

**CENTENNIAL ELEMENTARY**

13200 WESTLAKE DRIVE

BROOMFIELD, CO 80020

720-972-5280

[www.Centennial.Adams12.org/](http://www.Centennial.Adams12.org/)



**CHRISTINE PARKES – PRINCIPAL**

**WENDY SUSICH – OFFICE MANAGER**

**NATALY SANCHEZ – REGISTRAR/ASSISTANT SECRETARY**

**PARENT/STUDENT HANDBOOK**

## **CENTENNIAL INFORMATION**

**CENTENNIAL ELEMENTARY OFFICE – 720-972-5280**

**CENTENNIAL ELEMENTARY OFFICE HOURS – 7:15AM-3:30PM**

**CENTENNIAL FAX – 720-972-5299**

**ATTENDANCE LINE (AVAILABLE 24 HOURS A DAY) – 720-972-5298**

**B.A.S.E. PROGRAM – 720-972-5296**

**CAFETERIA – 720-972-5289**

**PRINCIPAL – CHRISTINE PARKES – 720-972-5283**

VISIT OUR WEBSITE AT <http://centennial.adams12.org>

Also accessible from the District website

## **SCHOOL HOURS**

**Full Day Kindergarten and Grades 1 - 5**

Monday through Friday 7:30am – 2:55pm

**P.M. Kindergarten Hours**

Monday through Friday 11:30am – 2:55pm

## **RECESS/LUNCH SCHEDULE**

10:35-10:55/10:55-11:15	KDG and 2 <sup>nd</sup> GRADE
11:00-11:20/11:20-11:40	1 <sup>st</sup> GRADE
11:25-11:45/11:45-12:05	4 <sup>th</sup> GRADE
11:50-12:10/12:10-12:30	5 <sup>th</sup> GRADE
12:15-12:35/12:35-12:55	3 <sup>rd</sup> GRADE

## **EMERGENCY INFORMATION**

It is **ESSENTIAL** that we have the following information on file in case of illness or emergency:

- A. Telephone numbers where parents may be reached.**
- B. Names and telephone numbers of relatives or friends who should be contacted when parents are not available.**

PLEASE NOTE THAT STUDENTS **MAY NOT** BE RELEASED TO ANYONE WHO IS NOT ON THE INFORMATION SHEET FILED IN THE OFFICE. YOU MAY BE ASKED TO SHOW SOME FORM OF ID BEFORE ANY STUDENT IS RELEASED. **IT IS IMPERATIVE THAT YOU PLEASE NOTIFY US IMMEDIATELY IF ANY OF THIS INFORMATION CHANGES SO THAT WE CAN REACH YOU IN CASE OF AN EMERGENCY.**

## **ILLNESSES**

Centennial will honor a 1-day request from parents for students to remain in from recess. More than one day requires a note from the doctor.

## **WITHDRAWALS**

The parent should notify the school at least one day in advance of a student withdrawal. All library books, textbooks and other school materials should be returned. All lunch fees and fines should be paid at this time.

## **HEALTH AND PERSONAL CARE**

Good health and personal care are very important for everyone. We live in a world with many other organisms, some of which are not friendly to people. Schools are not always informed of the presence of children with possible infectious situations. With preventative procedures, the risk of contracting an infectious disease is reduced. It is important that all children develop and use good health habits at school, at home and in the community.

## **SCHOOL CLOSURE INFORMATION**

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star School. Information on closures may also be obtained by calling the district information number at 720-972-4000, then press 7 for school closure information or check the district website: [www.adams12.org](http://www.adams12.org). Please note that school is rarely canceled.

## **VISITING THE SCHOOL**

Parents are welcome and are encouraged to visit anytime. We ask that you **SIGN IN** at the office and show your ID when you arrive. You must wear a visitor's badge. The teacher should be informed in advance as to the day and time of the visit to avoid conflicts with the school schedule.

When visiting, parents must realize the first responsibility of a teacher is to the students. The teacher may be unable to converse at any length with a visitor. If a conference is desired, the teacher shall make arrangements.

## **SAFETY PROCEDURES**

Fire drills, tornado drills and lockdown drills are scheduled on a regular basis in order to maintain a safe and secure environment at Centennial. District and Broomfield safety officers may participate in any or all drills.

## **INDOOR LINE-UP**

Students will line up inside in the morning if snow, rain or sleet is falling or the temperature, with the wind chill is 20 degrees or less. The doors will open at 7:20 for indoor line-up. Please do not drop students off prior to this time as there is no supervision provided. **We ask that adults drop students off at the door and do not enter the building to wait with students.**

## **OUTDOOR RECESS GUIDELINES**

All recesses will normally be held outside unless the temperature drops below 20 with wind chill or precipitation is falling. Students must be prepared for all types of weather!

# **BEFORE/AFTER & SUMMER ENRICHMENT PROGRAMS**

## **BEFORE & AFTER SCHOOL PROGRAM**

The Before/After School Program is offered as a day camp for children ages 5-12.

This program meets weekdays in the morning from 6:30am – 7:30am and in the afternoon from 2:55pm – 6:00pm on school days. Fall registration fee is \$35.00 for the school year and summer registration fee is \$50.00. For more information please contact Site Director Erin Seitz @ 720-972-5296 or email at sei009992@adams12.org.

