

# **Centennial Elementary School**



## **Family/Guardian/Student Handbook 2022-2023**



## **Our Centennial Mission**

We will:

**Empower, challenge, and inspire** all students to **learn, achieve and excel** socially, emotionally, physically, and intellectually.

### **Our vision for Centennial Elementary is to:**

Support all students to achieve at high levels socially, emotionally, physically and intellectually by collaboratively using data to inform our decision making.

This handbook serves as a means of communication between home and school and addresses policies and procedures specific to Centennial Elementary School. This is a supplement to the Thompson School District “Behavioral Code of Conduct Board of Education Policies” and the TSD Student Conduct Policy. Electronic copies of the district handbook are available on the Thompson School District website, [www.thompsonschoools.org](http://www.thompsonschoools.org) We hope that we have anticipated many questions that may arise and have already addressed them for you. However, if you need clarification or have any additional questions, please call the school office at (970) 613-5800.

<https://www.thompsonschoools.org/centennial>

# Table of Contents

School Hours	Page 3
Driving and Parking	Page 4
Transportation	Page 5
Arrival & Dismissal at School	Page 5
Breakfast/Lunch	Page 6
Snacks	Page 7
Attendance	Page 7
Tardies	Page 8
Confidentiality	Page 8
School Parties	Page 8
Communication Between Home and School	Page 8
Getting Answers to Your Questions	Page 9
Messages for Students	Page 10
Medication Dispensed at School	Page 10
Positive Behavioral Interventions and Support	Page 10
Counseling	Page 11
Bullying Prevention	Page 12
Lost and Found	Page 13
Field Trips	Page 13
Cold and Inclement Weather	Page 13
Personal Items	Page 14
Student Dress Code	Page 14
Technology	Page 15
Parent Teacher Association	Page 16
School Advisory and Accountability Committee	Page 16
Volunteering	Page 17
Safety	Page 18
Middle and High School Students	Page 18
Annual Family Update	Page 18
School Fees	Page 19
Damaged Technology	Page 19

## **SCHOOL HOURS**

**Office Hours are 7:30 a.m to 3:30 p.m.**

**Monday, Tuesday, Thursday, and Friday**

STARTING TIME 8:00 a.m.

DISMISSAL TIME 3:10 p.m.

**Wednesday Late Start**

STARTING TIME 9:00 a.m.

Staggered DISMISSAL TIME 3:05 p.m., 3:08 p.m., & 3:10 p.m.

## DRIVING AND PARKING PROCEDURES

The safety of all of our children is our priority! Please follow these procedures in our parking lot at all times.

**MORNING HUG & GO WEST Parking LOT:** The west parking lot is reserved for staff parking. This parking lot may be used for 1st-3rd grade morning HUG & GO drop off only. Please reserve this area for this population so our HUG & GO moves quickly and efficiently. Please pull ALL the way forward to the BIG TREE when pulling into this area. While in the HUG & GO adults dropping off are not to exit the vehicle. **PLEASE DO NOT PARK VEHICLES** in the HUG & GO. Students exiting the vehicle need to exist next to the curb. If you need to exit your vehicle for your students to leave the vehicle, then you will need to park in the East parking lot or on the street and walk your student to their exterior classroom door.

**MORNING HUG & GO EAST Parking LOT:** The east parking lot has parking available for all visitors. This parking lot has a designated HUG & GO drop off only for Kindergarten, 4th and 5th grade students. Please reserve this area for this population so our HUG & GO moves quickly and efficiently. While in the HUG & GO adults dropping off may exit the vehicle to unbuckle their Kindergarten students. Students exiting the vehicle need to exist next to the curb. If you need to exit your vehicle for your students to leave the vehicle beyond a quick good-bye, then you will need to park in the East parking lot or on the street and walk your student to their exterior classroom door.

### **AFTERNOON PICK UP:**

- 3:05 pm: Kindergarten pick up is located on the East side of the building where drop off is located.
- 3:10pm: 1st, 2nd, and 3rd grade students may be picked up at the classroom door.
- 3:08pm: 4th and 5th grade students may be picked up in vehicles in the EAST pick up area.

**FRONT Parking LOT:** This parking is for STAFF and visitors between the hours of 8:15-3:00pm. There is no drop off in this area before school or pick up in this area after school.

**FRONT Bus LOT:** The bus lot is ONLY for school buses at all hours from 7:30am-3:30pm.

**Additional SAFETY Notes:** Please keep our driving areas safe for everyone: obey traffic laws, on and off campus, and respect the directives of Centennial staff (in vests), aa we are here to keep each human safe. Cars that need to park should do so in the marked parking spaces in the East parking lot. Drivers need to accompany children to/from the sidewalk to their vehicles.

There is one parking spot that is reserved for the PTA Silent Auction Winner in front of the school. Please refrain from parking in this assigned spot as only the PTA Silent Auction Winner is allowed to park there. It is designated for this family from the 1st day of school until the last day of school.

