



## CENTRAL ELEMENTARY SCHOOL

P.O. BOX 239 102 N. PARK AVE.

SUGAR CITY, ID 83448

PHONE: 208-356-9351 FAX: 208-356-0895

## General Student Handbook

Welcome to Central Elementary. Central is a wonderful place to learn and grow. We have outstanding students, parents, and staff. This information handbook is prepared for your use. Please refer to it when you have questions about our school. Feel free to contact me when you have comments, questions, or concerns. Thank you in advance for helping us help your child.

Rich Garner – Principal

E-mail: [rgarner@sugarsalem.com](mailto:rgarner@sugarsalem.com)

CENTRAL ELEMENTARY DAILY SCHEDULE	
Students should not arrive at school before 7:50 a.m.	
8:10	School Begins
8:15	Late Bell
10:00 --10:15	Morning Recess
11:00	Kindergarten Lunch and recess until 11:45
11:20	First Grade Lunch and recess until 12:00
11:40	Second Grade Lunch and recess until 12:20
1:30 – 1:45	Afternoon Recess M-Th
2:40	Dismissal Monday - Thursday
1:40	Dismissal Friday
KINDERGARTEN SCHEDULE	
AM	8:10 – 11:10 M - TH F- 8:10 - 10:10
PM	11:40 - 2:40 M - TH F-11:40-1:40
Full Day	8:10 – 2:40 M – TH F- 1:40

### Supplies:

Central Elementary will provide all necessary school supplies and materials for projects and appreciate a donation of \$35.00 per student. If you would prefer to buy the student supplies yourself, please get a supply list from the school. Parents may also want to provide a backpack, headphones, and water bottle.

**Student Handbook** is available upon request as well as online at SugarSalem.com under Schools, then Central.

### PRESCHOOL SCHEDULE

Session Times:	Monday – Thursday	Friday
AM	8:10 - 10:30	8:10 -10:00
PM	12:00 - 2:30	11:30 -1:30

### Central Elementary Mission Statement:

Our mission is to provide a quality education for all students and assist each in developing the values, knowledge, skills and citizenship necessary for lifelong success.

### **Central Elementary Student Motto:**

"Learning Lights Our Way." (Reading is Central)???

### **Central Elementary School Climate:**

We at Central Elementary seek an appropriate, positive, and safe climate in which to abide. All associated with our school (families, visitors, students, and employees) temper our climate. Therefore, each member of our school community will treat each other with kindness, dignity, and respect.

### **Parent Responsibilities:**

- Make sure students arrive at school between **7:50 and 8:10 a.m.** We do not have proper supervision for early arrivals.
- Inform the office of any change of address or phone numbers.
- Make sure your child crosses Main Street of Sugar City only at designated crosswalks.
- Dismissal time is 2:40 (1:40 on Friday). Please be prompt in picking up your child.
- Recess is an important part of a child's school experience. If your child is too sick to go outside, please keep him home until he/she is well. Please contact the office if you feel there is an exception to this.
- Ensure that your child gets plenty of rest, a good breakfast and is dressed following the "Dress Code" (see pg 4) and prepared for outdoor activity.
- Make sure lunch payments are made in advance.
- Notify the office when your child is absent.

### **Student Responsibilities:**

Central students are expected to be respectful, responsible, and ready.

### **Visitors:**

All visitors to Central Elementary must report to the office.

## **Registration**

### **Proof of Birth Date:**

Idaho Code 18-4511 and Sugar Salem School District policy (3260) require that parents and/or legal guardians provide proof, usually in the form of an official birth certificate, establishing their child's birth date upon initially enrolling the child in District 322. The law states that within 30 days they must provide either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa or other governmental documentation of the child's identity.

### **Kindergarten**

To be eligible for Kindergarten, a child must be five years old on or before midnight on August 31<sup>st</sup>.

### **Immunization records:**

The Idaho School Immunization Law (Idaho Code Section 39-4801) requires that children be up-to-date on their immunizations to attend school. Diseases like measles and whooping cough spread quickly, so children need to be protected before they enter school. Parents must present their child's Immunization Record prior to attendance at public, private or parochial schools in Idaho. (See District Policy 3525)

**Attendance:**

The teacher is expected to take accurate attendance by 8:30 each morning. Starting at 9:00, office personnel will call the home of each student marked absent to find out why they are not in attendance. Students who are tardy check in at the office before being admitted to class. Afternoon Kindergarten teachers will take attendance by 12:05. Calls home will start by 12:15.

*Verified Absences:* Students are allowed no more than six (6) verified absences each trimester. Verified absences are those verified through writing or a call to the school. This should take place before, or within 24 hours of the absence.