## **PROGRAM RATES**

<b><u>FULL TIME WEEKLY RATE</u></b>		<b><u>PART TIME WEEKLY RATE</u></b>	
BEFORE & AFTER SCHOOL	\$75.00	BEFORE & AFTER SCHOOL	\$22.00
BEFORE SCHOOL ONLY	\$19.00	BEFORE SCHOOL ONLY	\$8.00
AFTER SCHOOL ONLY	\$57.00	AFTER SCHOOL ONLY	\$18.00
FULL DAYS(INCLUDED)		FULL DAYS	\$37.00

BASE Program cell number is 720-480-4130.

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## **BEFORE SCHOOL DROP-OFF**

Students may not be dropped off on school grounds before 7:25 a.m. There is no adult supervision available before that time.

## **AFTER SCHOOL LATE PICK-UP**

If the student is not picked up by 3:05 p.m., a \$10.00 fee may be assessed and payment will be expected at the time of pick-up. Every attempt will be made to contact someone for the student. If after 30 minutes of no contact being made, the police will be called.

## **CENTENNIAL GENTLE START**

ALL teachers will admit students into their classrooms starting at 7:30 a.m. The doorways at the ends of each of the hallways will remain open until 7:35 a.m. At 7:35 a.m. all doors will be locked and admittance will be allowed only by use of the main doors.

## **COMMUNICATION WITH CENTENNIAL ELEMENTARY**

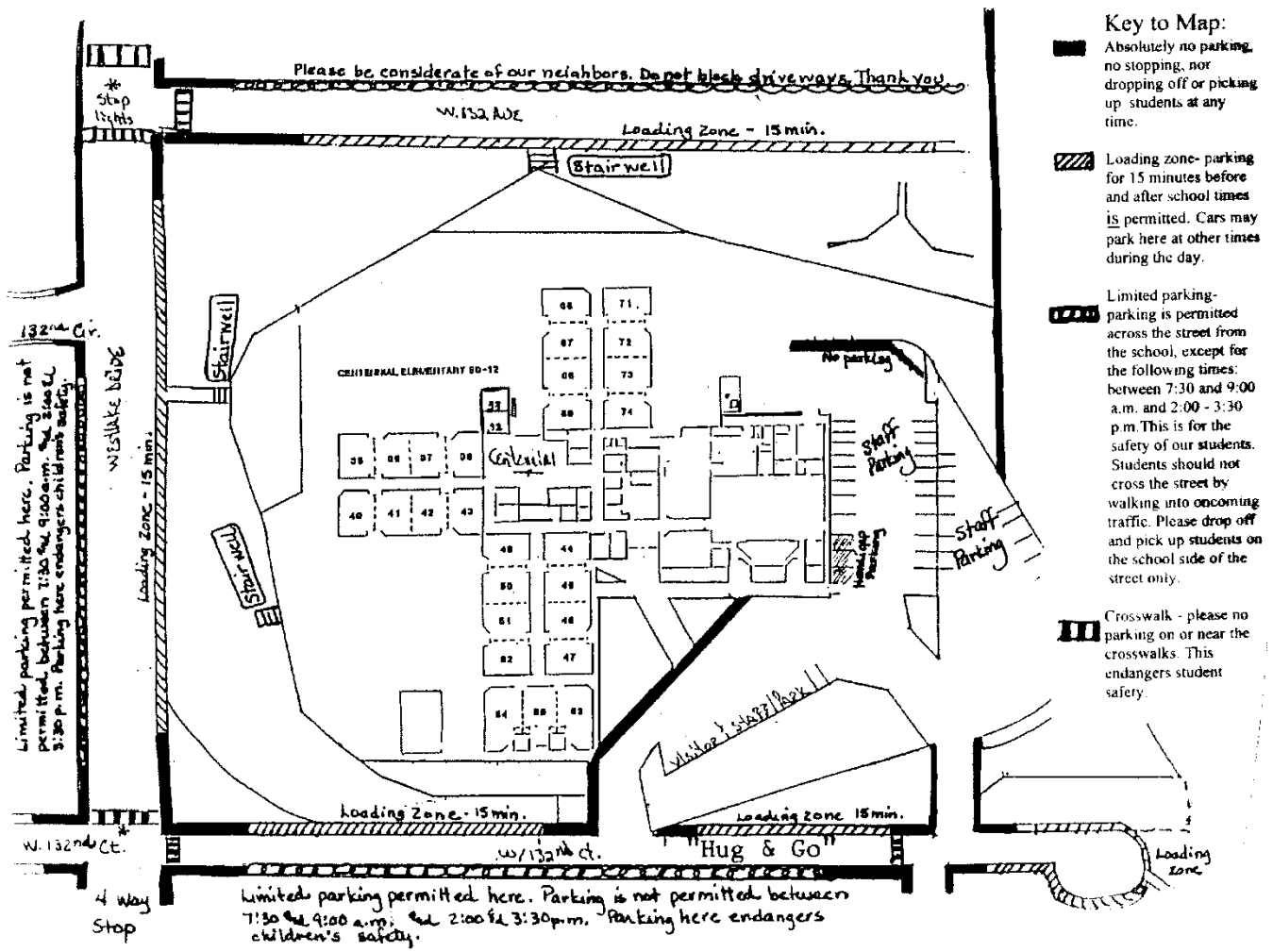
Centennial's office staff will only deliver **emergency** messages to students. **Please assist us by making arrangements for after school pick-up and daycare prior to your child leaving for school in the morning.** **Students will not be allowed to use the phone to make after school social arrangements.** Students will be allowed to use the phone only in the following situations:

- \* When requested by their teacher
- \* When requested by an administrator
- \* When requested by health aide or office staff

# SCHOOL TRAFFIC SAFETY

Centennial Elementary School would like your support in addressing the safety problems and traffic congestion around the school. To increase the safety of our students please follow these guidelines when dropping off and picking up students:

- The area between the entrance and exit of the parking lot is a “hug & go” zone.
- Always drop off and pick up students on the school side of the street or around the cul-de-sac on 132<sup>nd</sup> Court. **THE DRIVEWAY IN FRONT OF THE SCHOOL MAY NOT BE USED FOR DROPPING OFF OR PICKING UP STUDENTS.**
- Avoid U-turns. When driving on 132<sup>nd</sup> Court use the cul-de-sac to turn around.
- Use caution when making a right turn from 132<sup>nd</sup> Court on to Westlake Drive. Children may be in the crosswalk.
- Keep crosswalks clear at all times. Do not stop or park in a crosswalk area.
- Always yield to children and adults in the crosswalk.
- Drive slowly at all times.
- Obey all traffic signs.
- Please do not walk your child across the street into oncoming traffic. **WE ASK THAT YOU USE THE DESIGNATED CROSSWALKS!**



## **DISTRICT STUDENT DRESS CODE POLICY**

- Non-jersey athletic attire is now permitted (Bronco, Nuggets, Rockies, Avalanche, etc.)
- Clothing that advocates drug, alcohol, tobacco, violence, religious, racial, or criminal activities is prohibited.

## **CENTENNIAL DRESS CODE**

Centennial's dress code is designed to maintain a safe environment and a proper atmosphere for learning. It is assumed that clothing which may be acceptable for younger children would not be appropriate for older students.

- Shorts and skirts must be fingertip length
- Tops must cover midriff, back and chest areas
- Pants should not "sag"
- Hats/hoods/hoodies/bandanas and scarves **may not** be worn on the head inside the school
- Tops must have 2" shoulder straps and may not be low cut; no spaghetti straps
- No visible tattoos (including temporary)
- The District's Safe School Policy will be adhered to at all times.
- Chains may not be worn or brought to school
- No torn, extremely faded worn out clothing may be worn to school
- No pajamas or house slippers may be worn to school except on special days
- No "heelies" may be worn at school
- Hair Dye – Students will be asked to remove hair dye if it becomes a distraction to the student or others in the learning environment.

**\*\*In the event that the dress code is not followed, parents will be notified and asked to bring an appropriate change of clothing.\*\***

## **CLOTHING FOR GYM/ART CLASS**

Children are expected to dress appropriately when attending gym or art class. Gym shoes are mandatory for P.E. class. No black-soled shoes, sandals, high-heeled shoes and flip flops are not allowed. Black soled shoes leave marks and a sticky substance on the gym floor. Because of the nature of art class please be advised that student's clothing could become soiled.

## **LOST AND FOUND**

Parents please check the lost and found on a regular basis. Lost and Found is ALWAYS overflowing with coats, jackets, shoes, boots and lunch boxes. **PLEASE PUT YOUR CHILD'S NAME ON HIS/HER JACKET, COAT, LUNCH BOX.** During event's where parents attend, we might have a table for lost and found items. Please check those tables or the lost and found area. Twice a year we give all lost and found items to Precious Child.

## **BICYCLES/SCOOTERS/SKATEBOARDS/RIPSTICKS**

Only students in grades 3-5 are permitted to ride bicycles, scooters or roller blades to school. Bicycles and scooters are to be parked and locked in the racks in back of the school. There should only be one rider on the bike. Roller blades are to be stored in individual student backpacks only. **Students should walk the bike as soon as they arrive on school grounds.** Bicycle riders leaving school grounds should follow general traffic safety rules. Centennial Elementary cannot be responsible for lost, stolen or damaged bicycles. **Skateboards or Ripsticks may be ridden to school if ridden responsibly.**

## **CENTENNIAL PARENT/TEACHER ORGANIZATION (CPTO)**

The C.P.T.O. membership is composed of parents, teachers and community members. C.P.T.O. functions typically include fundraisers, which provide funding for specific needs within the school, and sponsorship of programs, which promote cooperation between home, school and the community. **C.P.T.O. usually meets once a month at 6:30 p.m. in the Media Center/Library.** Babysitting will be provided. Each month's program begins with a focus on student achievement. Please come join us!

## Centennial Parent-Teacher Organization (CPTO)

The CPTO would like to welcome you and your family! We would like to introduce ourselves to you and to the purpose behind our organization.

### CPTO Mission

**To help create a safe, effective and fun learning environment for children at Centennial Elementary through a partnership between parents, families, teachers and administrators.** CPTO sponsors family events and fundraisers to build school spirit and raise needed funds for the school.

### Why get involved?

- ❖ Getting involved in your child's school is one of the best things you can do to encourage their learning.
- ❖ An active parent group means a stronger school.
- ❖ You can hear the latest happenings at school through the principal's monthly reports at CPTO meetings.
- ❖ It's a great way to get to know other parents and families at the school.

### CPTO Fundraisers and Events:

The CPTO sponsors a variety of events throughout the year including Monster Mash, dinners for teachers during parent-teacher conferences and so much more. The CPTO is also involved in various successful fundraising activities. CPTO has provided money to the school for:

- ◆ Upgrading technology/computers
- ◆ Improving classroom libraries
- ◆ Art supplies
- ◆ Teaching/Curriculum materials
- ◆ Playground upgrades
- ◆ Student field trips
- ◆ PE Equipment

### How can you get involved?

All parents and families are welcome to attend monthly meetings and get involved in CPTO activities. The more voices we hear about the needs of the school, the better we can plan our activities and direct our fundraising dollars.