We recommend the following locations for drop off and/or pick up:

- Kindergarten drop/off pick up area on East side near classroom doors
- 1st, 2nd, and 3rd WEST parking lot drop off, classroom doors pick up
- 4th & 5th drop off in EAST parking lot (students walk in front of building and around building to classroom doors), EAST parking lot for pick up

## TRANSPORTATION – SCHOOL BUS

Currently Centennial has 1 bus route. Schedules for this route are available on the district website at <https://www.thompsonschoools.org/domain/61>. The main number to the Thompson School District transportation office is (970) 613-5185. You can use [WebQuery](#) to help you determine if a student is eligible for bus transportation and the available bus stops. WebQuery also provides a helpful street map. Just enter the student's information and click "Go." If you are requesting transportation or need to decline transportation, please follow these steps.

**Parent Portal HOW TO**  
**Find and acknowledge your application for Bussing Services**

Start by logging-in to your **Parent Portal** account login page: (Chrome is preferred browser)  
<https://bit.ly/TSDParentPortal>

\*Forgot your Username &/or password? Click *Forgot Password* on the login screen or Email [portal@thompsonschoools.org](mailto:portal@thompsonschoools.org) for more assistance

\*\*\*\*\*

HOW TO access, complete and confirm TSD Transportation Application for Bus Services (ONLY from Parent Portal Account)

Once logged in, click on the hamburger, in the left corner above Message Center

At the bottom of this menu, click to select **"MORE"**

At the bottom of the **More** page, under "Quick Links",

Click on **"Transportation Application."**

A new browser window will open, with the *TSD Transportation Application*.

Read through the application, click to open and read all **STUDENT CODES OF CONDUCT**.

**Submitting this application states that you and your student have read, understand and will abide by the codes of conduct.**

Complete the acknowledgement information by clicking the drop down arrow next to "Not Recorded" at the end of your student's information line.

Student Name	School	Address	Eligible	Acknowledgement	Parent Signed	Date
Student Full Name, (Student ID #)	Name of School Attending	Primary Household Address	Eligible	Not Recorded Not Recorded Yes No	<input type="checkbox"/>	Save

Select **"YES"** to confirm your student is Eligible AND will be riding the bus.  
Select **"NO"** to decline eligible services OR confirm your student is not eligible to ride the bus.  
Click the blue **SAVE** button to record your acknowledgement and complete your application.

**\*NOTE\*** Once SAVE has been clicked, the application CANNOT be altered; you must contact Transportation at: [transportationrouting@tsd.org](mailto:transportationrouting@tsd.org) with any questions.

Once you have clicked SAVE, the acknowledgement has been recorded with your name and date the application was completed.

Student Full Name, (Student ID #)	Name of School	Primary Household Address	Eligible	No	Name of Parent/ Guardian who completed application	DATE and TIME application was submitted	Save

[How to Find Your Student's ID#](#)    [How to Find Student Username & Password](#)    [COVID-19 related information for parents/guardians](#)

SIA TEAM (Aug 1, 2022) HAR    Page 1 of 2

## ARRIVAL & DISMISSAL AT SCHOOL

Arriving at school on-time helps promote a positive start to the school day. Also, it is very important for a student's day to begin with their classmates and not have to feel rushed and catch-up on the morning's instructions.

For the safety of the students, ALL grade students may arrive after 7:45 am in order to receive proper supervision in their classrooms. Students will enter through their classroom exterior door and engage in a SOFT START to the day. Ms. Haralson's 1st grade class will enter through the double doors near the EAST HUG & GO drop off area. Between 7:45 and 7:58, all students are asked to report to their classrooms. If the student is eating breakfast, they may arrive at 7:40 am and enter the front doors into the school to access the cafeteria.

The morning bell rings at 8:00 am and ALL students are to be in class at that time. Students arriving after 8:00 am are considered tardy and will need to check in at the school office and will need to have a note, phone call, or parent accompanying the child when checking in before going to their classroom.

Students and any person that is not a staff member are asked to leave school grounds immediately following dismissal. Parents should make a plan for pick up location with their child(ren). K-2nd grade students release from their designated door and wait with their teacher until an adult picks them up or an approved method that the teacher has been made aware of.

- Bus Riders and Kinder will be dismissed at 3:05 pm
- 1st, and 2nd will be dismissed at 3:10 pm
- 3rd, 4th, and 5th will be dismissed at 3:08 pm

### **Early Pick Up**

If a child needs to leave early, please come to the front door and show a valid photo ID to the intercom system for identification purposes. We will call your child down to the office to be released to you outside of the front doors. Please know that all persons picking up students need to be on the approved list for release in Infinite Campus.

### **BREAKFAST & LUNCH**

Breakfast will be served daily from 7:45-8:00 a.m. in the cafeteria, 7:40am for bus riders. Students who choose to eat breakfast may enter through the front doors. When finished, students will be dismissed from the cafeteria to their classrooms.

Lunch accounts are set up for each student through the cafeteria. Your child's classroom teacher will share their class schedule that includes their lunch time.

### **Paying for Your Student's Meals**

Online payments are a simple, safe and secure way to make payments to your students account 24 hours a day at your convenience. Visit [www.myschoolbucks.com](http://www.myschoolbucks.com) to learn more and get started. You will need your student's school-issued ID number to create an account that can be found in Parent Portal. We also accept cash and checks that need to be given directly to Centennial's cafeteria staff. Please help sustain the meal programs by keeping your student's account current and/or filling out an application for benefits. If you have questions or concerns regarding My School Bucks or your student's account, please call the Nutrition Services department at 970-613-5144.

