**Central Elementary**

**Staff Handbook**

**2015/2016**

**Daily Schedule**

7:50 Teachers arrive

8:00 Students may not arrive at school before 7:50 a.m.

8:00 Busses Arrive

8:20 Warning Bell

8:25 School Begins

9:45-10:00 Morning Recess

11:00-11:45 1st Grade Lunch

11:15-12:00 2nd Grade Lunch

11:30-12:15 3rd Grade Lunch

1:30-1:45 Afternoon Recess (Mon-Thu)

2:40 Dismissal (1:40 Friday)

Kindergarten

8:25-11:10 AM Session Mon-Thur (Plano-Salem)

8:25-10:38 AM Session Friday

11:55-2:40 PM Session Mon-Thur (Town-Newdale)

11:27-1:40 PM Friday

**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."

**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.

**District Personnel:**

**School District Office**  356-8802

Alan Dunn Superintendent

Angela Yancey District Secretary

Becky Bates Finance Clerk

Spencer Cook Technology Coordinator

Evelyn Coolidge Food Services Supervisor

Jeff Luthy Transportation Supervisor

Tony Rothwell Maintenance Supervisor

**Special Services:**

Bob Butterfield Psychologist

JoAnn Hammond Speech/Language Pathologist

Paul Dye Occupational/Physical Therapist

Bryon Kennedy Director

**Board of Trustees**

Zone I Plano Tyler Fillmore

Zone II Salem Norm Spackman [nspackman@sugarsalem.org](mailto:nspackman@sugarsalem.org" \t "_blank)

Zone III Sugar North Doug McBride [mcbrided@byui.edu](mailto:mcbrided@byui.edu)

Zone IV Sugar South Paul Jeppson [jeppsonp@byui.edu](mailto:jeppsonp@byui.edu)

Zone V Newdale Dwight Little  [spudfarmer2002@hotmail.com](https://www.google.com/contacts/a/c/sugarsalem.com/ui/ContactManager?titleBar=true&hl=en&dc=true)

**Staff Information:**

Name Assignment

Janet Andersen Secretary

Kelly Batton IEP Clerk-Secondary

Barbara Blair 3rd Grade

Becky Brighton 2nd Grade

Crystal Bruce 2nd Grade

Bob Butterfield Psychologist

Jo Ann Clark Pre-school

Kaye Coleman 1st Grade

Melissa Coles 2nd Grade

Connie Dunn P.E.

Paul Dye Occupational/Physical Therapist

Tammy Gee Kindergarten

Jennifer Geisler 1st Grade

Todd Hale SPED Teacher

JoAnn Hammond Speech/Language Pathologist

Cynthia Harrell 1st Grade

Fay Harris3rd Grade

Aleana Humphreys Kitchen

Bryon Kennedy Student Services

Tammie Larsen Paraprofessional

Grandma Linda Foster Grandparent

Sandra Linderman Music

Leah Lusk Paraprofessional Preschool

Shanna Miller Second Grade

Pam Mortensen Paraprofessional OT/PT

Cheryl Nanney Kitchen

Cira Nielson 3rd Grade

Janice Olson 1st Grade

Bryce Owen Counselor

Debra Parkinson Paraprofessional

Nicole Parkinson Paraprofessional Title I

Grandma Patsy Foster Grandparent

Pam Peebles Paraprofessional Title I

Bob Potter Principal

Judy Powell Paraprofessional

Jeff Proctor SPED Teacher

Corinne Pugmire Kindergarten

Sara Reed 3rd Grade

Malinda Ricks Paraprofessional

Cindy Rollins IEP Clerk-Elementary

Heidi Smith LEP

Lynette Swainston Kindergarten

Jodi Tarrillo 3rd Grade

Sheryl Thompson Paraprofessional-Speech

LaRae Thurber Paraprofessional-Title I

Janette Tolman 1st Grade

Sheri Vail Librarian

Jackie Wakefield Special Education Secretary

**1. Attendance-Staff:**

1.1 Being to work on time and in attendance during contractual hours is required. However, emergency situations may occasionally arise that require you to leave school during the work day. Please inform the office whenever this occurs.

1.2 Currently, teachers are contracted to be in the building thirty minutes before students arrive (7:50 A.M.) and thirty minutes after they depart (3:10 P.M.). Please do what you need to do to be here on time in the morning. If you ever need to leave before 3:10, don’t just walk out. You must inform the office.

1.3 When you need a **substitute**, please contact one on your own whenever possible. Choose from the district approved substitute list. Call the office and inform Janet or Bob of the reason for your absence and of your choice of substitute. Be sure to ask the substitute to check-in at the office upon arrival. Have lesson plans, materials, and notifications of duties prepared for substitutes when they arrive. The office will certainly help you find a sub if needed.

1.4 Please do not make a conscious effort to plan an appointment during work hours.

**2. Attendance (Student):**

2.1 The teacher is expected to take accurate attendance at the beginning of each day. Students who are tardy must check in at the office before being admitted to class.

Please see Attendance Policy at the end of this document.

2.2 Teachers will complete taking attendance by 8:40 each morning. Starting at 8:50 office personnel will call the home of each student marked absent to find out why they are not in attendance.

Afternoon Kindergarten teachers will take attendance by 12:15. Calls home will start by 12:20.

**3. Building and equipment use:**

3.1 All school property must remain in the building unless authorized by an administrator.

3.2 Patrons in the building over the age of 18 must be supervised by a staff member unless they schedule the building with an administrator.

3.3 Patrons under the age of 18 (including family members) must be supervised by a staff member or an adult who has scheduled the building with an administrator.

3.4 We would like our students to take a more active role in keeping our building and grounds clean. Teachers, please feel free to allow your class to participate in projects like:

Clean the fence line

Sweep rocks and place them back under the equipment

Pick staples out of carpet

Pull weeds

Shovel snow

Encourage students to pick up after themselves in class, halls and cafeteria.

Any other act of service you can think of.

Let me know what supplies you need to accomplish any of these tasks.

3.5 College and high school helpers are not allowed to use the machines in the workroom unless they have been instructed in their proper use.

**3.A Bus**

3.A.1 Rules on the bus:

1. Follow the bus driver's directions at all times.

2 Stay in assigned seats at all times. No standing while the bus is moving.(state law)

3 Keep hands and feet, books, and personal items to yourself.

4 No swearing, rude gestures, cruel teasing, or put-downs. (This means verbal or non verbal.)

5 Use classroom voices on bus. You should not be able to hear one voice above the others.

6 No eating, drinking, smoking, or spitting.

7 No pushing, shoving, or fighting at any time.

8 Be on time at the bus stop.

9 When crossing the street students must wait for a signal from the driver and walk at least 15 feet in front of the school bus.

10 Items that could be hazardous or cause safety issues are not allowed on the bus. These include skis, skateboards, animals, glass objects, etc.

11 Students must help keep the bus clean and refrain from damaging it. By law, any damage caused by a student will be compensated by the parent or legal guardians.

12 Students will always treat the driver, or other adults and fellow students, with courtesy and respect.

3.A.2

Disciplinary Steps

1. 1st offense- Verbal warning

2. 2nd offense- Written conduct report - A parent, or legal guardian, must sign the report and the student must return it to the bus driver before being allowed back on the bus.