### *Monthly Meetings*

The CPTO meets monthly. We use the monthly meetings to plan events and fundraisers, hear guest speakers on a variety of topics, listen to parent concerns and issues and make decisions about how to spend our fundraising money. The principal attends every meeting and provides a report on the latest happenings at the school. Free childcare is provided at all of our meetings.

### *Special Events*

In addition to the monthly meetings, there are many other ways to get involved in CPTO: bake cookies for the Monster Mash, prepare a side dish for the parent-teacher conference dinner, or come enjoy the great student projects at the Science Expo. Any time you have to volunteer is greatly appreciated!

Thank you for your interest in making Centennial Elementary the best learning environment it can be. Parents and families do make a difference and that is our goal. If you have any questions, please send an email to: [broomcpto@gmail.com](mailto:broomcpto@gmail.com)

Welcome to Centennial!



## DISCIPLINE EXPECTATIONS FOR ALL STUDENTS



### **RAPTORS SOAR FOR SUCCESS BY PERSEVERING WITH COURAGE AT CENTENNIAL ELEMENTARY**

**R**espect

**A**ttitude

**P**erseverance

**T**houghtful teamwork

**O**rganized

**R**esponsible

**S**uccessful

### POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Centennial Elementary utilizes the Positive Behavior Support (P.B.S.) Program. The purpose of the program is to establish and maintain an effective school environment that maximizes the academic achievement and behavioral competence of all learners.

#### **Guiding Principles:**

- (a) Prevention is more effective than reaction.
- (b) Teaching positive behavior is more effective than assuming students already have these skills.
- (c) Behavioral expectations need to be defined in a concrete, positive way so that every student can remember them.
- (d) Schools and families working together can provide a continuum of behavioral support ranging from school-wide interventions for all students to more individualized interventions for students with intense/chronic behavior challenges.

### **CAFETERIA EXPECTATIONS:**

- \*Use a soft voice at all times.
- \*Keep your food on your tray or in your mouth.
- \*Clean up when you leave.
- \*Raise your hand if you have questions/need help.
- \*Keep your hands and feet to yourself.
- \*Walk at all times.
- \*Remain seated while eating.
- \*Be courteous as you would be at home.

### **PLAYGROUND EXPECTATIONS:**

- Students are to be involved in constructive playground activities.
- Students are to remain on the playground during any recess.
- Students are to play only on the designated playground area.
- For health and safety reasons, students are to wear appropriate clothing and shoes while on the playground.
- Activities prohibited on the playground for safety reasons are:
  - \*Fighting
  - \*Tackle games of any kind
  - \*Throwing snowballs, dirt, rocks or other dangerous objects
  - \*Playing near bicycle racks
  - \*Hardball (baseball)
  - \*Crack the Whip or Red Rover
  - \*Horse (students riding on shoulders of another)
  - \*Sliding on ice
  - \*Standing on swings, swinging on stomach, jumping off the swings while swinging
  - \*Chasing or keep-away
  - \*Chicken on any equipment; pile-ups at the bottom of the slides
  - \*Climbing backstops or fences
- The adult on duty can remove any student or stop any activity he or she feels is hampering or endangering other students or themselves. Students may be given a conduct as a consequence for unsafe behaviors. **CHILDREN NEED TO TALK TO THE PERSON ON DUTY CONCERNING ANY PROBLEMS.**
- Students may not re-enter the building without permission.
- Students are not to bring playground equipment from home to school.
- Students may not ride skateboards/ripsticks on school property.

### **CLASSROOM EXPECTATIONS:**

Classroom expectations are based on each individual classroom. Please check with your student's classroom teacher.

### **CENTENNIAL EXPECTATIONS:**

1. All teachers, para-educators and other staff members are to be treated courteously by students.
2. The care of all text and library books issued to the student is his/her responsibility, as is playground equipment, cafeteria equipment, restroom facilities, halls, walls, etc. The student is expected to maintain these items in good condition. Restitution is required for deliberately damaging equipment, school property and lost books.
3. Students are expected to arrive on time and go directly home at the end of their school day.
4. Students are expected to remain on the school premises after arriving at school.
5. Students are not allowed in the building until 7:30 a.m. unless they are participating in supervised activities.