### **Eligibility Guidelines for Meal Benefits**

Students from households that meet federal income guidelines are eligible for free or reduced price meals. Applications will be available to all households at all school sites and online at [www.myschoolapps.com](http://www.myschoolapps.com). The information provided on the application is confidential and will be used only for the purpose of determining if a student is eligible for free or reduced price meals. Eligible applicants may also request that some district and local fees will be waived.

2022-2023	BREAKFAST PRICES	LUNCH PRICES
Elementary Student paid	<b>\$1.75</b>	<b>\$3.00</b>
Secondary Student paid	<b>\$2.00</b>	<b>\$3.25</b>
Free / Reduced - all grades	<b>FREE</b>	<b>FREE</b>
Adult	\$2.95	\$3.95
MILK - a la carte	\$1.00	\$1.00

Visitors with proper ID are invited to eat lunch with their student(s).

[TSD Nutritional Services, Meal Benefit Application, and Menus Link](#)

### **SNACKS**

Students are encouraged to bring healthy snacks and a refillable water bottle for in-class use. Gum, candy, energy drinks, and pop/soda should not be brought to school except with permission from a teacher for special purposes. Students cannot share food items and will clean their areas of any food debris and trash in the classroom.

### **ATTENDANCE: STRIVE FOR FIVE**

A student's attendance is crucial for their success as a student. Their consistent presence in class provides the teacher with the necessary interaction to assist the student's growth in learning.

**This year we are STRIVING FOR FIVE-five or less student absences for the year!**

Although we realize that occasionally it is inevitable that a student will miss school due to an emergency or illness, we hope that our students will attend daily. Excused absences are defined as illness, death in the family, family emergencies, or other special circumstances. Students should not enter schools if they are showing symptoms of illness. We respectfully request that appointments be scheduled outside of school hours and that you use days that school is not in session for family activities and vacations.

**Please call the Centennial attendance line at 613-5890 to report any absences.**

Additionally, there is an auto-dialer that will call you to confirm or inform you that your child is absent on a given day if you do not call in to report the absence. These phone calls are automatically generated.

As part of the attendance system, there is a process (shown below) for when students are absent from school. Any student who misses 4 or more days, whether excused or unexcused, will receive a letter explaining that the student has missed, as well as the expectations and contact information in case there are circumstances that arise that we can assist in remedying. Another letter will be sent at 7 and 10 days with more information and the possible next steps in accordance with our Board policies ([JH/JHA/JHB](#) and [JH/JHA/JHB -R](#)) and state statute. We are required to provide families with this information. These communications are form letters and are automatically generated based on the student's attendance.

**At 10 absences students are considered chronically absent.**

**Let's work together to have each student in school each day!**

There are strict laws regarding a student's excused and unexcused status. We work closely with families to navigate this process. If there is a habitually absent situation, we are required by law to take steps to remedy the circumstance. In some cases, it will involve requesting a medical



excuse, conferencing with a team, a contract with the school and in extreme cases, there is the necessity to engage the court system.

**We are proud to be partners in the education of your children as we prepare them for career, college and community readiness.**

### TARDIES

Excessive tardiness can impact your child's learning. Being on time to school helps your child start his/her day in a positive way. Instruction begins immediately after the bell rings. Students arriving after 8:00 a.m. (or 9:00 a.m. on Wednesday) are considered tardy and will need to go to the front office to sign in before going to class.

**If a student checks in after 8:30 AM (MTThF) or 9:30am (W), the tardy will be counted as a half day absence. This is our district policy. Likewise, if a child is removed from class early by more than 30 minutes, it will be counted as a half day absence.**

### CONFIDENTIALITY

Important to our positive culture and climate at Centennial is confidentiality. We believe that each child and family deserves dignity and respect. Therefore, when instances occur involving other students other than your student(s), please know that ALL staff will maintain confidentiality and we are only able to discuss your child with you. In addition, when situations occur at school and large scale communication is warranted, these communications are guided by district protocols and student privacy. We share what we are able due to confidentiality. We hope this promises a safe culture and climate where each child and family is honored in their educational pathway and privacy is protected.

### SCHOOL PARTIES

In accordance with district procedures and the wellness policy, there shall be no individual birthday parties at school. In an effort to be fair to each child and to ensure that there is no pressure or expectation that would make individual students feel uncomfortable, we ask that no birthday treats/snacks be sent to school. Teachers will recognize students' birthdays in their classroom. Some ideas on how classroom teachers will honor students: letting the birthday child be VIP for the day (they get to be line leader, teacher helper, maybe get a special seat and supplies, etc.), letting them pick a quick class game to play, letting them pick a read aloud (and maybe reading it to the class themselves), a birthday sticker or headband so that everyone knows it's their birthday when they see them in the hallways and on the playground. These things are almost always more exciting and special to the birthday student than passing out treats. School staff will not distribute party, or other invites, so please do not send them with your child. We know that each family will celebrate birthdays at home in accordance with their own traditions. **IF treats are sent to school they will be returned home. We know this will be a transition year from past practices to new ones that comply with our district wellness policy.**