3. 3rd offense- Suspension -Transportation Supervisor, Principal, Student and (or) parents will discuss terms of suspension.

3.A.3 When you send students out the door with treats (suckers, cupcakes, etc.) the bus ends up sticky and messy. Please be sure that treats are either consumed or wrapped before students leave for the bus.

**4. Calendar:**

4.1 Schedule all events with the office.

**5. Cell Phones:**

5.1 Please limit your cell phone use to emergencies only. You may need to answer a call to determine if it is an emergency or not. If the conversation can wait, please make a time when you are not with students to complete your business.

**6. Child Abuse:**

6.1 We are required to refer possible incidents of neglect and/or abuse to the proper authorities. 6.2 Make your referrals to the principal. If the principal is unavailable or you feel he will be unresponsive, call Health and Welfare at 356-9218.

6.3 Staff members are not to ask students to lift clothing. Refrain from asking questions beyond those required to make a referral to the principal.

**7. Discipline/Supervision:**

7.1 Civic and moral development are as important as academic development.

7.2 Please continue to monitor the actions and behaviors of all students. All employees of the school district are required to supervise students during school hours. Each teacher is responsible for the whereabouts and safety of students assigned to them at all times.

7.3 Staff members should exercise initiative and courtesy when dealing with students.

7.4 Be alert to problems whenever students are near. When confronted with a situation that has

the potential for danger or harm to students or school property please take control whether you

are on assigned duty or not.

7.5 Specialists will dismiss students from Music, P.E. and library to recess.

7.6 After school, classroom teachers are responsible for their students until they are on the bus or

off the school grounds. If you need to leave school and one of your students is still in the

building, you must pass your responsibility in person to another staff member.

7.7 It is important that you practice effective discipline procedures with your students so they become familiar with your rules and consequences. Teach them how to get along with one another. Please notify parents concerning your program and procedures at the beginning of school and update any changes that may occur through the year.

7.8 If you have a student who needs to be removed from your classroom do not handle it alone. Seek another staff member for support, supervision, and as a witness.

7.9 If there are any non-emergency student issues in which you feel I need to be involved, please write down the student’s name and the event and I will deal with it when I can give it the attention it deserves. Students sent to the office to see me must have a note.

7.10 Janet has a clipboard in the office. Any staff member who witnesses a student being loud, running, or committing any other minor offense may have him add his name to the clipboard. This is a quick and easy way to handle non-threatening issues. I will issue consequences or instruction as time permits.

**8. Dismissal**

8.1 Classroom teachers are responsible for their students until students are safely on their way home. It is more efficient for teachers (rather than Janet or Bob) to find out how students are to get home.

8.2 At the bell, teachers may release students who are walking, riding the bus, or waiting for a parent. If a student needs to call home for instructions, it will be done in the classroom. If a student is waiting for a sibling, PSR worker or taxi, the student will wait in the classroom if it is difficult to quietly wait on the benches.

**9. Dress Code:**

9.1 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.

9.2 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.

9.3 Head coverings are inappropriate in the school building during regular school hours, unless the principal or designee specifically makes an exception to the policy.

9.4 Clothing exposing bare midriffs, shorts, short skirts, or other clothing that compromises modesty will not be allowed. (Even at this young age we are teaching and training our students.) Underwear as outer wear will not be allowed.

9.5 Hair shall be neatly trimmed, clean, and of a length that does not impair vision.

9.10 Students will wear footwear at all times.

**10. Duty:**

10.1 Please be sure you are actively on duty from the start to finish of the duty time.

10.2 If you are unable to fulfill your assigned duty, please find a replacement.

10.3 The duty person should be the last person to enter the building after recess.

10.4 Help the students solve their own problems if possible.

10.5 Please watch for concerning behaviors and ways to help students interact appropriately.

10.6 High School tutors and other helpers are encouraged to go to recess to assist students but are not to replace the staff member assigned to that duty. With training, university students and student teachers may take the place of the assigned staff member on duty.

10.7 Unless there is a medical emergency or an unusual circumstance discipline referrals should be given to the classroom teacher. The teacher can then handle the situation or decide if further intervention is necessary. Please be sure to fill out the discipline referral completely.

10.8.1 Watch for strangers or unusual activity as all times.

**Duty Job Descriptions:**

**10.8 Crosswalk Duty - AM**

Be on duty at 8:00

Use stop sign.

Try not to stop cars. Teach students how to safely cross a street.

Come in around 8:15 or when you think all students have arrived.

Watch for strangers.

**10.9 Crosswalk Duty - PM**

Excuse your students 1 or 2 minutes early so you will be at the crosswalk when students arrive.

Send bus riders to bus. Escort walkers to crosswalk with you.

Use stop sign.

Try not to stop cars. Teach students how to safely cross a street.

Encourage stragglers to go home.

Come in after busses leave or when you think all students have gone home.

Any student still waiting for a ride must come in with you and wait on the chairs.

Watch for strangers.

**10.10 North or South Playground Duty**

Be on time.

Be visible to the students.

Monitor what students do and say.

Suggest games and activities.

Be the last one in from recess.

Watch for strangers.

**10.11 Lunch Duty:**

Be on time.

Remove red stop sign from cafeteria wall.

Be visible to the students.

Monitor what students do and say.

Suggest games and activities.

Watch for strangers.

**10.12 Walking Path Duty**

**10.13 Bus Duty**

Be on sidewalk before 1st bus arrives or by 7:50.

Be visible to students, parents and bus drivers.

Keep students away from the curb.

Join north duty as soon as all busses have arrived.

Watch for strangers.

**10.A Extra Services**

Some of our students require extra services such as Title I, Special Education, speech, OT/PT, or counseling. Often these students need to be pulled from their general education class to receive services. Care should be taken to choose optimal times for all involved. Please consider the needs and desires of the student in your scheduling. All staff members must try their best to make a schedule optimal for all.

**11. 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.

**12. Fees:**

Central Elementary will provide all necessary school supplies and materials for projects for a fee of $25.00 per student. Parents are encouraged to provide a backpack for their child. The fee is for the “use/rental” of supplies. This does not necessarily mean that students get to keep all of their supplies at the end of the year if we can use them again (within reason) for another student.

**13. Field trips:**

There will be no school or district funding for field trips.

Parents may not be solicited for field trip money.

**14. Fire and emergency drills:**

14.1 Fire drills are held throughout the year at differing times of the day. Students should leave the roomquickly and quietlyso they can hear directions from the adult in charge. Attendance information must be carried with the class outside.

14.2 Lockdown Drill

Any staff member can initiate a “Lockdown” if the need arises. #6#

1. Lock classroom door.

2. Hide in corner (out of sight or line of fire).

3. Wait for reliable all clear signal.

Teachers may have additional instructions:

Hide

Run

Fight

Exit windows

**14A Fundraisers**

September Wendys

November Florence’s

January McDonalds

March Pizza Pie Café

**15. Health:**

15.1 All serious **accidents** or **illness** during school hours will be reported to the principal or secretary immediately.