6. Students should use assigned entrances or exits.
7. Students are encouraged to bring only those items directly related to activities of his/her class.
  - a. Bringing toys to school is NOT ALLOWED since the chance of breakage or loss is relatively high.
  - b. Computer games, MP3 players, iPods and other electronic devices should not be brought to school except with special permission. Adams 12 Five Star Schools shall not assume responsibility for theft, loss or damage of any devices, and will not be responsible for the investigation of such incidents.
  - c. Gum, alcohol, drugs and tobacco in any form are prohibited at school.
  - d. Skateboards and Ripsticks may not be ridden on school property.
  - e. The use of any motorized vehicle on school property is prohibited.
  - f. **NO TOY OR REAL GUNS, KNIVES, SPEARS, OR SWORDS. POSSESSION OF SUCH ITEMS MAY RESULT IN SUSPENSION OR EXPULSION FOR THE ENTIRE SCHOOL YEAR.**
8. Students should walk at all times while in the classroom or hallways.
9. Hats, hoodies, bandana's, scarves on head are not to be worn in the building or classrooms.
10. Student use or possession of cell phones is permitted only under the following guidelines:
  - \*The cell phone is turned "off" and stored out of sight at all times in the student backpack. This includes, but is not limited to, when the student is anywhere within the building, at recess or on field trips.
  - \*Cell phones taken from students will be kept until a parent contact is made and arrangements have been made for the parent to come to school to pick up the phone.
  - \*Such device may not be used in any manner which disrupts the academic environment, or otherwise disrupts any school activities.
  - \*Under all circumstances, students are personally and solely responsible for the security of their cell phones. Adams 12 Five Star Schools shall not assume responsibility for theft, loss or damage of any devices, and will not be responsible for the investigation of such incidents.
11. Birthday celebrations at school should be kept to a minimum. We understand that school is the easiest place to distribute birthday invitations; however, doing so can cause many hurt feelings which disrupt the learning environment. Please have students pass out any party invitations after school is dismissed. No "goodie bags" may be brought by parents. Any food brought into the classroom should be a healthy snack. Only food purchased at a store should be brought to school for students. Please check with your students' teacher.

**MINI-PARTIES OR DELIVERIES FOR STUDENTS – IN ORDER TO CREATE AND MAINTAIN AN EDUCATIONAL SETTING WHICH VALUES LEARNING AND TO CAUSE THE LEAST DISRUPTION TO THE SCHOOL DAY, WE ASK RELATIVES/FRIENDS TO NOT SEND DELIVERIES TO STUDENTS AT THE SCHOOL. THESE DELIVERIES WOULD INCLUDE BALLOONS, FLOWERS, TEDDY BEARS, EDIBLE ARRANGEMENTS, ETC. MINI-BIRTHDAY PARTIES DURING LUNCH IS NOT ALLOWED! THIS DISRUPTS AND CAUSES HURT FEELINGS FOR OTHER STUDENTS IN THE CAFETERIA.**

12. **There is no reserved seating at School Events ie; Choir Performances, Grade Level Performances, Award Ceremonies, etc. Seating is limited and there is to be no reserved seating at any Centennial Elementary School events.**

## **BEHAVIORIAL INTERVENTIONS**

We believe we can make a difference in student behavior. Our school's procedures rest on techniques that are derived from research in psychology, social learning theory and cognitive/behavior modification approaches. Every procedure will meet two criteria:

1. Students will be treated with dignity and respect;
2. A reasonable process will be used to help students learn to behave more responsibly.

Below are a list of possible interventions a teacher may use to consequence students:

- \*time-out (classroom or office)
- \*conduct report sent home
- \*loss of recess
- \*loss of lunchroom privileges
- \*stay after school – In accordance with district policy students may be detained after school for 10 minutes. If additional time is necessary (beyond the 10 minutes), the student or teacher will phone parents.
- \*letter of apology
- \*phone call home
- \*parent conference
- \*student contract

**\*\*THIS IS NOT AN EXHAUSTIVE LIST, BUT INCLUDES SOME OF THE MOST COMMON CONSEQUENCES USED BY THE CLASSROOM TEACHER.**

If the student is referred to the principal(s), the following procedure is followed:

- \*check records to see whether student has been referred before;
- \*check to be sure adequate information about the specific incident is known;
- \*meet with student;
- \*decide whether anyone else should be involved in meeting;
- \*explain nature of referral to student (fighting, absenteeism, interrupting class, etc.);
- \*get information from the student as to "what happened", "why did you do this"?
- \*tell the student clearly that particular misbehavior is not allowed in school and why;
- \*give the student information about how to behave more responsibly;
- \*let the student know what, if any, consequences beyond conference will be assigned; (detention, in-school/out-of-school suspension, parent conference)
- \*when appropriate, tell the student what may happen should the behavior occur again;
- \*communicate positive expectations after meeting with the child;
- \*document incident;
- \*follow-up with the referring staff member;
- \*involve, if appropriate, other staff members;
- \*follow-up in a few days/weeks with student/parents if needed.

Teachers may use a refocus form to communicate to parents certain behaviors. Refocus forms are not used by administrators. Student conduct forms may be used by teachers and administrators for more serious student discipline behaviors.

## STUDENT TRAITS

### CHARACTER TRAITS

**Caring**-Being nice to others with what I say or do.

**Cooperation**-Working with others to do a job or play a game.

**Courage**-Taking the right risks to help myself and others.

**Goal Setting**-Knowing good things I want and making a plan to get there.

**Gratitude**-Being able to say “thank you” out loud when someone is kind to you.

**Honesty**-Being able to tell the truth even when it is hard.

**Humanity**-Believing that everyone in the world is important and special.

**Integrity**-Doing what is right and fair.

**Patience**-Willing to wait without complaining.

**Perseverance**-Staying with a job and not giving up.

**Respect**-Taking care of myself, others, peoples’ belongings and listening to people in charge.

**Responsibility**-Telling the truth about what I did without blaming others.

**Self Control**-Being in charge of myself in the right way.

**Self Esteem**-Showing that I believe good things about myself by trying to do well.

**Service**-Giving the time and effort to help others.

### **RECOGNIZING STUDENTS**

Students are recognized once a month for following character traits during their lunch.

We recognize students 3 times during the school year for academic growth, excelling and meeting grade level expectations, and/or trying their best everyday on their work.

