

# Welcome to Central Elementary School

Dear Families,

Welcome to the 2012-2013 school year!

## Dedicated Staff of Central Elementary

Administrative Assistant	Vicki Dalton			
Preschool	Emily Laird	Kristen Stimmel	Carol Powers -aide	Kim Reed- aide
Kindergarten	Diana Dixon	Tammy Garey	Audra Luicart	Marisa Wilson
Grade 1	Erynne Collins	Angie Klingelhafer	Michele Maniskas	Liesl Rice
Grade 2	Jessica Fulmer	Tara Gates Debbie Heath	Mary Ann Hughes	Ethel Spencer
Grade 3	Jennifer Britton	Tara Montgomery	Karen Shull	J'dean Vollmer
Grade 4	Michele Bolin	Jodi Cress	Kirsten Herrick	Ginger Kreitz
Intervention Specialists	Suzanne Mulrooney	Beth Powers	Don Miller	
Title I	Lori Hoffman	Sheila Nott	Marilyn Stewart	
Music Teacher	Dawn Cisco			
Art Teacher	Jackie Duffy			
PE Teacher	Andy Perry			
Technology	Andy Potter			
Library	Tammy Lutz	Sheryl Blosser		
Cooks	Angie Boals	Gina Call	Deana Huston	
Health Aide	Pam Moritz			
Custodians	Renee Abram	Ron Potts	Janice Stephenson	
Educational Aides	Charlene Berry Kim Calvert	Judy Rhodes	Stacie Scholar	Gene Smith
Speech	Lauri Cummings			
Psychologist	Deanna Payton			
Intervention Tutor	Kathie Lynn	Mary Beth Mace		
Guidance Counselor	Angie Helber			
Administrators	Courtney Spatar	Dave Snipes		

# Important School Reminders

**All forms should be completed and returned to school by  
Friday, August 24, 2012**

The attached folder will serve as the **Parent Handbook** this year. This folder will be very useful to you throughout the school year to organize school bulletins, letters, calendars, notices, etc. Please keep it to reference throughout the year.

1. **CALENDAR:** Calendar/Lunch menu/ Newsletters will be sent home monthly. Please check and hang in your home. **Please review your child's behavior calendar daily.**
2. **TOYS:** Please have your child leave toys and important personal belongings at home. They often get lost and are a classroom distraction. This includes cell phones, video games, and CD players. Personal belongings may be confiscated if they are a problem. Items can be picked up in the office by parents.
3. **ABSENCES:** Parents should notify the school before 9:15 a.m. Five unexcused absences will result in a 5 day letter from the principal. Ten unexcused absences will result in a meeting with Ms. Spatar to discuss attendance issues. On the twelfth day of an unexcused absence, charges will be filed with the Hocking County Prosecuting Attorney. **Tardies to school will follow the same process.**
4. **MEDICATION:** In the event your child needs to take prescribed medication in school, both the parent and physician must complete the medication form. Medication will be accepted in the **original prescription bottle only.** All medication must be stored in the school office and administered by school personnel. Your cooperation helps us to insure the health and safety of all students. If you need a medication form, please ask for one in the office. A separate form for over the counter medication is also available in the office. **Please do not send prescription medicine to school with your child. Please bring the medicine to Ms. Vicki in the office.**
5. **ARRIVAL TO SCHOOL:** Students dropped off in the morning may enter the building at 8:20 am. **Please do not drop off your child prior to this time.** Students are not supervised until 8:20 am. Students not eating breakfast will go straight to their classrooms.

Students arriving at 8:45 or after should enter the building through the main office door and receive a tardy slip to class. **Students will be considered tardy if they are not in their classrooms at 8:45 am.**

**VERY IMPORTANT:** If your child is tardy to school, you must accompany your child into the office to sign your child into school. Students may not enter without an adult to sign them into school.

**6. EARLY DISMISSAL:** If your child must be dismissed from school early, please send a note to school indicating the date and time of the early dismissal and who will be picking up. When arriving to pick up, please sign the student out in the office and we will call for your child. Early Dismissals are permitted for doctor appointments.

**7. If you need to call the office to make alternative arrangements for your child for dismissal, please do so before 2:00 pm. It is very difficult to ensure your child receives the message when you call after 2:45 pm.**

**8. BUS:** If a child normally rides a bus home but is being picked up, a note must be sent to school stating the day, time and individual who will pick up. That individual must report to and sign the child out in the office. Students who are riding the bus will line up in the gym and will be escorted by a teacher to the bus.

- ❖ If your child is going to the home of another student, the office must have a signed note from you AND the parent/guardian who will be supervising the students upon arrival.
- ❖ Balloons on school busses impair the driver's vision, therefore, no balloons will be allowed on the bus.

**9. CELL PHONES:** School personnel will be able to contact your child during the school day. Therefore, cell phones are prohibited on school property during the school day. Confiscated cell phones will be returned to the parents only. A discipline consequence may be issued to the student.

## **10. DISMISSAL OF WALKERS AND PICK-UPS**

Please refer to the dismissal plan in the folder.

If your child will be picked up by someone other than those stated on the Emergency Card or Child Authorization Pick Up Card, please send a note or call the office with that information. That person will need to come to the office to sign out your child while showing identification.

**11. BIRTHDAY CELEBRATIONS:** Students will receive a special treat at lunch on their birthday. Birthdays will be celebrated in the classroom on Activity Day. Please do not bring cupcakes/treats on your child's birthday.

# Food Service Information

**Breakfast: 8:20 am -8:45 am**

**Free Breakfast for all students this year!**

**Lunch:**

- **\$2.25** full price (includes milk) Reduced Lunch price is \$.40
- \$.45 for milk only
- Lunch Choices for all grade levels: **Tray 1, Tray 2** which is a cold cut sandwich, or **Salad** (Peanut Butter and Jelly is not a choice this year)

Students who ride the bus will arrive at school with plenty of time to eat breakfast. If you are transporting your child to school and would like your child to eat breakfast, please drop off your child at 8:20 am so that your child has time to eat breakfast. Breakfast ends at 8:45 am. We want all our students to have a full belly before learning!

- ❖ **FREE/REDUCED LUNCH FORM** Parents wishing to receive assistance from the free or reduced lunch program should complete the enclosed application. Please complete all sections of the form. **An income of \$0 cannot be accepted.**

Please return the completed application no later than **Friday, August 24, 2012.**

- ❖ **MONEY ENVELOPES** You will be given a money envelope for your child's lunch money. You can pay as much as you want. That amount will be put in the computer on your child's account. Lunch will be subtracted from the amount on your child's account. You may also pay for your child's lunch over the Internet. To do so, log on to [www.loganfoodservice.com](http://www.loganfoodservice.com). Your child should not accumulate a number of lunch charges. During the school year, **if there are reductions in your family's financial status** which makes it difficult to pay for lunches, please contact us. We can reassess your family's eligibility to participate in the free/reduced school lunch program. There will be a \$2.50 transaction fee when using a credit card on Pay Pal.
- ❖ **PACKED LUNCH** If students pack, they will be permitted to purchase milk to go with what they have already brought from home. **Please, no soft drinks/pop with packed lunches. Please pack items that are easy for your child to open at lunch.**