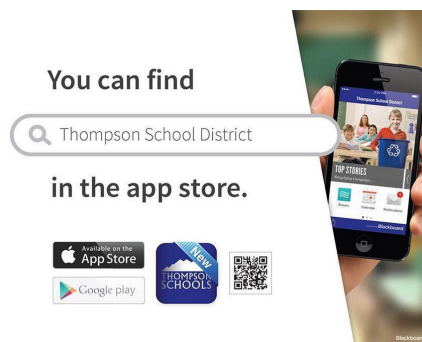
We will have a school Fall Festival and Valentine's Day party. If a child does not celebrate these holidays the teacher will provide alternate learning opportunities.



## COMMUNICATION BETWEEN HOME AND SCHOOL

Friday is the designated day of the week when notices, general information and work folders will be sent home. Teachers will also communicate through their class/course/grade newsletter. The whole school Centennial Newsletter will be emailed to registered emails weekly on Monday evenings containing pertinent school wide information. Please make school communication a priority in your home. You may wish to establish a place where your child knows that they are responsible to put all communication from school so that you can attend to it. Also, please encourage your student to develop the habit of cleaning out the backpack on a regular basis.

Occasionally there is information provided by organizations outside the school district that have been approved for distribution to students and will generally be sent home in the Friday folder or classroom newsletter.



Thompson School District offers a **mobile app** for your smartphone that makes it even easier to stay connected. The app allows you to customize the schools that you follow and then syncs calendar information, news items and more based on your preferences. It also allows you to receive messages from the schools and the district directly on your mobile app, making it easier to track the messages that have been sent to you. To download the app, simply visit the **App Store** on your iPhone or visit **Google Play** on your Android phone and search for "**Thompson School District.**" Download the app, launch it, follow the easy instructions and you will be all set!

## COMMUNICATION PROTOCOL AND NORMS/ GETTING ANSWERS TO YOUR QUESTIONS

Centennial seeks to promote healthy communication among students, parents/guardians and staff members. As a community, we encourage respect in our daily communication of wishes and concerns. In all communities, concerns and conflicts between individuals and groups will inevitably occur, and Centennial is no different in that regard. The mark of a healthy and productive community is the way that it resolves conflicts. The most effective path toward resolution of concerns is respectful communication between the people closest to the issue in hopes to facilitate the resolution of any questions, concerns or conflicts about school related issues.

1. Start with your child's classroom/specials teacher via email or phone call. He or she will be happy to answer your questions about what your child is studying in school, teaching methods or materials, school procedures...
2. If you have additional concerns or you feel the situation is not resolved, contact the building principal.

3. Lastly, go directly to the principal if your question pertains to something beyond the realm of the individual staff member.

As a staff, we politely ask that should concerns or issues arise, please contact the individual staff member or school principal, allowing an opportunity to support your child/family. To maintain a strong, positive community and climate at Centennial, we would like to resolve concerns in house. We are here to support each student and family. Together we are a TEAM!

### MESSAGES FOR STUDENTS

We ask that messages to be delivered to students be kept to a minimum by planning ahead and making necessary arrangements before the student leaves for school in the morning. Students will not have access to devices for messages. If a parent needs to leave a message, please call the main office. This is not a foolproof system, so please make every attempt to plan ahead. We do not allow students to call home from school for permission to go to another student's home.

### MEDICATION PROCEDURE

All student medication requirements for school use require a medication permission form with the provider's order and signature, and parent/guardian signature. The medication needs to be in its original pharmacy container with a pharmacy issued label. The medication needs to be not expired. The medication permission form is good for one year. State action plans for asthma, allergy and seizures take the place of the medication permission form. Please contact the health office for these action plans. Over the counter medications for student use, requires the completed medication permission form with medication in its original bottle and not expired.

### POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Centennial empowers everyone to take responsibility for their actions and decisions in order to create a safe environment that supports social and emotional growth for all students. We guide students to make appropriate behavioral choices that provide an opportunity for learning, growth, and community building.

#### **Multi-Tiered System of Support**

A Multi-Tiered System of Supports (MTSS) is a systemic, continuous- improvement framework in which data-based problem-solving and decision making is practiced across all levels of the educational system for supporting students academically, socially, and behaviorally.

The key features of MTSS that assist us at Centennial in creating a positive learning environment are:

- Development of consistent school wide expectations that are taught to all students
- Creation of common language among staff and parents
- Focus on prevention of challenging behaviors
- Creation of a support system for students
- Use of data collection to identify needs and progress toward behavioral goals

Centennial is a Positive Behavioral Interventions and Support school. We have high expectations for students to demonstrate these qualities and actions everywhere while at school:

**Be Respectful  
Be Responsible  
and Be Fair minded  
to myself, to my things, and to others.**

We teach, model, and reinforce specific expectations for the behaviors for every location in the school. We also positively acknowledge students for following our expectations in a variety of ways throughout the school year. You may hear your child talk about STARS, GOLD Classroom STARS, ping pong balls/jars, and other special events celebrating students who help to make Centennial a great place for everyone!