### **BALD EAGLE AWARD**

Teachers or other school personnel can reward an individual classroom that has demonstrated “Raptors Soar for Success” or exemplified Centennial’s “Character Traits”. This award is presented to the class. Classroom celebrations occur during the year when a predetermined goal is met. Teachers and students will establish these goals at the beginning of the school year.

### **RAPTOR BUCKS**

Individual students are awarded a “Raptor Buck” for promoting the “Code of Conduct” and Centennial’s “Character Traits”. Students may accumulate the Raptor Bucks to obtain prizes.

## EXTRA-CURRICULAR ACTIVITIES AND PROGRAMS

The following activities are offered to students during the school year. Informational flyers are sent home detailing how the student may get involved. Examples include but are not inclusive of all activities offered.

- \*Fall and spring choir programs
- \*District Art Show
- \*Math Olympiad
- \*Science Fair
- \*1<sup>st</sup>/2<sup>nd</sup> Grade Choir Program
- \*Girls on the Run
- \*Battle of the Books
- \*Intramurals
- \*Honor Choir
- \*Multi-Cultural Night
- \*Math Nights
- \*Spelling Bee
- \*Science Club
- \*Centennial News Network (CNN)

## STUDENT INTERVENTION TEAM

Any teacher or parent who has an educational concern about a student may bring the concern to the attention of the school's intervention team. Parents and teachers can do so by talking to the administrators. The purpose of the team is to problem-solve situations in which students are having difficulties in the classroom. Strategies are explored to help these students.

In the event strategies have not succeeded to help a student's educational performance, a special education testing process MAY be started, with the consent of the parents. This testing process should not be longer than 45 days from parent consent to completing testing in the following areas:

- \*Educational performance;
- \*Physical functioning, including vision, hearing and movement;
- \*Cognitive functioning;
- \*Social/emotional functioning;
- \*Communication functioning;
- \*Life skills/careers/transitional functioning.

Formal test results along with other test information and input from classroom teachers and parents will be used to identify student needs and special education eligibility. In the event that a student meets state guidelines for eligibility, an **Individualized Education Plan (IEP)** will be developed and implemented. The IEP will detail strategies, services and supports that the team feels are necessary to properly help the student.

## **G/T PROGRAM**

Centennial Elementary's Gifted/Talented (G/T) program consists of several elements. Identified G/T students are grouped into a specific class at each grade level to allow for more impactful differentiation strategies to be used by their teachers. G/T students will be moved to the appropriate math level or will be grouped to receive extensions and more challenging work. Classroom teachers will use what are called Math Menus to provide extension and enrichment work for G/T students in our EveryDay Math program. Students who are very strong readers will receive instruction at their own level and will read books at their level, during our Learning Pathways Block.

## **COMMUNICATION WITH PARENTS**

All teachers should be sending home, or posting on their website, a weekly or monthly newsletter. These newsletters should include the following when appropriate: information on content to be covered or units to be studied in the coming weeks/months, expectations for students, sufficient prior notice of large assignments and the preparation time needed to complete these assignments. Centennial's monthly newsletter is posted on the website each month with timely information and a monthly calendar of events.

In addition, teachers post student grades in Infinite Campus throughout the semester. If you need information on how to access your students' grades and information, please contact the office at 720-972-5280. Assessments and grading standards are to be applied consistently to students of similarly demonstrated ability and should be based on student academic progress, achievement and clear standards. Grades should not be based on behavior. Students are encouraged to complete their assignments in a timely manner. Teachers will also be providing progress reports every 4-6 weeks to communicate student progress.

## **ADAMS 12 FIVE STAR SCHOOLS BOARD OF EDUCATION**

Centennial Elementary operates within the Board of Education policies. Board of Education and Superintendent Policies are available at Centennial Elementary and from the district to all students, their families and community members upon request. Students, families and community members can be heard by the Board of Education when they have exhausted internal (meaning school and district) hearing procedures.

## **THE STUDENT AND FAMILY OUTREACH PROGRAM**

The Student and Family Outreach Program believes that all students hold the strength and potential to thrive. Our mission is to remove barriers that keep students from being engaged and thriving in school by offering the following supports:

- provide homeless education services
- connect families with needed community resources (food, clothing, utility assistance, etc.)
- provide Health First Colorado (Medicaid) and Child Health Plan Plus (CHP+) application assistance to families
- provide bilingual assistance

If you would like more information, please contact us at 720-972-6015 or make a referral at [www.adams12.org/sfop](http://www.adams12.org/sfop)

## ATTENDANCE POLICY

A significant part of a student's educational experience is derived from classroom participation, activities, discussion and relationships. Daily attendance is required for the student to attain the maximum benefit from the educational process. It is the responsibility of the student, regardless of age, and his/her parents/guardians to maintain the student's attendance in accordance with the school district and Centennial's calendar.

Parents are requested to call the attendance line before 8:00 a.m. on any day their child is absent. You may call the attendance line 24 hours a day. **The attendance line number is 720-972-5298.**

District Twelve and Centennial strive to maintain a 95% attendance rate. This includes being in attendance throughout the school day, as well as arriving to school on time each and every day.

**\*\*Please review in detail the attendance information shown below:**

\*HALF-DAY ABSENCE- - -The student is at school at least 2 hours but less than 4 hours.

\*FULL DAY ABSENCE- - - The student is at school less than 2 hours.