*Exempt Absences:* Exempt absences are those which do not count toward six (6) allowed absences. They include: bereavement in the immediate family, subpoenas to appear in court or other court ordered attendance, medical appointments verified by a doctor's note, illness verified by a doctor's note, short term absence resulting from disciplinary actions.

*Make up Work:* For all verified or exempt absences students will have 2 days to make up work for each day absent.

*Truancy:* Any absence which is not verified.

Consequences for truancy and excessive absences may include one or more of the following:

1. Conference with parents, law enforcement, counselors, and other appropriate personnel.
2. Medical verification of illness.
3. Suspension in school.
4. Suspension out of school.
5. Community service.
6. Homework made up at school under teacher or parent supervision.
7. Attendance at Saturday School.
8. Retention in current grade level.
9. Changes within current grade level.
10. Referral to the juvenile justice system or health and welfare.

Absence Review Procedure: Absences should be reviewed on the following schedule:

1. Upon the 4<sup>th</sup> absence per trimester from school, communication will be sent to the student's home, indicating the school policy and the number of days missed.
2. Upon the 6<sup>th</sup> absence, school administration will conduct a review. This review will include a conference with the teacher, child, and the parents or guardians. It may also include a nurse, the school counselor, and/or law enforcement.
3. Upon the ninth absence in a trimester, school administration will conduct another review. This review will include a conference with the teacher, child, and the parents or guardians. It may also include a nurse, the school counselor, and/or law enforcement.
4. Subsequent absences will be reviewed in multiples of three and will include the above mentioned consequences. In the event that an attendance problem is not otherwise resolved utilizing the above steps, the students may be referred for expulsion as a habitual truant.
5. Tardies will be reviewed as per district policy.

**Dress Code:**

Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, since it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning, minimizing disruptions or distractions, and to protect the health, safety, and morals of students, all students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location.

In general, students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry—including body piercing) which depict or allude to, by picture, symbol or word, drugs, including alcohol and tobacco, controlled substances, drug paraphernalia, gangs, violence, sexually explicit, lewd, indecent or offensive material, or illegal acts. The wearing, using, or displaying of any gang clothing or attire (based upon the principal/designee's reasonable belief that gangs may be present in a school), jewelry, emblem, badge, symbol, sign, codes or other things which evidence membership or affiliation in any gang is prohibited on any school premises or at any school sponsored activity, regardless of location. Head coverings are inappropriate in the school building during regular school hours, unless the principal or designee specifically makes an exception to the policy. Clothing exposing bare midriffs, shorts, short skirts, or other clothing that compromises modesty will not be allowed. Underwear as outerwear will not be allowed. Hair shall be neatly trimmed, clean, and of a length that does not impair vision. Students will wear footwear at all times.

**Safety:**

If after-school transportation arrangements are different than usual, parents must contact the student's teacher or the office. If we have not heard from a parent, students will go home in the usual way. If students ride the bus they must get right on the bus upon dismissal. If students walk home they must immediately go home and not stop to play on the playground. If students need to wait for a ride, they may wait at the bench near the front door. If their ride has not arrived by ten minutes after the bell they will be asked to wait in the lobby. Students must come inside the school and wait in the lobby. Students should not talk to strangers near home, on the way to school, or at school. It is the job of everyone to report strangers. Students and staff should report all violent acts or threats of violence.

**Playground Rules:**

- 11.1 No pushing, tackling, wrestling, fighting or anything that resembles it.
- 11.2 Students must go outside and stay outside during recess. In emergencies the duty teacher may allow students to enter on an individual basis.
- 11.3 No throwing or kicking snow or rocks.
- 11.4 Stay away from puddles and standing water.
- 11.5 Obey the duty teacher.
- 11.6 Play fair and be nice to others.
- 11.7 Play on equipment the way it was intended.
- 11.8 Stay away from bicycle racks during the day.
- 11.9 Come inside immediately when the bell rings.
- 11.10 Kick balls on the grass fields only. Do not kick balls on the blacktop.
- 11.11 Do not play around doors, windows, dumpsters, portable steps, or the freezer. Play on the outside of the yellow lines.
- 11.12 Report bullying immediately.
- 11.13 Rocks must stay on the ground.
- 11.14 No climbing on trees, picnic tables, or basketball hoops.

**Possible consequences when students are sent to the office for discipline:**

Warning	Service projects	Loss of privileges	Call to parents
Conference with parents	In school suspension	Out of school suspension	

**Health:**

- All serious **accidents** or **illness** during school hours will be reported to the principal or secretary immediately.
- Parents will be notified if the accident or illness will require further treatment from a physician or hospital. The parent should transport the child unless the parents cannot be reached or the situation is so serious that it will not allow delay.
- Under no circumstance must an ill or injured student be released to go home or be transported to the hospital without assistance from the parent or an adult from the school.
- Staff members are asked to help eliminate hazards on school property that could result in injury.
- As we have no medical personnel on staff, most injuries will be attended to by the classroom teacher or other staff member.
- Medications administered to students by school personnel must be in the original container with original instructions with an authorization form completed by the parent and physician.
- If any evidence of lice is detected on a student, that student must be sent home until the nits are gone or a note from a doctor indicates the student may attend school.
- **Our school is a peanut free school.** Food for special occasions need to have nutrition facts and ingredients listed on the packaging. No homemade treats are allowed.