15.2 Parents will be notified if the accident or illness will require further treatment from a physician or hospital.

15.3 The parent should transport the child unless the parents cannot be reached or the situation is so serious that it will not allow delay.

15.4 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.

15.5 Staff members are asked to help eliminate hazards on school property that could result in injury.

15.6 As we have no medical personnel on staff, most injuries will be attended to by the classroom teacher or other staff member.

15.7 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.

15.8 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.

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

15.10 Nasal drainage that is thick or green.

15.11 Red eyes or drainage from the eyes.

15.12 Cough that produces mucus.

15.13 Cough accompanied by fever.

15.14 Sore throat accompanied by fever.

15.15 Any fever over 100 degrees.

15.16 Nausea, vomiting, or abdominal pain.

15.17 Any newly developed rash.

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

**16. Homework Club:**

We will continue Homework Club as long as there are federal funds to pay for it. Students are welcome as long as they behave and do their work. If a student’s behavior impedes his or others’ progress he will be disenrolled. Teacher/Student ratio should not exceed 7/1.

**17. Lunch Procedures:**

Please be prompt in your time to go to lunch or allow the next class to go ahead of you. Teachers are to remain with and monitor their class until their students enter the kitchen.

Students do not leave the lunchroom until the duty teacher removes the red stop sign.

Lunchroom behavior:

● Walk.

● Use inside voice.

● Use kind words.

● Clean up after yourself.

● No perishable food may be removed from the lunchroom.

**18. Morning Procedures:**

**18.1 If the weather is bad and the yellow flags are up:**

If you arrive before the busses arrive and the yellow flags are up you may quietly sit on the chairs near the office until the busses arrive.

After the busses arrive if you are not eating breakfast you may quietly hang up your coat and backpack and go right to your classroom and begin what you teacher has instructed you to do.

If you are eating breakfast you may quietly hang up your coat and backpack and line up for breakfast.

**18.2 If the weather is fine and the yellow flags are not up:**

If you arrive before the busses arrive and the yellow flags are not up you do not even enter the building.

If you are not eating breakfast you may not come in and hang up your backpack. You will just get off the bus or out of your car and go right to the playground until the bell rings.

After the busses arrive, if you are eating breakfast you may quietly enter the building and go directly to the cafeteria. You will take your coat and backpack with you. You may not enter the halls to hang up your backpack. When you finish eating you will go back outside until the bell rings.

Breakfast will stop being served at 8:15.

The only exception to this rule will be preschool students. We want them to go directly to class upon arrival.

**19. Notes Home:**

Communicate with parents often. Teachers are encouraged to have notes proofread by another staff member.

**20. Paraprofessionals:**

20.1 Paras do not get a paid lunch break. Paras may choose to work through lunch without taking a break or take a break and make up the time later.

20.2 Paras are to accompany students to P.E. Music, Library and possibly recess. If Sandra, Connie, or Sheri do not need a para please discuss the placement of the para during that specialist time with the special ed teacher and the general ed teacher.

20.3 If a para is paid with VI-B funds the para must be working with IEP students.

IEP students have goals written in their IEP. Progress (or lack of) toward these goals must be continually measured and recorded by the teacher or the para.

20.4 Teachers need to allow/encourage paras to work with the students for whom they were hired. It is understandable that emergencies may arise when a teacher may ask a para to leave the proximity of her IEP student but these times should be brief and infrequent.

20.5 If a para works with a Medicaid billable student the para must be able to hear and document the student’s response/reaction to any intervention at all times. Paras are to accompany students to all activities/assemblies/classes at school.

20.6 Medicaid billing is done in 15 minute units. If the para is away from the eligible student for over 7 minutes Medicaid cannot be billed for that unit and the district does not get reimbursement. Thus, we do not have the funds to pay the para.

**21. Principal:**

If the principal is out the building, the designated administrator will be Donna Yates.

Remember though that Janet will probably be able to answer any question you may have.

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

● Warning

● Service projects

● Loss of privileges

● Call parents

● Conference with parents

● In school suspension

● Out of school suspension

**22. Prep Time**

22.1 Attempts will be made to spread out starting times for assemblies and all-school programs so that one individual will not lose more prep periods than another.

22.2 If a teacher should lose a prep period due to an assembly, snow day etc., it is not appropriate to ask the specialists for a make-up time.

22.3 If an in-school assembly falls on a teacher’s prep time, the specialist involved will monitor the teacher’s students at the assembly during the time they would normally be with the specialist (unless the specialist is involved with the assembly).

22.4 PE, Music, and Library are important parts of our school. Teachers should not use participation in these programs as disciplinary measures. Teachers may need to keep a student in their care to finish a project or for disciplinary reasons. Such actions are fine but cannot infringe upon another teacher’s scheduled time for that student.

**23. PTO**

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.

Our mission is to enrich the learning opportunities and environment at Central Elementary School. The PTO will generate, gather and distribute resources to supplement school programs and enhance the educational experience of all students. The PTO sponsors volunteers to assist in the classroom as well as in supporting school and family social interaction. The PTO will strive to maintain open communication and cooperation between parents, teachers, staff and administrators to help ensure that the students achieve their fullest potential and receive the best education possible.

Please remember to:

Save Campbells Labels

Save General Mills Box tops for Education

Support our PTO by volunteering and participating in PTO sponsored activities.

PTO Officers:

President Krista Gehmlich 356-9537 [kgehmlich@earthlink.net](mailto:kgehmlich@earthlink.net)

Vice-President Taunia Stewart

Secretary Amy Flemming

Treasurer Lisa Lusk 359-0957 [luskrl@msn.com](mailto:luskrl@msn.com)

Room Moms Lana Weber 356-3974 [wdlweber@bridgemail.com](mailto:wdlweber@bridgemail.com)

Book Fair

Read-A-Thon Diana Puzey 356-0590 [puzey@live.com](mailto:puzey@live.com)

Food Coordinator Lisa Redd 356-8243 lisacredd@gmail.com

Nichole Michaelson 359-2460 nicmic4@msn.com

Used Book Fair Whitney Galbraith 356-4608 Whitsmail99@yahoo.com

Kristin Galbraith 356-0273

Box Tops Jamie Little

Campbell Labels Jamie Little

**24. Report Cards:**

Thank you for making adaptations or accommodations with your students. As you do so, please place an asterisk next to the grade on the report card. Then at the bottom of the page type another asterisk next to the word accommodations.

**25. Responsibilities:**

**Parents:**

● Make sure students arrive at school between 8:00 and 8:20 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 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 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 appropriately.

● Make sure lunch payments are made in advance.

● Notify the office when your child is absent.

**Students:**

● Walk in the halls

● Use inside voices inside the building.

● Follow adult directions.

● Be fair

● Be Honest

● Respect others and their property.

● Follow bus rules.

● Leave gum at home.

● Bring no weapons or anything that resembles a weapon to school.

**Staff:**

● Provide a safe and effective learning environment.

● Promote high expectations for student behavior and academic achievement.

● Monitor the hall and restrooms outside your door. If you see or hear something unusual, please take care of it.

● Please pick up after yourself.

● Do not leave students unattended.