We also use a unified system of responding effectively and proactively to any behaviors that may occur. Most minor infractions are supported by the classroom teacher or the adult in charge. More serious offenses are referred to the principal. Consequences are applied depending upon the severity and/or habitual nature of the offense and meant to be restorative in nature. The objective of disciplining any student in TSD must be to help the student develop self-discipline, responsibility, respect for self and others, and socially acceptable behavior.

At the beginning of each year, our teachers establish fair and consistent expectations with students and review school regulations. Each child knows and understands the rules and is aware of consequences for unacceptable behavior. These are reviewed regularly throughout the year.

Major student behavior violations that constitute an office referral involve:

Defiance of school authority or willful disobedience

Disruptive and dangerous behavior that infringes on the safety and educational rights of others

Bullying

Fighting or assault

Harassment/Discrimination

Stealing or vandalism

Possession of a weapon or weapons facsimiles

We believe that every opportunity at Centennial is a learning opportunity. Students will be given opportunities to problem solve, discuss, and make positive behavioral choices. If necessary, consequences for inappropriate behavior or violations of the student code of conduct include:

Removal from classroom

Loss of recess privileges

School community service

Loss of other privileges

Items retained

Restitution

In-school suspension

Out of school suspension

Expulsion

For more specific information regarding discipline, please refer to [The Thompson School District Discipline Code](#). This document is shared with all families during the Annual Family Update. The code applies to all students in the district Pre-K – 12.

## COUNSELING

### **Counseling Program Mission:**

The mission of the Centennial counseling program is to provide all students with a comprehensive school counseling program guided by the ASCA National Model. The counseling

program is dedicated to making every student feel heard, valued, and safe. In partnership with teachers, administration, parents, guardians, and the Centennial community, the school counselor will empower all students to be successful lifelong learners engaged in real world and community issues.

### **About Counseling:**

The school counselor is available daily to meet with students, parents/guardians, and teachers, and may provide counseling services on an individual and group basis. Students are encouraged to meet with the counselor for general support, conflict resolution, decision making, goal setting, resources, etc. Parents/guardians can schedule an appointment with the counselor as needed.

The counseling relationship is confidential except in cases of child abuse and neglect, elder abuse and neglect, and harm to self and/or others. Students are encouraged to communicate their needs with parents/guardians, and the counselor will work to establish a collaborative relationship with parents/guardians to best meet student needs.

## **BULLYING PREVENTION**

Centennial recognizes that a school that is physically and emotionally safe and secure for all students promotes citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the school district prohibits acts of bullying, harassment, and other forms of aggressive and violent behaviors. Bullying and harassment interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples of student behavior.

**The definition of bullying** is any written or verbal expression, no matter the medium or method of delivery, including, without limitation, electronic transmission, or a physical act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to another person. Retaliation in violation of this policy is defined as any adverse or negative action or behavior taken or intended against a person as a consequence of such person raising good faith concerns about conduct prohibited by this policy; opposing bullying; reporting bullying; cooperating or participating in any way in the procedures or processes of this or other disciplinary policies arising out of bullying behavior. A person may be found to be retaliating against another for knowingly making false accusations of bullying or acting to influence the investigation, or the response to, a report of bullying. Bullying is prohibited against any person for any reason, including but not limited to any such behavior that is directed toward a person based on the person's actual or perceived academic performance or protected characteristics, including race, sex, sexual orientation, gender identity, gender expression, religion, creed, national origin, ancestry, immigration/citizenship status, age, marital status, conditions related to pregnancy or childbirth, genetic information, disability, need for special education services or other status protected by federal or state law. The district does not tolerate reports of bullying that are filed in bad faith, such as but not limited to, reports that lack any reasonable basis or that are intended to harass, embarrass or cause harm to another person.

## **Disciplinary Actions and Reporting**

A student who engages in any act of bullying, retaliation against another in violation of this policy, or reporting bullying in bad faith will be subject to appropriate disciplinary action including but not limited to restorative practices, loss of privileges, safety contracts, or in or out of school suspensions. The severity and pattern, if any, of the behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will be promptly investigated and, if appropriate, the individual who has demonstrated the bullying behavior will be disciplined.

Any student who believes they have been a target of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report such conduct to a teacher, counselor, and or principal or to complete a [Bullying Report Form](#), and submit it to an administrator, teacher, or any other staff member. Reports can be made anonymously. Students who have been subjected to bullying that may be criminal in nature or that otherwise requires an immediate response or where safety is an immediate concern are strongly encouraged to seek immediate assistance. (File: JICDE)

### **LOST AND FOUND**

Items that are found on school grounds and are labeled will be returned to the student's classroom. Small items such as jewelry, glasses, etc. may be claimed in the office. **At the end of each quarter, all lost and found items are donated to local charities.**

### **FIELD TRIPS**

At this time field trips will be permitted. A field trip form must be signed and submitted prior to a student attending any field trips. Only the children from the designated class may attend the field trip. All students are expected to ride to and from the field trip on the bus. Preschoolers or children from other classes are not allowed to attend the field trip.