\*TARDY - - - - - A student is considered tardy when he/she arrives at school after 7:35am

## CONSEQUENCES FOR FREQUENT ATTENDANCE PROBLEMS

For excessive excused and unexcused absences the following steps/consequences may occur:

Excessive excused absences are those which though excused, occur in such quantity as to impact a student's overall academic performance. Students who are excessively absent are subject to the following:

**Step One: 2-3 absences**

Intervention: Teacher has a conference with student/parent.

**Step Two: 4-5 absences**

Intervention: Teacher will send a letter of attendance concern to parent. Parent is required to sign and return letter.

**Step Three: 6-7 absences**

Intervention: A district notice of "attendance concern" is sent to the home address. The administration may also contact parents to set up an attendance conference. If appropriate, the administration may conduct a home visit to discuss resources available to the family to improve attendance.

**Step Four: 8-10 absences**

Intervention: Parents and administration meet to set up an attendance contract.

**Step Five: 11 or more absences**

Intervention: Administration refers case to the Office of Intervention Services (O.I.S.) for review. O.I.S. may conduct an attendance hearing, establish sanctions or make a referral to the 17<sup>th</sup> Judicial District.



**Unexcused** absences are absences, which are not reported to the attendance line or school office. In addition, absences that are reported to the school office but are due to weather conditions, car problems and over sleeping are considered unexcused. Unexcused absences are subject to possible disciplinary action (including those listed above) by an administrator and/or District Attendance Officer.

**For excessive tardies the following steps will be taken:**

Participation in the classroom is a significant part of a child's learning and progress. Class instruction and activities begin at 7:30a.m. Students who are excessively tardy are subject to possible disciplinary action. In addition, the following steps will be taken:

**Step One: 2-3 tardies**

Intervention: Teacher has a conference with student/parent.

**Step Two: 4-5 tardies**

Intervention: Teacher or administrator speaks with parent by phone or in person.

**Step Three: 6-7 tardies**

Intervention: Students with 6 or more tardies are subject to possible disciplinary action. In addition, a notice of "attendance concern" is sent to the home address. The administration may also contact parents by phone or in person.

**Step Four: 8-10 tardies**

Intervention: Parents and administration meet to set up a contract to address the causes of the tardy issue.

**Step Five: 11 or more tardies**

Intervention: Administration refers case to the Office of Intervention Services (O.I.S.) for review. O.I.S. may conduct an attendance hearing, establish sanctions or make a referral to the 17<sup>th</sup> Judicial District.

**EXTENDED PERSONAL/FAMILY VACATION ABSENCES**

Extended personal/family vacations, 3 days or more, **may be** excused when pre-arranged with the teacher and principal. Please contact the office for a form that requests approval of this kind of absence.

**MAKE-UP WORK**

Students with excused absences will be given one day for each day of absence to make-up any missed assignments. Students with any type of absence are held responsible for knowledge and completion of class work covered during their absence. (Board Policy 5113.2.6.2)

**PHONE CALLS TO STUDENTS**

In order to maintain maximum instructional time the office will not interrupt classrooms for calls for individual students. Please make arrangements with your students concerning lunch, lunch money, pick-up after school, etc. in the morning before your student leaves for school. We understand that emergency situations do arise and will be handled by the office.

### **FIELD TRIP FEES**

Field trip fees will be collected by the teacher before a field trip is to be taken. Each student will have to have a permission slip signed by a parent and the fee attached before a student will be allowed to go on the field trip. These field trip fees help to defray admissions charged and other costs incurred for the field trips your student will take during the school year. Checks should be made out to Centennial Elementary or may be paid in cash. Credit Cards are not accepted.

### **INSTRUCTIONAL MATERIALS FEES**

Per district policy, all students will be assessed a \$45.00 annual fee to support funding of instructional materials used during the school year. These fees may be paid in the front office at any time. Checks should be made out to Centennial Elementary or fees may be paid in cash. Credit Cards are not accepted.

### **ONLINE FEE CREDIT CARD PAYMENTS**

All school fees can now be paid online at PayForIt.net. The district provides this service free with no transaction fees. You can view and make payments for all of your in district students in one place. Field Trip Fees, textbook/materials fees and charges for lost library books can all be paid through this system starting in August. You can even load money onto your child's lunch account. You will need your student's ID number to set up an account which can be found on his/her report card or on your Infinite Campus account. A parent computer kiosk, with access to the PayForIt site, is now set up in the school lobby for those families who do not have Internet access.

### **PETS ON SCHOOL GROUNDS**

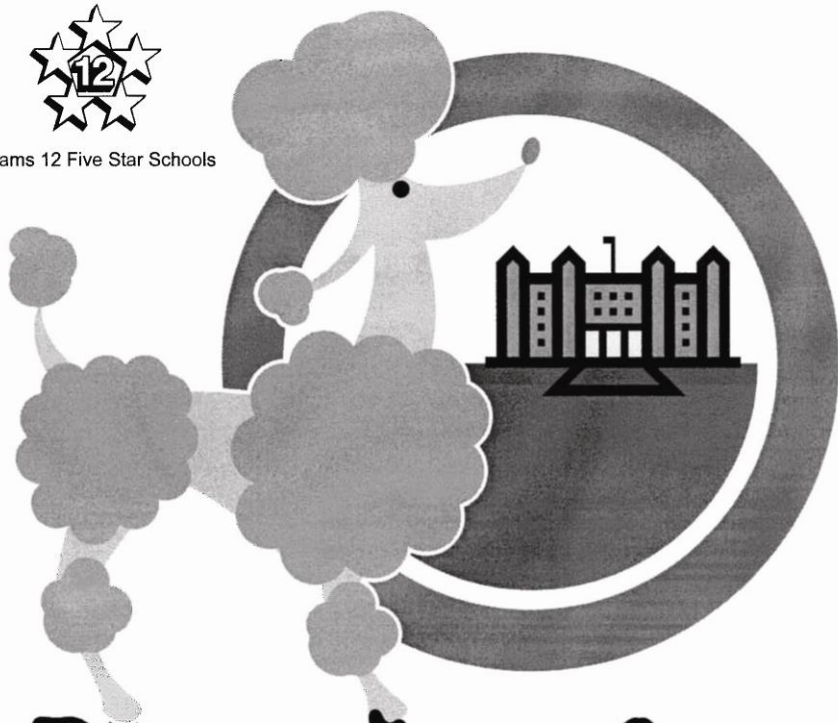
To insure student safety before and after school is critical. We at Centennial want to ask parents to refrain from bringing family dogs onto school grounds or into the building during school hours. One never knows for sure how a pet may react around large groups of students. A prearranged classroom "Show and Tell" with a family pet is acceptable if pre-approved by the classroom teacher.

