity supports the love of reading and readers!

## Lost and Found

If items are lost at school, we have a designated Lost and Found area near the cafeteria (next to the drinking fountain before entering the intermediate hallway). Some more valuable items may also 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.

## Skyward Family Access

The Coeur d'Alene School District is proud to offer 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, current grades (secondary students only) and assignment information from teachers' grade books. Individual grades for each assignment in a secure and user-friendly environment are also available and parents can also easily communicate with teachers via email through Family Access.

You can login to Skyward Family Access at <https://skyward.cdaschools.org>. For help with access or passwords, contact the front office.

## Telephone Use

If your child brings a cell phone to school, it needs to be off and in their backpack while on school grounds. If you need to contact your child during the day, please call the office. Students will only be able to use the office phone with permission from their classroom teacher.

Please make sure your students know how they are getting home after school each day. Discussing after school plans with your children before leaving home each day allows us to keep the phone lines open for emergencies. If you need to let your child know about after school arrangements, please contact the school before 2:30 pm so we have enough time to notify your child.

## Valuables

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 in to the Lost and Found area or the office.

## Safety and Security

### Visiting our School

Our district uses the Raptor tracking system to help protect your children. 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.

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. Please follow these procedures:

- When you visit our school during school hours, the doors should be locked. Push the button to let the front office staff know you are there, face the device, and if asked, explain your visit.
- Enter through the front doors to the main building. Never enter a building through a back door or playground entrance.

- Be ready to provide a driver's license at the front office (ID required for the first visit of each school year or if the office staff requests)
- Sign in at the front office.
- Receive a visitor's pass/badge. Please wear your pass/badge at all time while in the building.
- Remember to sign out and return badge when you leave.
- Once inside our school, never open the front or side doors to admit another visitor.

Thank you for cooperating and supporting the safety of our students, staff, and families.

## Safety

Our district holds the safety of our students and staff as a top priority. We encourage all our parents to visit the district's Safety & Security channel to learn more about these safety measures, programs, collaborations, and equipment utilized in our schools: [www.cdaschools.org/safety](http://www.cdaschools.org/safety).

We also strongly encourage you to report any school-related safety concerns and to alert administrators to any potential threat:

- If you hear, see or are made aware of any potential or possible threat, or if you or someone else is in immediate danger, call 911.
- During a school day, you can call the school principal or counselor, or the district's Safety & Security Coordinator.

## Emergency Drills

Our school conducts monthly drills for safety and training including fire evacuation and all-hazard mitigation. Scheduled drills are not 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 a 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".

## Bullying Prevention Initiative

At Fernan Elementary are committed to making sure our school stays emotionally and physically safe for each child to learn. Our Bullying Prevention Program draws from the "Steps to Respect" class lessons, and focuses on the **3 R's**:

- **Recognize:** Know what Bullying is, what it looks like, sounds like, and feels like. Bullying is similar to, yet different than teasing.

- **Refuse:** Refuse to participate in Bullying in ANY way. Refuse to be a "bystander". Refuse to be a victim!
- **Report:** Reporting is different than tattling... Tattling is trying to get the other person into trouble. Reporting means you've told the bully to stop or you will report it to an adult. If the bully doesn't stop you have the right and responsibility to report it.

## School Nurses

Our school nurse provides:

- Quality safe patient-centered care using evidence-based practice, teamwork and collaboration and informatics;
- Care coordination to make it possible for students with conditions such as diabetes; epilepsy, life threatening allergies and asthma to attend school each day;
- An increased access to healthcare and improve outcomes for students with unique health needs;
- Enforcement for Illness guidelines;
- Education for health promotion and disease prevention;
- Tracking and education on the importance of immunizations; and
- 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 Katie Songster, Ms. Amber, or Ms. Kathleen in the front office for assistance, instruction, and storage.

Elementary and middle school students are not allowed to possess prescription or nonprescription medications on at school or on the property unless specifically authorized to do.

For more information, see the [District Handbook / Policy 3510](#).

## Illness Guidelines

- **Diarrhea:** Students shall not attend school if they've had watery stools within a 24 hour period.
- **Fever:** Students shall be sent home or excluded from school if fever is over 100 degrees or when symptoms of illness or behavioral changes are present. Temperature should be taken without anti-fever/pain medication use, which will skew results. Child is able to return to school if temperature is lower than 100 degrees, without fever-reducing medications, for 24 hours.
- **Vomiting:** Students shall be excluded from school if there are 2 or more episodes of vomiting within 24 hours.
- **Pink Eye:** Students with irritation *and* drainage from the eye shall be excluded from school until symptoms have been resolved, or until treatment has been started.
- **Herpes (Cold Sores):** Draining lesions must be covered completely with an impermeable bandage. Student shall be excluded from school if unable to cover draining lesions. Students may attend school if lesions are dry.
- **Shingles (Herpes Zoster):** Student may remain in school if rash is covered completely.
- **Scabies:** Student may attend school 8 hours after medical treatment has begun.
- **Impetigo:** A student diagnosed with Impetigo with draining lesions shall be excluded from school until a medical provider's release is obtained. Impetigo is considered no longer contagious after being on antibiotics for 24 hours.
- **Ringworm:** Students may attend school if lesions from ringworm are covered completely on all sides, and medication therapy has begun.
- **Streptococcal:** Students with any Strep infection shall be excluded from school until they have been on antibiotic therapy for 24 hours.
- **Chicken Pox:** Students having symptoms of Chicken Pox shall be excluded from school until all vesicles have crusted over and no drainage or fever is present.

Visit the Health Services and Nursing channel on the district website for additional information, local resources, form, and more: [www.cdaschools.org/nursing](http://www.cdaschools.org/nursing).

## School Counselor

Our Fernan School counselor is Rebecca Vanderlouw. You may contact him at (208) 664-3237 or email [rvanderlouw@cdaschools.org](mailto:rvanderlouw@cdaschools.org).

Students may see Mrs. Vanderlouw 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
- Group Counseling
- Consultation
- Collaboration
- Referral
- Classroom Lessons
- 504 Case Management

## 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 [www.cdaschools.org/help](http://www.cdaschools.org/help).

## School Meals

Monthly school menus are available at [www.cdaschools.org/menu](http://www.cdaschools.org/menu). Easy school lunch payments can be made online through e-Funds using the "online payments" link at the top of each webpage. [Note that payments by credit card will incur a fee but payments by checking account — using a bank routing and checking account number — is free.]

## Parent Groups/Volunteering (PTA)

### 2020-21 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 to the extent that they are able.

The PTA meets on a monthly basis on the third Tuesday of the month. This year, they will be alternating meeting times each month. The September meeting will meet virtually at 6:00 PM. The October meeting will be at 3:45 PM and meet at the school. The meetings will alternate monthly from this point on. Please join us and find out how you 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.

### Sign Up to be a Volunteer

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, you must 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](http://www.cdaschools.org/volunteer). Volunteer applications are available at the front office.

**Please Note:** Unfortunately, as we implement safety protocols in response to the COVID-19 pandemic, volunteers and visitors may be limited when operating in the Minimal and Moderate Risk Categories.