● We have many students with special concerns and needs. Some have IEPs and some do not. The classroom teacher is responsible for the safety of her students at all times. Students need to be as independent as is safe and appropriate. Some students need an adult at their side, some need an adult within sight and some need lesser supervision. General Education teachers, Special Education teachers and paraprofessionals should work together and discuss often the supervision needs of each student. Due to supervision/safety issues if a staff member does not get a break during recess, please allow one at another time.

● Dress professionally and to fit the activities of the day.

● If you give your class an extra recess you must attend them.

**26. Safety:**

Students will go home in the usually prescribed way. If there is an exception to this, parents must contact the school.

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 on the grass, sidewalk, or bench in front of the school. If their ride has not arrived by the time our crossing guard returns from the crosswalk, Students must come inside the school and wait on the bench.

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.

We cannot store items within two feet of the ceiling.

**27. School Closure:** If the weather is extreme (-25 or -45 wind chill) and school must be closed, the decision will normally be made before 6:30 a.m. Staff members will be notified by the principal or contact person on the calling tree as soon as possible. You may hear it on the radio before you are notified by the school.

If law enforcement agencies close your road, you must try your best to get to work safely. If that is impossible by noon, you will be excused.

**28. Staff Lounge/Workroom:**

28.1 Please do your part by picking up after yourself.

28.2 Often our refrigerator gets grody. Old or unlabeled items will occasionally be discarded.

28.3 Please be prompt in paying for your pop and treats.

**29. Staff Meetings:**

It is the responsibility of staff members to attend all assigned meetings.

School Improvement 1st Friday at 1:50 when announced.

Staff Meeting 2nd Friday at 1:50 when announced.

Digger Team Thursday at 1:30 when announced

**Fridays:**

1st Friday may be used for meetings at Central.

2nd Friday may be used for meetings at Central.

3rd Fridays are reserved for district purposes.

4th Fridays are reserved for district purposes.

**30. Supplies:**

Basic student supplies were provided by the collection of our $25.00 school fee.

When supplies are low, please inform Janet.

Please be frugal with all school supplies.

If you use supplies for your personal use, please pay the price you might pay at the store.

**31. Toys at school:**

31.1 Toys and personal items are not allowed at school except for a specific classroom activity. Students must remember that personal items from home may be lost or broken. Live or fragile show and tell items must be accompanied by an adult.

31.2 During the winter months personal sleds from home are allowed as long as they are safely transported and shared with others. Snowboards are not allowed.

**32. Videos:**

32.1 Videos are to be used for a specific educational purpose.

32.2 Videos must be approved by the principal prior to student viewing. G rating or possibly PG rating only. Please make wise use of the media in your classrooms.

32.3 Video copyright law:

1. It must be a classroom setting.

2. It must be part of your curriculum.

3. The teacher must be present.

32.4 Staff members may check out videos from the library for classroom or even home use. Please return videos promptly so all may enjoy them.

**33. Visitors:**

All visitors to Central Elementary must report to the office.

Children not enrolled at Central Elementary should not visit during school hours. (Students may not bring their cousin from out of town to school with them.)

**34. Weather:**

34.1 In the morning when the temperature falls below 10 degrees, we will allow students to enter the building when the busses arrive (8:00). They are to proceed expeditiously to their room and begin work on a teacher directed activity.

34.2 Any time the temperature drops below 10º (including wind chill) or if the weather is extreme, students will not be allowed outside. A yellow flag will be posted by the office to signal that students are to stay inside. All staff members are responsible to supervise students while they are in the building. Students are not to play in the halls. They may use the restroom then must return to the supervised classroom.

34.3 Students may stay inside for recess if they have a dated note from parents. Unless other arrangements are made, notes from parents are valid for one day only.

34.4 When you arrive to work early in the morning and it appears that the parking lot will be plowed, please do not park in the lot until after the plows have left.

Attached Policies:

**35. Homeless/Unaccompanied Children:**

*Who Are Unaccompanied  
Children and Youth under the McKinney-Vento Act?*

**Experiencing homelessness:** Children and youth wholack a fixed, regular, and adequate nighttime residence**:**

**●** Sharing the housing of others due to loss of housing, economic hardship, or similar reason

**●** Living in motels, hotels, trailer parks, camping grounds due to lack of adequate alternative accommodations

**●** Living in emergency or transitional shelters

**●** Awaiting foster care placement

**●** Living in a public or private place not designed for humans to live

**●** Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, etc.

**●** Migratory children living in above circumstances

**Unaccompanied**: children and youth who arenot in the physical custody of a parent or guardian.

**●** McKinney-Vento applies to all school-aged children and youth as defined by state law.

**●** Supreme Court case *Plyler v. Doe* (1982)makes it unlawful for schools to deny access to undocumented immigrants or ask about immigration status. McKinney-Vento must be equally applied to undocumented students.

***Who Are Unaccompanied Children and Youth in your Community?***

**●** Some children and youth are in unstable living situations due to parental incarceration, illness, hospitalization or death.

**●** Some youth become homeless with their families, but end up on their own due to lack of space in temporary accommodations or shelter policies that prohibit adolescent boys.

**●** Many unaccompanied children and youth have fled abuse in the home: Studies have found that 20-40% of unaccompanied youth were sexually abused in their homes, while 40-60% were physically abused.

**●** Over two-thirds of callers to Runaway Hotline report that at least one of their parents abuses drugs or alcohol.

***Do schools have to contact the police when enrolling unaccompanied youth?***

**NO.** This would create a barrier to enrollment and retention in school!

**●** Schools must enroll youth immediately. School is the safest and best place for youth.

**●** Educators are only mandated to report suspected abuse and/or neglect (homelessness alone generally is not abuse/neglect), and this reporting can be to child welfare

**●** Running away from home violates the law of a few states. Build relationships with law enforcement and juvenile justice.

**●** If you have reason to suspect kidnapping, you can immediately see if the student has been reported missing at www.missingkids.com or 1-800-THE-LOST.

***How can schools ENGAGE unaccompanied children and youth?***

By making sure the student feels

**●** Welcome

**●** Cared For

**●** Productive and Valued

***Welcoming unaccompanied children and youth***

* Listen to youth. Work to build trust with them and understand that their life experiences with adults thus far likely give them no reason to trust you.
* Talk to youth about their goals, interests and strengths, and welcome them into classes and extracurricular activities based on what you hear from them.
* Work with local child welfare and law enforcement agencies to ensure that any requirements to report suspected abuse or neglect do not prevent youth from enrolling in school due to fears that they will be taken into custody.
* Make sure youth understand school rules and procedures, realizing that they might be quite different from his/her previous school.
* Revise LEA policies to accommodate unaccompanied youth and comply with the McKinney-Vento Act.
* Educate school staff on sensitive and discrete communication with children and youth who are homeless.

***Caring for unaccompanied children and youth***

* Offer a peer mentor to help the youth get used to the school rules and culture.
* Provide a consistent adult mentor: could be the liaison or any adult in the school building.
* Provide a “safe place” at school for unaccompanied youth to access as needed.
* Stick with the youth, realizing that their life experience may lead them to test you.
* Create clubs or programs to support groups of young people who tend to be over-represented among unaccompanied youth, including those who are lesbian, gay, bisexual and/or transgender, pregnant or parenting, older than traditional high school age, recovering from trauma, or recently returned to school after an extended period of nonattendance.
* Implement a system to check on youth’s attendance, behavior and grades on a regular basis and to hold the youth accountable. The system must be respectful yet firm, recognizing that it is likely that no other adult is monitoring the student.