The number of chaperones needed/accepted varies depending upon the nature of the field trip. Official chaperones will be allowed to ride the bus provided that the bus is not filled to capacity. Any additional adults wishing to go along on the field trip must first check with your child's teacher or the field trip sponsor to see if this is permissible. Additional adults may car pool and follow the bus to its destination. Volunteers must be registered with the Thompson School District as volunteers. A background check will be completed and all volunteers will have a badge printed from the district office and sent to Centennial.

All adults will pay a standard fee. Any excess money from reduced fees will go back to the field trip fund.

### **COLD AND INCLEMENT WEATHER PROCEDURE**

It is expected that students well enough to be in school are well enough to participate in all activities, including outdoor recess. It is suggested that children be dressed for the ever changing Colorado weather. The practice is that current weather conditions determine whether students are sent out or not. Generally, outdoor recesses will be held if the temperature is 15° or above. However, other factors considered in making this decision will be wind, conditions, wetness of the grounds, and rain/snow conditions.

### **PERSONAL ITEMS**

We ask that students not bring personal items such as toys, electronic games, personal digital devices, etc. to school. These items are not necessary in the learning environment and may be easily lost or damaged. The school is not responsible if damage or loss occurs.

Bicycles, skateboards, inline skates, scooters, etc. may be used as transportation to and from school, but may not be ridden on school property. Riders need to dismount or remove the skates at the edge of the school property and store these items out of the way in the classroom or outside on bike and scooter racks during school hours. Bikes and scooters need to be parked in the designated bike racks. Locks are highly recommended, and the school will not be responsible for theft or damage. Students who misuse this privilege will be asked not to bring these items to school for the remainder of the year. Shoes with retractable wheels (“heelys”) may not be worn to school for safety reasons. Please have your rider wear a helmet.

We do not allow students to trade personal items, exchange gifts, invitations, lend money, or sell items to each other while here at school. Problems often arise from this kind of activity, therefore it is not allowed.

### **STUDENT DRESS CODE**

Centennial Elementary School follows the Thompson School District Student Dress Code policy **JICA**.

A safe and disciplined learning environment is essential to a quality education program. District-wide standards on student attire are intended to ensure that all students are treated equitably and benefit from a safe learning environment. The Board of Education recognizes that students have a right to express themselves through dress and personal appearance and the responsibility for the dress and appearance of students generally rests with the student and their guardians. However, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of an overall safe and equitable school environment for all students. Students are expected to dress appropriately for all school activities. The following general guidelines will be in effect:

1. Shoes, sandals, or boots must be worn in the buildings in order to avoid injury and disease.
2. Students must wear tops (shirts) and bottoms (pants, sweat pants, shorts, skirts, dresses, leggings).
3. Traditionally known private parts of the body must be covered with non-transparent material. Sunglasses, bandanas and/or hats may only be worn inside the building with permission from an administrator.
4. The following will not be allowed: Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisements, symbols, words, slogans, patches, or pictures that:
  - a. refer to drugs, tobacco, alcohol, or weapons
  - b. are of a sexual nature



- c. by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - d. are obscene, profane, vulgar, lewd, or legally libelous
  - e. threaten the safety or welfare of any person
  - f. promote any activity prohibited by the student code of conduct
  - g. are racist in nature or include derogatory comments or slurs against groups of people
  - h. otherwise disrupt the teaching-learning process
5. Hats, caps, and other headwear may be worn for specific classroom/school incentives and reward designated days.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school. In this case, there shall be no further penalty.

### TECHNOLOGY USE

Technology, in the school setting, is a tool to support academic pursuits. During the school day it is not meant for social and/or entertainment purposes. Electronic device use will be directed by the teacher. Personal devices are not required or expected, but the school recognizes and encourages their use following the guidelines below.

#### **Centennial Devices**

Each K-5 student will have a device assigned to them for use during the school year.

Before any device can be checked out to a student, a parent/guardian needs to have registered and updated their family status in Infinite Campus so they are aware of the [Student Acceptable Use Policy and Agreement](#).

#### **Elementary Age Students (K-5) & Cell Phones, Wrist Worn & Other Communication Devices**

Personal cell phones (wrist worn or other personal electronic devices) are not recommended for the elementary (K-5) age student. However, if a parent chooses for the student to have a cell phone, the phone may be carried to and from school for safety reasons and the student needs to store it in the teacher's locked closet and keep it turned off during school hours. The cell phone is not to be used at any time in/out of the building during the school day without teacher permission. The school will not be responsible if damage or loss occurs. Wrist-worn communication devices may not be worn during school hours. These will be placed in the teacher locked closet as well during the school day. *Please see consequences in the next paragraph for misuse of devices.*

Students may use their personal device when the teacher designates the use of technology to support learning. If the teacher deems the device is being used inappropriately or is inhibiting the learning for themselves or others, the device will be placed in a secure place in the front office for pick up (see above). Parents will receive communication regarding when the personal device is sent to the office. *For any individual class*, the first and second time the device is placed in the office the student may pick it up. The third offense and beyond, a parent/guardian will pick up the device. Multiple infractions may result in the student losing the privilege of using or possessing the device on school grounds for an extended period of time. These



consequences are the same for Wrist-worn communication devices as well. The school will not be responsible if damage or loss occurs.

