

Centennial Elementary School



2018-19 Parent/Student Handbook

10290 Neighbors Parkway
Firestone, CO 80504
(720)652-8240
(720)652-8255 fax

Follow us on our website: <http://centenniales.svvsd.org>

Follow us on our Facebook page to get the latest news!

Mission Statement:

- *Centennial Elementary is committed to educating the whole child through high expectations and partnerships with family and community.*

Vision Statement:

- *Our vision is to provide a safe, consistent, engaging environment so students leave Centennial as confident, compassionate, and capable lifelong learners.*

Commitment Statements

- *We are committed to maintaining a positive, caring and respectful attitude toward students, colleagues, parents and community members at all times in all places.*
- *We will assume positive intent when speaking with members of our school community, and we are committed to having honest, sometimes difficult conversations in an effort to find viable solutions.*
- *We are collectively responsible for ALL our students and we believe they can achieve at high levels*
- *We are committed to a coherent and consistent school system that includes: high school-wide expectations both academically and behaviorally, and flexible thinking to meet individual student needs.*
- *We are committed to demonstrating and teaching and a growth mindset with celebrations for our successes.*

School Hours

8:55 - 3:35 Full Day Kinder thru 5th

1/2 Day Kindergarten

8:55 - 11:50 A.M. Kindergarten

12:35 - 3:35 P.M. Kindergarten

Since there is no before school recess, students should plan to arrive at school *no more than 5 minutes before the first bell at 8:55 AM.* Students should be in their classrooms by the time the tardy bell rings at 9:05 AM.

Centennial Staff

Office Staff/Admin/Counseling

Shirley Jirik (Principal)
Carole Oliphant (Dean of Students)
Ty Griffin (Counselor)
Coleen Campbell (Secretary)
Tracy Yeagle (Attendance Clerk)
Stephanie Neeble (Health Clerk)

Kindergarten

Julie Couch
Sarah Larson
Leigh Schilz (AM/PM)

1st Grade

Amie Spendlow
Carly Adams
Monica Ernst
Kathy Digsby

2nd Grade

Lisa Petersen
Karen Braunagel
Barbara Colton
Jennifer Talbott

3rd Grade

Regina Nicks
Sherrri Everett
Philip Tousley-Adelman
Lindsey Tucker

4th Grade

Melissa Dufour
Corrin Jackson
Daniel McKee

5th Grade

Carolyn Mitchell
Joyce Spong
Michael Botwinski
Hillery Gedeon

Specialists

Steve Weide (P.E.)
Bethany Rogers (Music)
Tambrie Valdez (Art)
TBD (Computer Lab Tech)
Deb Evans (Innovation Lab)
Beth Colvin (Media Tech)

Literacy

Darcy Richard

Special Education

Jane Wroblewski (Resource Teacher)
Lisa Mulligan (Resource Teacher)
Megan Gonzalez (Resource Teacher)
Michelle White (Sp Ed Para)
Heather Sena (Sp Ed Para)
Celeste Parker (Sp Ed Para)
Darby Von Gunten (School Psych)
Kara Smallwood (Speech/Lang.)
Dana Foster (ELL)
Jakki Ruzich (O/T)
Jannine Simone (P/T)
Heather Stofer (Interpreter Paraeducator)

Para Professionals

Danette Schell (Kindergarten Para)
Michelle Finch (Instructional Para)
Diane Helgeson (Instructional Para)
Amy Foote (Instructional Para)
Nicole Morton (Instructional Para)
Lisa Camblin (Instructional Para)

Community Schools

Jennifer Kenfield (Director Community Schools)
Pam Kaylor (Enrichment Director)
Amber Smith (Childcare Group Leader)

Custodial

Sonny Johnson (Head Custodian)
Sasha Coleman (Night Custodian)

Kitchen Staff

Geri West (Kitchen Manager)
Edith Steinbach (Cook/Cashier)