***Helping youth feel productive and valued***

* Help youth become involved in school sports, clubs, extra-curricular activities, and special classes, based on their interests and abilities.
* Deadlines and fees for participating in school programs, classes and extra-curricular activities CAN be waived for homeless children and youth.
* The McKinney-Vento Act requires that homeless students be immediately enrolled in school, including full participation in all classes and school activities.
* If students miss deadlines or cannot pay fees due to their homelessness, those deadlines and fees must be waived
* Some school districts use Title I, Part A funds, donations, or other funding to pay fees

**Who can make decisions for an unaccompanied youth regarding participation in classes, activities, field trips, etc.?**

● States and school districts have implemented a variety of policies and procedures

● Youth make decisions on their own

● Local liaison makes decisions

● Caregiver forms allow other adults to make decisions

What about parental disapproval / school liability?

● Liability is based on the concept of negligence, or a failure to exercise reasonable care.

● Following federal law and providing appropriate services are evidence of reasonable care.

● Violating federal law and denying services are evidence of negligence.

The school/district must help unaccompanied youth make up lost credits and accrue credits.

● McKinney-Vento requires that schools and districts remove barriers to enrollment and retention-- barriers to accruing credits fall under this requirement.

● Many unaccompanied youth are absent or tardy due to homelessness, often resulting in youth not earning credits due to credit accrual policies.

● Some youth miss long periods of school due to their struggle to meet their own basic needs, making it difficult to earn credits.

**Information from: National Center for Homeless Education PowerPoint Presentation, Spring 2008 by Patricia Julianelle**

36. SUGAR SALEM SCHOOL DISTRICT #322 POLICY Number 3295

TITLE: Hazing, Harassment, Intimidation, **Bullying**, Cyber bullying, Menacing

The following definitions and procedures shall be used for reporting, investigating and resolving

complaints of hazing, harassment, intimidation, bullying, cyber bullying, and menacing.

**Definitions**

1. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school

visitors, service contractors or others engaged in district business, such as employees of

businesses or organizations participating in cooperative work programs with the district

and others not directly subject to district control district athletic competitions or other

school events.

2. “District” includes district facilities, district premises and nondistrict property if the student

or employee is at any district-sponsored, district-approved or district-related activity or

function, such as field trips or athletic events where students are under the control of the

district or where the employee is engaged in district business.

3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers

the mental health, physical health or safety of a student for the purpose of initiation or as a

condition or precondition of attaining membership in, or affiliation with, any districtsponsored

activity or grade level attainment, i.e., forced consumption of any drink,

alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced

prolonged exclusion from social contact, sleep deprivation or any other forced activity that

could adversely affect the mental or physical health or safety of a student; requires,

encourages, authorizes or permits another to be subject to wearing or carrying any obscene

or physically burdensome article, assignment of pranks to be performed or other such

activities intended to degrade or humiliate.

4. “Harassment” includes, but is not limited to, any act which subjects an individual or group

to unwanted, abusive behavior of a nonverbal, verbal, written, electronic or physical nature

on the basis of age, race, religion, color, national origin, disability, marital status, sexual

orientation, physical characteristic, cultural background, socioeconomic status or

geographic location.

5. “Harassment, intimidation or bullying” means any act that substantially interferes with a

student’s educational benefits, opportunities or performance, that takes place on or immediately

adjacent to school grounds, at any school-sponsored activity, on school-provided transportation

or at any official school bus stop, and that has the effect of:

a. Physically harming a student or damaging a student’s property;

b. Knowingly placing a student in reasonable fear of physical harm to the student or

damage to the student’s property;

c. Creating a hostile educational environment.

6. “Cyber bullying” includes, but is not limited to the following misuses of technology:

harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting

inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or

images, or Web site postings, including blogs through the District’s computer network and the

Internet, whether accessed on campus or off campus, during or after schools hours. In the

situation that cyber bullying originated from a non-school computer, but brought to the attention

of school officials, any disciplinary actions shall be based on whether the conduct is determined

to be severely disruptive of the educational process. In addition, such conduct must also be in

violation of a school policy or state law. Administration shall in their discretion contact local law

enforcement.

7. “Intimidation” includes, but is not limited to, any threat or act intended to tamper,

substantially damage or interfere with another’s property, cause substantial inconvenience,

subject another to offensive physical contact or inflict serious physical injury on the basis of

race, color, religion, national origin or sexual orientation.

8. “Menacing” includes, but is not limited to, any act intended to place a school employee,

student or third party in fear of imminent serious physical injury.

**Retaliation/False Charges**

Retaliation against any person who reports, is thought to have reported, files a complaint or

otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be

considered a serious violation of Board policy and independent of whether a complaint is

substantiated. False charges shall also be regarded as a serious offense and will result in

disciplinary action or other appropriate sanctions.

**Confidentiality**

It is recognized that harassment is often very distressing for the victim and those who suffer

harassment may be reluctant to make their concerns known. All reasonable steps will be taken to

ensure that all inquiries and/or complaints are dealt with in confidence and with the utmost

concern for the privacy of the individual and their family.

**Policy Distribution**

Information about this policy must be distributed to the school community. Faculty and staff will

be reminded annually about the policy. Information about the policy will be included in student

orientation material and in the student handbook. All new faculty and staff members will be

given a copy of the policy as part of their orientation program.

**Complaint Procedures**

Building principals and the superintendent have responsibility for investigations concerning

hazing, harassment, intimidation, bullying or menacing. The investigator(s) shall be a neutral

party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of this policy or

feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyber bullying or

menacing in violation of this policy is encouraged to immediately report his/her concerns.

Please review this entire policy on the district website.

37. SUGAR SALEM SCHOOL DISTRICT #322 POLICY Number 3270

TITLE: Technology Acceptable Use – Student and Staff

The Sugar-Salem School District is pleased to offer access to a computer network for electronic

information services. We strongly believe in the educational value of electronic services and

recognize the potential to support curriculum and learning by facilitating resource sharing,

innovation, and communication. The Sugar-Salem School District will make every effort to

protect students and staff from any misuses or abuses as a result of their experience with an

information service.

1.Network login accounts shall be used only by the authorized owner of the account. No attempt

to gain unauthorized access to accounts is permitted. Passwords must be kept private.

2.Never send, or encourage others to send, messages that are impolite or inappropriate. When

online, staff and students are representatives of the district and as such must always act in a

positive and appropriate manner. Use of vulgarities or any other inappropriate language is

unacceptable.

3.Do not send any message that includes personal information, such as home address or phone

number, for yourself or any other person without complete knowledge of the requesting entity.

Report to your administrator any entity who asks for personal information that you do not know.

Do not read other people’s mail or trespass into other people’s files.

4.The District makes no guarantees of any kind about the accuracy of information found online.