**Local medical personnel advise us that students should not be at school if certain conditions exist:**

Nasal drainage that is thick or green.

Red eyes or drainage from the eyes.

Cough that produces mucus.

Cough accompanied by fever.

Sore throat accompanied by fever.

Any fever over 100 degrees.

Nausea, vomiting, or abdominal pain.

Any newly developed rash.

If any of these conditions develop at school, we will call parents to pick up their child from school.

**Parents will be asked to monitor their children for Covid related symptoms each morning (including, but not limited to, fever, cough, or shortness of breath). If any student or member of their family has been in close contact with an individual who has been diagnosed with COVID-19, they will be asked to self-quarantine in accordance with current CDC guidelines.**

## District Personnel:

Chester Bradshaw	Superintendent	Jennifer Robbins	District Secretary
Becky Bates	Finance Clerk	Spencer Cook	Technology Coordinator
Evelyn Coolidge	Food Services Supervisor	Jeff Luthy	Transportation Supervisor
Ben Carpenter	Maintenance Supervisor		

## Board of Trustees:

Julaine Blaser	Member	Zone 1 – Plano	Kristin Galbraith	Chair	Zone 4 – South Sugar City
Greg Stoddard	Member	Zone 2 – Salem	Whitney Crapo	Member	Zone 5 - Newdale
Ian Luke	Member	Zone 3 – North Sugar City			

## Central Elementary Faculty and Staff:

### Administration

Principal: Rich Garner    Secretary: Lori Curry    Counselor: Kris Henry

**Preschool** Stephanie Peralta

**Kindergarten** Tammy Gee, Angela Johansen, John Ochs, Wendy Sharpe

**1<sup>st</sup> grade Teachers** Karie Christensen, Jennifer Geisler, Cynthia Harrell, Julie Murri, Janice Olson

**2<sup>nd</sup> grade Teachers** Brindi Burtenshaw, Crystal Bruce, Melissa Coles, Shanna Miller

**Specialists** *Computer skills:* Jaquel Stokes, *Library:* Karma Parker, *P.E.:* Zachary Spicer, *Music:* Sherri Vail

*Title I Achievement:* Lisa Marie Jensen, *Instructional Coach:* Merilee Galbraith

*Special Education:* Amy Tolman, *ELL:* Lisa Mckee

*Speech:* JoAnn Hamond, Sheryl Thompson    *OT/PT:* Paul Dye, Melanie McDonald.

*Head Custodian:* Richard Hulbert    *Kitchen Manager:* Cheryle Nanney

### PTO Officers:

President	Liz Batt
Vice-President	Sarah Haynie
Secretary/ Treasure/Media	Melanie Yoose, Dani Andrews

Our PTO is an active organization of parents, teachers, administrators and community members who promote the education and welfare of our children. Through fund-raising efforts, the PTO helps provide our school with needed supplies and equipment. The PTO also supports our staff and students with incentives and encouragement for academic and behavioral success.

Information about upcoming events can be found on the Central PTO Facebook page .

Box Tops: Help out our school by downloading the app and uploading your receipts. Ask the PTO for information.

**Weather:**

When students arrive at 7:50 and the temperature falls below 10 degrees, we will allow students to enter the building when the buses arrive. They are to proceed quickly to their room and begin working on a teacher directed activity or to the lunchroom for breakfast. For school recess, if the temperature drops below 10 degrees, or if the weather is extreme, a yellow flag will be posted by the office to signal that students are to stay inside. **YELLOW FLAG** warns students to come directly inside the school and stay.

**School Closure:**

If the weather is extreme (-25F or -45F wind chill) and school must be closed, the decision will normally be made before 6:30 a.m. The school district has a notification system through text, phone and email. Please go to the Sugar Salem website. Under the District tab, click on the Notification system and fill out the information needed. In the event students are bussed home during the school day because of school closure, parents will be notified by the Sugar Salem notification system prior to bussing. Parents will be called as needed to arrange appropriate supervision on a case by case basis.



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**Please sign and return:**

I acknowledge I have been informed of the availability of the Central Elementary student handbook from either the school and/or the Sugar Salem School District website and can access its contents:

\_\_\_\_\_ Student Signature \_\_\_\_\_ Parent Signature