Centennial Elementary School students and staff will follow Thompson School District policies on internet and electronic use.

### JS: STUDENT ACCEPTABLE TECHNOLOGY USE POLICY & AGREEMENT

#### PARENT TEACHER ASSOCIATION (PTA)

The Centennial Parent Teacher Association is a vital part of our school community. All parents are welcome and urged to join this organization. Questions regarding PTA can be forwarded to Calista Schuetz and Kimberly Siegel, PTO co-presidents.

The primary purpose of the organization is to provide a communication link between home and school. The group supports the school by providing volunteers, school-wide activities, communication, and by conducting fund-raising activities. Dates and times of meetings are published in the school newsletter and on the PTA Facebook page.

Please help our school by saving the following items: Morning Fresh Dairy lids. These items help support our annual budget, and each item adds up for our school!! if you would like to help with these collection projects! We can always use a few extra hands! Amazon Smile and American Furniture Warehouse are two additional fundraisers that can help raise funds for the school.

#### SCHOOL ADVISORY ACCOUNTABILITY COMMITTEE (SAAC)

The purpose of this group is to serve as an advisory council to the staff and administration as school plans for improvement are developed. The group consists of parents, teachers, support staff, community members and the principal. Meetings are held 4 times a year and are open to the public. Dates are published in the school newsletter and minutes of each meeting will be posted on the school's website. Meetings will be held from 5:15-6:15 pm. Please email the principal at [carmen.polka@tsd.org](mailto:carmen.polka@tsd.org) if you are interested in SAAC.

#### **Centennial Advisory and Accountability Committee (SAAC) Timeline and Topics**

*Note: Agenda Items are Fluid*

September 8th, 2022 @5:15pm-Location TBD

Ideas/Agenda Topics:

Welcome/Introductions

Updates about School Student Count & Classrooms

Review School Unified Improvement Plan

Restorative Circles & Culture of Critical Thinking Overview

November 2nd, 2022 @5:15pm-Location TBD

Ideas/Agenda Topics:

Welcome/Introductions/Celebrations (BOE presentation)

Beginning of the Year Data/SUIP Updates

Family/School Engagement

Feedback/Ideas for Sharing

March 8th, 2023 @5:15pm-Location TBD

Ideas/Agenda Topics:

Update on Budgetary Items

Update on Mid-year Data

Progress Toward SUIP

May 10th, 2023 @5:15pm-Location TBD

Ideas/Agenda Topics:

Recruitment Ideas

End of Year Data (if available)

SUIP Review

Feedback for 23/24 SAAC

### **VOLUNTEERING**

Volunteers are a very important part of the partnership necessary to provide the most complete education for our students. We welcome your participation in Centennial's VITAL program. By working with the school staff you will be providing further enrichment experiences and positive role models. Your valuable help will allow more individualized instruction and personal attention for student learning. It also will provide you with an increased awareness of the needs and challenges facing education. Please contact your child's teacher, the PTA Vital Coordinator or the school office for more information about this important organization.

### **ONLINE REGISTRATION AND BACKGROUND CHECK**

Board policy states that all volunteers must register online and submit to a criminal background check –at the district's expense –before volunteering in a school. *Note: Complete Board Policy File: KJ Volunteers.*

The vital homepage where the background check and other pertinent information around volunteering can be found is at <https://www.thompsonschoools.org/Page/2277>.

### **ROUTINE PROCEDURES TO FOLLOW**

- Log in and out upon your arrival and departure. All elementary and middle schools have a kiosk in the front office area to scan your name badge when you arrive and again when you leave to record your volunteer time. High schools have a volunteer sign-in book set up in the office to record your arrival and departure times. High school volunteers should log their own volunteer hours into VITAL Online by logging into their account/profile from any computer.
- Wear your name badge at all times while volunteering
- If you must be absent, call the school and leave a message for the teacher.
- Do not accept this responsibility lightly. Teachers will have planned for you; your student is dependent upon you. Volunteer for only the time you can realistically expect to fulfill.
- Remember that you are acting as a role model and you should dress and act appropriately.

- All school protocols for safety and security while on campus.
- Discuss any questions or concerns with the teacher, principal or volunteer coordinator.
- Treat all information about a student in confidence.
- Follow all rules and policies set by the school.

### **SAFETY**

- **All persons (no exceptions)** will be required to show ID, and state their name and purpose for the visit.
- Students and staff should not enter schools if showing symptoms of illness or if they had recent close contact with a person with COVID-19.

TSD Safety and Security will work with Elementary leadership for teaching materials that are age appropriate for K-5. All safety drills for students will be taught using a student training video from the “I Love You Guys” Foundation. We perform a monthly drill and will be sending an email home to let you know when a drill was performed at school. [Here is a link to the “I Love You Guys” Foundation](#) explaining the types of drills we teach and practice while students are at school.