Transmission of any material in violation of any law is prohibited. This includes, but is not

limited to: copyrighted material, threatening or obscene material, or material protected by trade

secrets.

5.The introduction or use of copy written material on district machines without the consent

approval of rightful parties is expressly forbidden. This includes, but is not limited to, software

from home, videos, downloaded applications, music, software from others even when given the

disc, etc.

6.Do not damage or attempt to gain unauthorized access to any school computer system

(hardware or software). Never move, delete, modify, or damage any application or files that are

not yours.

7.The person/persons found intentionally introducing a malicious virus into the system will be

held accountable for incurred costs. Anyone who is found to have deleted virus checking

software from computers will also be held liable. All those using district computers should

regularly check to see that the virus checking software icon is visible on the taskbar.

8.Do not load applications onto any computer without the permission of the Technology

Department. This includes pirated software, home software, illegal music. It is more efficient,

and less problematic, for those with proper permission to install programs on the school

computers.

9.It is forbidden to submit, display, publish, or access questionable materials that may be

considered locally unacceptable. These include, but are not limited to, obscenity, profanity, or

any defamatory, inaccurate, abusive, threatening, racially offensive, sexually oriented, or illegal

materials.

10.The District makes no warranties of any kind, whether expressed or implied, for the service it

is providing. The District will not be responsible for any damages or charges you suffer while on

this system.

11.The administrators or network administrator may determine other behavior to be

inappropriate and may make specific requests without prior notice.

12.Violation of this policy may incur consequences up to and including:

a. suspension from school or work.

b. revocation of passwords and user accounts and ban from using computer or

network equipment.

c. Revocation of teaching certificate in the state of Idaho.

d. Notification of law enforcement authorities for possible civil or criminal penalties.

38. SUGAR SALEM SCHOOL DISTRICT #322 POLICY Number 3051

TITLE: Student Attendance - Elementary

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the instruction of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. Attendance reflects a student’s dependability and is a significant factor on the student’s permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, future scholarship, and job opportunity are greatly affected by a good attendance record.

Student Attendance is now be affected due to the proliferation of online and virtual classroom opportunities. The Sugar Salem Board of Trustees recognizes that students have a variety of needs that may not all be met through the traditional classroom setting. Students may now take classes to fulfill Sugar Salem graduation requirements through these other settings and receive full recognition as a Sugar Salem Graduate. This includes the fulfillment of all attendance requirements.

Section 33‑201, Idaho Code, states that the services of the public schools of this state are extended to any acceptable person of school age. "School Age" is defined as including all persons resident of the state, between the ages of five (5) and twenty‑one (21) years. For the purposes of this section, the age of five (5) years shall be attained when the fifth anniversary of birth occurs on or before the first day of September of the school year in which the child is to enroll in kindergarten. For a child enrolling in the first grade, the age of six (6) years must be reached on or before the first day of September of the school year in which the child is to enroll. Any child of the age of five (5) years who has completed a private or public out-of-state kindergarten for the required four hundred fifty (450) hours but has not reached the “school age” requirement in Idaho shall be allowed to enter the first grade.

Section 33‑202, Idaho Code, places the requirement for compulsory education upon the parent or guardian. The statutes also provide that school trustees shall cause proceedings to be brought against a child's parent or guardian under the provisions of the youth rehabilitation law when a parent or guardian violates the compulsory attendance law.

Section 33-205, Idaho Code, states that the Board of Trustees of any school district may deny enrollment, or may deny attendance at any of its schools by expulsion, to any pupil who is an habitual truant, or who is incorrigible, or whose conduct, in the judgment of the Board is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils, or who has been expelled from another school district in this state or any other state.

Sugar Salem students should have no more than 6 verified absences in a trimester. Verified absences are those which are excused by parents.

Definitions:

1. Absence
   1. Attendance less than 2 hours and 30 minutes on a single day.
2. Half Day Attendance
   1. Attendance between 2 hours and 30 minutes and 3 hours and 39 minutes on a single day.
3. Full Day Attendance
   1. Attendance of 4 hours or more on a single day.
4. Verified Absence
   1. An absence verified via contact with parent or guardian. This should take place before, or within 24 hours of the absence.
5. Unverified Absence
   1. An absence without verification from parent/guardian.
6. Tardy – Arrival anytime after the start of school.
7. Special Attendance
   1. Attendance in any school approved activity, class, or program where the student is not under direct supervision of the regular classroom teacher.
   2. Extended illness where the teacher provides instruction.
8. Truancy
   1. The student leaves school premises without approval by the parent/guardian and school staff.
   2. The student has been on school premises but his whereabouts are unknown and without approval by the parent/guardian and school staff.

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

* Four absences in a trimester trigger a review by the child’s teacher and notification of parents/guardians. This review may include a conference with the teacher, child, parent/guardian, school nurse, counselor, principal or others as appropriate. This conference should include a review of district and school policy.
* Six absences in a trimester require a review by school administration and notification of parents/guardians. This review may include a conference with the teacher, child, parent/guardian, school nurse, counselor, principal, health and welfare, law enforcement or others as appropriate. This conference must include a review of district and school policy.
* 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 an habitual truant under the provisions of Section 33-205 of Idaho Code.

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

1. conference with parents, law enforcement, councilors, and other appropriate personnel.
2. medical verification of illness.
3. suspension in school.
4. suspension out of school.
5. expulsion.
6. community service.
7. schoolwork performed at school under school staff or parent supervision.
8. retention in current grade level.
9. changes within current grade level.
10. referral to the juvenile justice system or health and welfare.

Tardies:

Excessive tardiness has a similar effect on a student’s education as absenteeism. Two tardies are equivalent to one absence and will require similar consequences.

Attendance Tracking

1. Student attendance will be documented in PowerSchool within 15 minutes of the start of school.
2. In every event of late arrival or early departure student attendance will be recorded in PowerSchool by the school secretary.

39. SUGAR SALEM SCHOOL DISTRICT #322 POLICY Number 3290

TITLE: Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited in the District. An

employee, District agent, or student engages in sexual harassment whenever he/she makes

unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical

conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

I. denies or limits the provision of educational aid, benefits, services, opportunities, or

treatment, or that makes such conduct a condition of a student’s academic status; or

II. has the purpose or effect of:

1.substantially interfering with the student’s educational environment;

2.creating an intimidating, hostile, or offensive educational environment;

3.depriving a student of educational aid, benefits, services, opportunities or treatment; or

4.making submission to or rejection of such unwelcome conduct the basis for academic

decisions affecting a student.

The terms “intimidating”, “hostile” and “offensive” include conduct which has the effect of

humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not

limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences,

pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing

related to sexual characteristics, and spreading rumors related to a person’s alleged sexual

activities.

Students who believe that they may have been sexually harassed or intimidated should contact a

counselor, teacher, or administrator who will assist them in the complaint process. Supervisors

or teachers who knowingly condone, or fail to report or assist a student to take action to

remediate such behavior of sexual harassment or intimidation, may themselves be subject to

discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual

harassment will be subject to disciplinary action up to and including discharge. Any student of

the District who is determined, after an investigation, to have engaged in sexual harassment will

be subject to disciplinary action, including, but not limited to, suspension and expulsion

consistent with the discipline policy. Any person knowingly making a false accusation regarding

sexual harassment will likewise be subject to disciplinary action up to and including discharge

with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to insure that employees or students accused of sexual

harassment or intimidation are given an appropriate opportunity to defend themselves against

such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited

disclosure may be necessary in order to complete a thorough investigation. Retaliation against

persons who file a complaint is a violation of law prohibiting discrimination, and will lead to

disciplinary action against the offender.