Centennial Elementary Important Dates

August 15	First Day of School for Students 1st-5th
August 14, 15	Kindergarten Testing
August 17	First Day of School for Kindergarten
August 28	Fall Fundraiser Kick Off
September 3	No School - Labor Day
September 19	Lit/Math Parent Night (5:30-7:00)
September 21	Picture Day
October 5, 8-11	Book Fair
October 8-10	Parent /Teacher Conferences
October 12	Non Student Contact Day (No School)
October 15	Non Student Contact Day (No School)
October 31	Costume Parade and Parties
November 19-23	Thanksgiving Break
November 12- 30	Giving Tree Donation Window
December 3-14	Student Council Canned Food Drive
December 3-7	Staff Gift Wrapping
December 21-4	Winter Break
January 21	No School - Martin Luther King Day
February 8-13	Book Fair
February 11-13	Parent /Teacher Conferences
February 15	Non Student Contact Day (No School)
February 18	No School - Presidents' Day
March 25-29	Spring Break
April 8-26	CMAS/PARCC Testing
May 8	5th Grade Field Day at LHS
TBD	All School Field Day
May 22	Move Up - Meet next year's teacher
May 22	5th Grade Tribute
May 23	Last Day of School for Student

Late Start Days

Sept. 5th, No Late Start in October, Nov 7th, Dec 5th, Feb 6th , Mar 6th, Apr 3rd, May 1st

****No school for half day Kindergarteners on all Late Starts****

Office Hours

The office is open from 8:00 AM- 4:00 PM. The principal is often available, however it may save time if you call for an appointment as the principal may have other appointments or commitments.

Teacher Hours

The normal work day for the teachers is 8:15 AM to 3:45 PM. If you need to communicate with a teacher many times it is easiest to call them in the morning before school or contact them by email **last name_first name@svvsd.org**. Teachers will not be available during instructional time.

Visiting School

Parents are welcome and encouraged to visit and/or volunteer at school, however, we ask that you prearrange times with your child's teacher. Our goal is to have your visit not be a disruption to your child's learning so we ask that *non school age children not be brought into the classroom*. For safety reasons **ALL VISITORS must check in at the front office** and wear a visitor sticker when they are in the building or on the school grounds. If you would like to join your child for lunch, please contact the school office the morning of your planned visit. Thank you for your cooperation.

STUDENTS ARE NOT ALLOWED TO BRING OTHER SCHOOL AGED VISITORS TO SCHOOL UNDER ANY CIRCUMSTANCES.

Attendance/Reporting

It is important for students to attend school every day that they are healthy. We use the word HERO to represent, **H**ere **E**veryday **R**eady to learn **O**n time. Our goal is an average daily attendance rate of 95%. Parents are encouraged to schedule appointments and trips outside of school time.

It is necessary to call the school office at: 720 652-8240 or email yeagle_theresa@svvsd.org to report an absence. It is a courtesy to inform your child's teacher. Should you need to pick-up or drop off your child during the school day, please sign the yellow student sign-in/sign-out sheet on the office counter. If your student is tardy, you are required to sign them in or phone the office for the tardy to be excused. **Students who accumulate 3 unexcused tardies shall be issued a one half day unexcused absence.**

Nine absences may be excused during the school year when a parent/guardian calls the office and provides a reason for the absence. After nine absences, a doctor's note will be required for an absence to be considered excused.

The St Vrain Valley School District has explicit policies for unexcused absences and tardies. The full policy can be found on the district website or you may contact the office for a copy.

St. Vrain School Board Policy on Attendance
www.stvrain.k12.co.us/policies/J/JH.pdf

Specials

Specials programs are provided to students on a rotating basis. Our specials include Art, Music, Computer/Library and Physical Education. In addition, students will visit our Innovation Lab once a

week.

Library and Technology

We have a Library Media Specialist who provides a library class once each week. These classes teach students how to use the library for learning purposes. Students learn information for doing research using both print and electronic sources. Students also will check out books at this time. Students have regular access to Chromebooks and iPads as well as opportunities to visit the Computer lab.

Special Education Services

The St. Vrain Valley School District offers special programs for students with learning, speech/language, emotional and physical disabilities. If you believe your child needs the services of these programs, please contact your child's teacher for more information.

English Language Learners (ELL)

St. Vrain Valley School District offers programs for students requiring additional instruction relating to English proficiency. If you believe your child needs the services of these programs, please contact your child's teacher for more information.

Gifted and Talented (G/T)

Identified students in grades K-5 will receive appropriate programming/ differentiated instruction to enrich classroom instruction.

Community Schools / Husky Club / Enrichment Classes

Centennial Elementary has a Community Schools Program which provides before and after school care for students in Kindergarten through fifth grade.