### **MEDICATION**

If students must take prescription medication during the school day, written instructions and authorization must be provided by the student's physician. We cannot give aspirin, Tylenol, medicated lip balm, or other over-the-counter medication, unless prescribed by a physician. Students may not carry medication, medicated lip balm, etc. All medications must be in the original container, properly labeled with the name of the pharmacy, patient's name, doctor's name, and dosage clearly marked. ALL MEDICATION MUST BE KEPT IN THE CLINIC.



Adams 12 Five Star Schools



# Play it safe

## Keep pets away from school

Along with our parents, our school staff wants to help ensure our students have a safe, caring and healthy environment in which to learn. In working to achieve that, we ask members of our school community not to bring pets on school grounds. Pets pose health and safety concerns.

While a pet is familiar with its owner's family, it may act differently around an unfamiliar group of students at school. If a pet becomes startled and acts aggressively, we're concerned one of our students may be injured.

We know our parents care for the welfare and safety of all our students. That's why we ask parents to leave their pet in the car when picking up their child. If you walk your dog to school to pick up your child, please have your child meet you at a place off school property and away from other children.

In some instances, strangers use pets to lure children. If students know not to expect pets on school grounds, they'll be less apt to approach strangers with pets.

### Pets tend to:

- Act differently around crowds (may bite, jump on people, scratch, bark)
- Attract children (too many children may frighten the pet and cause it to bite)
- Scare some children
- Pose health concerns for those with allergies
- Act differently around other pets
- Go after scents like baby formula
- Go to the bathroom where children play, posing a health risk

*For more information, refer to our school's Parent/Student Handbook.*

**Note:** This request does not apply to trained service dogs. They're working dogs, and you'll see them helping those with special needs.

### **REPORTING PUPIL PROGRESS – PARENT/TEACHER CONFERENCES**

The academic and social progress of students at Centennial will be reported in writing to parents/guardians at the end of each trimester. Parent/teacher conferences will be held in order to verbally inform parents/guardians of the educational progress of the student.

### **STANDARDS-BASED GRADING**

Standards-Based Grading will be implemented at Centennial Elementary and all District 12 elementary and middle schools to report out student learning. At its core, standards-based grading is a system where teachers report scores based on a student's academic achievement in relation to the state standards. The purpose is to increase student achievement by clearly communicating a student's progress toward learning outcomes in a timely, accurate, fair and specific manner.

### **PROFICIENCY SCALE**

<b>SCORE</b>	<b>DESCRIPTION</b>
4	Advanced Understanding of the Standard
3	Meets the Standard
2	Approaches the Standard
1	Does not Meet the Standard
INS	Insufficient Evidence
/	Not Assessed

### **PARENT-TEACHER COMMUNICATION**

Research shows that children do better in school when parents talk often with teachers and become involved in their child's school. Teachers welcome meeting their student's parents early in the school year. Making an effort to do this will help the teacher better understand you, the parent, your child and how the teacher/parent can support the education of your child. Your needs and preferences are considered. Teachers appreciate knowing that parents are concerned and interested in their child's progress. This helps open the lines of communication.

In May of each year, new classroom assignments are done. Parents can fill out a form providing input on their child's classroom placement needs. This input is considered in final assignment. However, specific teacher requests are not granted.

## **Nutrition Services and Student Wellness**

Superintendent's Policy 3700 and its subsections describe the District's commitment to promoting good nutrition and physical activities. Information about free or reduced price meals, costs of meals, a la carte food offerings, and student meal charge accounts is available at each school's kitchen or administrative office. Information may also be found on the District's website under the parent resource link.

Schools along with parents can play a major role in reducing the number of overweight and obese children and youth. Schools are a place where students can gain the knowledge, motivation, and skills needed for lifelong physical activity and lifelong healthy eating habits. Nutritional content of foods and beverages sold by Nutrition Services are available on the District's website and in the school kitchens. In support of student wellness schools are expected to provide access to healthful items for fundraisers, classroom parties, and other school activities.

Superintendent's Policy 3710 discourages the use of food as a reward, and prohibits the denial of food as a form of punishment. The policy further explains that physical activity should not be used as a form of punishment.

### **MEAL PRICES**

**Breakfast    \$1.75**

**Lunch        \$2.60**

Nutrition Services has a new on-line credit card vendor. The address is [www.payforit.net](http://www.payforit.net).