Building administrators shall insure that student handbooks include this policy as well as the

name, address, and telephone number of the individual responsible for coordinating the school’s

compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform

Grievance Procedure.

40. SUGAR SALEM SCHOOL DISTRICT #322 POLICY NUMBER: **3210**

TITLE: Uniform Grievance Procedure - Student

All individuals should use this grievance procedure if they believe that the Board, its employees

or agents have violated their rights guaranteed by the State or federal constitution, State or

federal statute, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this

grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably.

The right of a person to prompt and equitable resolution of the complaint filed hereunder shall

not be impaired by the person’s pursuit of other remedies. Use of this grievance procedure is not

a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not

extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or

building administrator involved, with the objective of resolving the matter promptly and

informally. An exception is that complaints of sexual harassment should be discussed with the

first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1)

the nature of the grievance and 2) the remedy requested. It must be signed and dated by the

grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of

the event or incident, or from the date the grievant could reasonably become aware of such

occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate

and attempt to resolve the complaint. If either party is not satisfied with the principal’s decision,

the grievance may be advanced to Level 3 by requesting in writing that the Superintendent

review the principal’s decision. This request must be submitted to the Superintendent within

fifteen (15) days of the principal’s decision.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the

parties and the principal. The parties shall be afforded the opportunity to either dispute or concur

with the principal’s report. The Superintendent shall decide the matter within ten (10) days of

the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees

with the recommendation of the principal, the recommendation will be implemented. If the

Superintendent rejects the recommendation of the principal, the matter may either be referred to

an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next

avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of

receiving the Superintendent’s decision. The Board is the policy-making body of the school,

however, and appeals to that level must be based solely on whether or not policy has been

followed. Any individual appealing a decision of the Superintendent to the Board bears the

burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal

alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for

consideration not later than their next regularly scheduled meeting. A decision shall be made and

reported in writing to all parties within thirty (30) days of that meeting. The decision of the

Board will be final.

41. SUGAR SALEM SCHOOL DISTRICT #322 POLICY NUMBER: 3250

TITLE: Distribution and Posting of Materials

The distribution of materials from outside the school system uses a considerable amount

of valuable educational time. This time is taken away from students, teachers, and the

clerical staff. It is the District’s policy to limit the distribution of materials to parent and

student organizations sponsored by the District or other governmental agencies. Materials

that provide information valued or needed by the District may also be distributed.

Students should not be used to distribute partisan materials or information pertaining to a

school or general election, budget or bond issue, or negotiations. Students should not be

exploited for the benefit of any individual, group or profit-making organization.

No staff member may distribute any materials on school property without prior approval

of the chief school administrator. All materials distributed will clearly indicate their

source. Nonschool-related materials will be plainly labeled, including a disclaimer that

the activity is “not a school-sponsored activity.”

All organizations must have the approval of the Superintendent before materials may be

distributed. The Superintendent will use the guidelines listed above in the approval of the

distribution of the materials.

In order to facilitate the distribution of materials with information about student activities

offered in the community, each school will do the following:

A. Maintain a centrally located bulletin board for the posting of bulletins.

B. Maintain a table where flyers and other information can be made available to students.

C. Include announcements for student related activities in newsletters that go home to

students. The announcements must be submitted one (1) week prior to the newsletter in

which the announcement is to go home, must advertise a youth-oriented activity, and

must be of non-religious or political nature.

It is the intent to post all notices and place flyers on the distribution table except those

that are viewed by the principal as likely to be disruptive, libelous or obscene.

42. SUGAR SALEM SCHOOL DISTRICT #322 POLICY NUMBER: 3330

TITLE: Student Discipline

Disciplinary action may be taken against any student guilty of gross disobedience or

misconduct, including, but not limited to:

• Habitual truancy.

• Incorrigibility.

• Conduct continuously disruptive of school discipline or of the instructional

effectiveness of the District.

• Conduct or presence of a student when the same is detrimental to the health and

safety of other pupils.

• Using, possessing, distributing, purchasing, or selling tobacco products.

• Using, possessing, distributing, purchasing, or selling alcoholic beverages.

Students who are under the influence are not permitted to attend school functions and are

treated as though they had alcohol in their possession.

• Using, possessing, distributing, purchasing, or selling illegal drugs or controlled

substances, look-alike drugs and drug paraphernalia. Students who are under the

influence are not permitted to attend school functions and are treated as though they had

drugs in their possession.

• Using, possessing, controlling, or transferring a weapon in violation of the

“Possession of Weapons in a School Building” section of this policy.

• Using, possessing, controlling, or transferring any object that reasonably could be

considered or used as a weapon.

• Disobeying directives from staff members or school officials and/or rules and

regulations governing student conduct.

• Using violence, force, noise, coercion, threats, intimidation, fear, or other

comparable conduct toward anyone or urging other students to engage in such conduct.

• Causing or attempting to cause damage to, or stealing or attempting to steal,

school property or another person’s property.

• Engaging in any activity that constitutes disorderly conduct, an interference with

school purposes or an educational function or any disruptive activity.

• Unexcused absenteeism; however, the truancy statutes and Board policy will be

utilized for chronic and habitual truants.

• Hazing – For purposes of this policy, the term “hazing” shall have the meaning set

forth in I.C. § 18-917.

• Initiations

• The forging of any signature, or the making of any false entry, or the authorization

of any document used or intended to be used in connection with the operation of the

school.

These grounds for disciplinary action apply whenever the student’s conduct is reasonably

related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours

or at any other time when the school is being used by a school group;

- Off school grounds at a school-sponsored activity, or event, or any activity

or event which bears a reasonable relationship to school;

- Traveling to and from school or a school activity, function or event; or

- Anywhere, including off-campus, if the conduct may reasonably be

considered to be a threat or an attempted intimidation of a staff member, or an

interference with school purposes of an educational function.

Disciplinary Measures

Disciplinary measures include, but are not limited to:

• expulsion

• suspension

• detention, including Saturdays

• clean-up duty/service projects

• loss of student privileges

• loss of bus privileges

• notification to juvenile authorities and/or police

• restitution for damages to school property

No person who is employed or engaged by the District may inflict or cause to be inflicted

corporal punishment on a student. Corporal punishment does not include, and District

personnel are permitted to use, reasonable force as needed to maintain safety for other

students, school personnel, or other persons, or for the purpose of self-defense.

Gun-Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can

reasonably be considered, or looks like, a firearm, shall be expelled for a definite period

of time of at least one (1) calendar year. The Board, however, may modify the expulsion

period on a case-by-case basis. The building administrator shall notify the appropriate

law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or

Section 504, a determination must be made whether the student’s conduct is related to the

disability. If the violation of the policy is due to a disability recognized by the IDEA or

Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in

accordance with I.C. § 33-205 and Policy 3340.