The Centennial Safety & Security Committee is a very important part of our school community. This group is comprised of staff members who are charged with: developing policies and procedures for safety drills and potential real-life scenarios (including school evacuation and reunification processes), helping to monitor efficient drop-off and pick-up procedures before and after school, helping to keep members of our staff up to date on CPR and First Aid training, and working with the district to ensure the safety and well-being of all students and staff.

The safety committee meets regularly to develop and refine policies and protocols, communicate with district safety personnel, and keep the entire staff informed on proper safety procedures for our Ivy community. If you have any further questions regarding the safety protocols of students and staff at Centennial, please contact the front office.

### **MIDDLE/HIGH SCHOOL STUDENTS**

Middle/high school students are not allowed on school grounds during our school day. The only 2 exceptions are as follows:

- If a Middle/High School student is assigned by a parent to pick up a sibling, he/she may arrive on school grounds 5 minutes before the bell rings.
- If a student is performing a volunteer function or is assigned to work at Ivy as part of a class, appropriate paperwork must be filed in the office. The student should obtain a form from the teacher/staff member with whom s/he plans to work and return it to the office complete with all required signatures. Students need to sign in/out in the office. No volunteering in classrooms may begin until the third week of school.

### **ANNUAL FAMILY UPDATE**

All parents in the Thompson School District are required to have a parent portal account. This account will be utilized throughout your student’s education. You will be required to complete an “Annual Family Update” for your student(s) every year. This will allow you to verify your

contact information, the emergency contacts for your student and give annual permissions for your child. If you need assistance accessing or setting up your parent portal account, please email [portal@thompsonschoools.org](mailto:portal@thompsonschoools.org).

### **SCHOOL FEES**

The instructional materials fees for the 2022-2023 school year are: Elementary School(gradesK-5) \$32.00 per student Middle School(grades 6-8) \$25.00 per student High School(grades 9-12) \$28.00 perstudent. The instructional materials fee charged to an elementary school student is based on a combination of the purchase price and normal life expectancy of texts (used in intermediate grades), the actual cost of workbooks (used in primary grades) and consumable materials. The instructional materials fee is charged on a per-student basis and goes into the district's general fund for distribution to the curriculum budget for text purchases and schools for additional texts, replacement materials or consumable materials. Also, students may be required to pay for all or part of field trip costs relating to admission or entrance fees, meals and lodging.

Fees can be paid by visiting the parent portal or by bringing in a check or cash to Centennial's office. All checks must be payable to Thompson School District.

Fees will be waived for students qualifying for free or reduced price school meals under the Federal Free or Reduced Price Meal Program or who have demonstrated economic hardship. A waiver of fees may be requested from the school principal or designee. Fees will be prorated for students coming on or going off the meal assistance program during the school year.

### **Damaged Technology Fees**

Centennial students will be assigned a device to use while in class. K-2 uses ipads and 3-5 use chrome books. Each student is required to have a signed technology agreement on file in order to be able to use a device. Students are expected to use the devices responsibly as the agreement dictates.

Damage, Loss, or Theft The school covers the cost of reasonable repairs for accidental damages. Accidental damage is not negligent or malicious damage. If loaned technology is damaged, school administration will determine if it is accidental, negligent, or malicious damage. If a device is under warranty or insurance coverage, and damages are found to be accidental or due to normal wear and tear, the district will repair the damages under warranty/insurance.

Any incidents of damage beyond accidental may become the responsibility of the student's family to pay for as a fine to cover the costs of repair. For example, damages to an iPad that was not in its case because a student removed the case would be deemed neglectful and subject to a repair fine. The district does not cover the cost of loss, theft, negligence, and abuse of loaned equipment (i.e. iPad/Chromebook) and accessories. For example, throwing an iPad or using the iPad as an umbrella would be considered examples of neglect and abuse.

If a device needs to be replaced due to loss, theft (out of school or unsupervised), neglect, or abuse, it is the family's financial responsibility to replace the device at the district's current replacement cost. Decision chart in case of damage, loss, or theft:  
\*TSD's iPad warranty covers manufacturer defects and breakage of iPads in cases. Chromebook insurance is optional for families to purchase and covers accidental damages. Wear and tear replacements are at no-cost and do not count as an accidental damage incident. \*\*As determined by an investigation by school administration.

In the case of a device being sent home with a student:

The student or parent/ guardian is required to immediately notify a member of the school or technology support team in all cases of stolen or lost loaned equipment. The technology support team and administration may be able to assist in relocating the equipment if they are notified immediately. 1. Parents/Guardians are responsible for filing a police report if loaned equipment was stolen from their student while the student was not at school or being directly supervised by school personnel. 2. Parents/Guardians are responsible for the replacement cost of a lost or stolen loaned equipment. The only exception to this rule is if the equipment was stolen while under the direct responsibility and supervision of a district staff member. 3. Students are advised to use their Google Drive account to backup their data to mitigate the consequences of lost or damaged hardware. C. Repossession TSD reserves the right to repossess technology at any time. D. Appropriation All TSD issued equipment is the sole property of the school district. Any items not returned within 30 days of the last day of enrollment or the last day of the school year may be considered stolen property. Failure to return issued technology (such as iPads/Chromebooks and accessories) in a timely manner will be referred to law enforcement. If referred to law enforcement, stolen property charges may be filed.