Possession of a Weapon On School Property – Misdemeanor

No person shall possess a firearm or other deadly or dangerous weapon while on school

property or in those portions of any building, stadium or other structure on school

grounds which, at the time of the violation, are being used for an activity sponsored by or

through a school in this state or while riding school provided transportation. This also

applies to students of schools while attending or participating in any school sponsored

activity, program or event regardless of location.

As used in this section of this Policy only:

(a) "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C.

section 930;

(b) "Firearm" means any firearm as defined in 18 U.S.C. section 921;

Any person who possesses, carries or stores a weapon in a school building or on school

property, except as provided below, shall be referred to law enforcement for immediate

prosecution, as well as face disciplinary action by the District.

The Board may grant persons and entities advance permission to possess, carry, or store a

weapon in a school building. All persons who wish to possess, carry or store a weapon in

a school building shall present this request to the Board in a regular meeting. It is solely

within the Board’s discretion whether to allow a person to possess, carry or store a

weapon in a school building.

This section of this policy does not apply to:

1. law enforcement personnel;

2. Any adult over eighteen (18) years of age and not enrolled in a public or private

elementary or secondary school who has lawful possession of a firearm or other deadly or

dangerous weapon, secured and locked in his vehicle in an unobtrusive, non-threatening

manner;

3. A person who lawfully possesses a firearm or other deadly or dangerous weapon

in a private vehicle while delivering minor children, students or school employees to and

from school or a school activity;

4. A person or an employee of the school or school district who is authorized to

carry a firearm with the permission of the board of trustees of the school district or the

governing board.

Delegation of Authority

Each teacher, and any other school personnel when students are under his/her charge, is

authorized to impose any disciplinary measure, other than suspension, or expulsion,

corporal punishment or in-school suspension, which is appropriate and in accordance

with the policies and rules on student discipline. Teachers may remove students from a

classroom for disruptive behavior.

43. SUGAR SALEM SCHOOL DISTRICT #322 POLICY NUMBER: 3370

TITLE: Searches and Seizure

The following rules shall apply to any searches and the seizure of any property by school

personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be

authorized to conduct any searches or to seize property on or near school premises, as

further provided in this procedure.

2. If the administrator has reasonable suspicion to believe that any locker, car or

other container of any kind on school premises contains any item or substance which

constitutes an imminent danger to the health and safety of any person or to the property

of any person or the District, the administrator is authorized to conduct a search of any

car or container and to seize any such item or substance.

3. The administrator may perform random searches of any locker, car or container of

any kind on school premises without notice or consent.

4. If the authorized administrator has any reasonable suspicion to believe that any

student, staff member, or visitor has any item or substance in his/her possession, which

constitutes an imminent danger to the property of any person or the District, the

administrator is authorized to conduct a search of any car, container, or person and to

seize any such item or substance.

5. No person shall hinder, obstruct or prevent any search authorized by this

procedure.

6. Whenever circumstances allow, any search or seizure authorized in this procedure

shall be conducted in the presence of at least one (1) adult witness, and a written record

of the time, date and results shall be made by the administrator. A copy shall be

forwarded to the Superintendent as soon as possible.

7. In the case of search of a person care will be taken to not violate that person’s

private or intimate body parts. The person being searched may be asked to empty pockets

on any clothing item.

8. In any instance where an item or substance is found which would appear to be in

violation of the law, the circumstance shall be reported promptly to the appropriate law

enforcement agency.

9. In any situation where the administrator is in doubt as to the propriety of

proceeding with any search or seizure, the administrator is authorized to report to and

comply with the directions of any public law enforcement agency.

44. SUGAR SALEM SCHOOL DISTRICT #322 POLICY NUMBER: 3530

TITLE: Pediculosis Humanis (Lice)

Sugar Salem School District Policy requires that:

1. Parents of children with evidence of lice be notified and be provided information

about lice, nits, and their removal.

2. Students have no nits apparent in their hair or on clothing.

3. No living or dead lice be apparent on hair or clothing.

4. If evidence of lice are found on at child, or his or her clothing or other personal

items, that child shall be excluded from school until such evidence has been removed.

5. When children who have had lice or nits return to school they be rechecked before

entering the classroom.

6. In the event that 5 students or more are found with lice or nits, a note will be sent

home to all parents and measures will be taken to stop their spread.

7. Children be taught not to share personal items such as combs, brushes, and hats.

8. Staff be informed of the signs and symptoms of head lice infestation.

Sugar Salem School District recommends that parents/guardians regularly check their

children’s hair for evidence of lice and upon evidence check with their health care

professional concerning appropriate treatment.

Head lice (Pediculosis capitis) infestation is common in the United States among children

3 to 12 years of age; approximately 6 to 12 million have infestations each year. Head lice

are not a health hazard or a sign of uncleanness and are not generally known to be

responsible for the spread of disease. The most common symptom is itching. Individuals

with head lice infestation may scratch the scalp to alleviate itching, and there rarely may

be secondary bacterial skin infection. Head lice are the cause of much embarrassment and

misunderstanding, many unnecessary days lost from school and work, and millions of

dollars spent on remedies.

The adult louse is 2 to 3 mm long (the size of a sesame seed) and usually pale gray,

although color may vary. The female lives up to 3 to 4 weeks and lays approximately 10

eggs, or nits, a day. These tiny eggs are firmly attached to the hair shaft close to the scalp

with a glue-like substance produced by the louse. Viable nits camouflaged with pigment

to match the hair color of the infested person are most easily seen at the posterior

hairline. Empty nit casings are easier to see, appearing white against darker hair. The

eggs are incubated by body heat and hatch in 10 to 14 days. Once the eggs hatch, nymphs

leave the shell casing, grow for about 9 to 12 days, and mate, and then females lay eggs.

If not treated, this cycle may repeat itself every 3 weeks.

While the louse is living on the head, it feeds by injecting small amounts of saliva and

taking tiny amounts of blood from the scalp every few hours. This saliva may create an

itchy irritation. With a first case of head lice, itching may not develop for 4 to 6 weeks,

because it takes time to develop a sensitivity to louse saliva. Head lice usually survive for

less than 1 day away from the scalp at normal room temperature, and their eggs cannot

hatch at an ambient temperature lower than that near the scalp.

Transmission in most cases occurs by direct contact with the head of another infested

individual. Indirect spread through contact with personal belongings of an infested

individual (combs, brushes, hats) is less likely but cannot be excluded. Lice found on

combs are likely to be injured or dead, and a healthy louse is not likely to leave a healthy

head.

The gold standard for diagnosing head lice is finding a live louse on the head. This can be

difficult, because the louse can crawl 6 to 30 cm per minute. The tiny eggs, or nits, may

be easier to spot, especially at the nape of the neck or behind the ears, within 1 cm of the

scalp. It is important not to confuse nits with dandruff, hair casts, or other hair debris; nits

are more difficult to remove because they are "glued" on. It is also important not to

confuse live nits with dead or empty egg cases. In general, nits found more than 1 cm

from the scalp are unlikely to be viable, but some researchers in warmer climates have

found viable nits farther from the scalp.