Monday through Friday

7:00 - 8:55 A.M.

3:35 - 6:00 P.M.

In addition, many after school enrichment classes will be available for your child. Announcements about classes and activities will be sent home and/or published in the monthly newsletter and on the school website. Please monitor the school website for cost and availability.

Drop Off/Pick Up

- Students will enter and exit through exterior classroom doors.
- Supervision begins after the 8:55 a.m. bell.
- Students arriving after the 9:05 a.m. tardy bell need to go to the office.
- Dismissal is at 3:35 p.m.
- Use crosswalks.
- Parking and unattended cars are not allowed in the drop off lane or in the fire lane.
- Refrain from cell phone use in the school zone.
- Use extra caution while driving in our school zone.
- The playground is closed during arrival and dismissal times.
- Dogs are not allowed on school property.
- Pull all the way forward when using the drop off/pick up lane & continue to pull forward as traffic moves.
- Park in designated areas.
- We encourage walking, biking, or taking the bus to school when possible.

Traffic and Pedestrian Safety

Please exercise extreme caution in and around the school campus. Small children can dart out into the

street very quickly, in spite of everyone's best efforts. So drive slowly and stay alert for adult directions and all pedestrians.

Bicycles

Students may ride bicycles/scooters to school. It is the responsibility and decision of the parents to determine whether or not to allow their children to ride to and from school. **For safety reasons, bicycles must be walked on school property.** Locking a bicycle/scooter in the school bike racks is the responsibility of the students. Students should always wear a helmet when riding and obey all safety/traffic rules. **Please – no roller skates, roller shoes, scooters or skateboards are to be ridden on school grounds.** Centennial Elementary cannot be held liable for damage to or loss of these items. Scooters cannot be stored in the school.

Student Dismissal Precautions – Picking up Children

Parents may request that students be excused from the school prior to dismissal. We discourage early pick-up as a part of your regular routine. We believe every minute counts and teachers are instructing in every classroom up until the bell rings. If you must sign your child out early, parents/designees are to sign students out at the office and not the classroom. The office will then call the classroom to request that the teacher send the child to the office. Parents/guardians must enter the building through the main front entrance to check a child out of school. If a student is returned before the end of the day, we request that the parent/guardian accompany the student to the office to sign back in. A signed note from the parent/guardian will be required if a third party is to check a student out of the school during the school day.

Bus Transportation

All students living more than 1.5 miles from school are eligible for bus service. A.M. kindergarten will only be provided service in the morning to school and P.M. kindergarten will only be provided service home at the end of the day. Students must have prior approval from St. Vrain Valley Transportation Department to ride a different bus home. Forms are available at the school office or on the St. Vrain Valley District website and must be submitted at least 24 hours before each occurrence. Requests can be denied if space is not available.

<http://www.stvrain.k12.co.us/parents/busesTransportation.php#specialTransportationRequest>

Behavior issues on the bus may result in consequences including in-school discipline, suspension, or denial of bus service.

Lost and Found

Please help us by clearly labeling, with student's name, all items of clothing such as mittens, caps, coats, jackets, sweaters, boots, and umbrellas. Unclaimed items will be donated to a local charity. Help us avoid this necessity by encouraging your child to be responsible for keeping track of his or her belongings. Lost and found is located by the east door (bus entrance).

Recess

Our normal school day can be affected by weather. School closures and delays are made with student safety foremost in mind. Recess is an integral part of the school day, and all students are expected to participate. During periods of inclement weather, please be sure your child comes to school with appropriate clothing, including boots, hats, gloves, socks, coats etc. Children will go out unless there is excessive precipitation, lightning or the temperature (with wind chill considered) is too low.

Generally, if a child is too ill to participate in recess, he/she should be kept at home. Only a child with a doctor's note specifying the number of days he/she is to stay inside will be permitted to stay in from recess.

Emergency School Closing Procedures

Every effort will be made to follow the school calendar. However, weather and other emergency conditions can create a need to close the school temporarily. Parents should listen to radio and television stations for information regarding emergency school closings. Our superintendent or designated representative will contact the stations as soon as possible after a decision to close the school is made.

In the event of a delayed start due to inclement weather, we will start school 2.5 hours later than regularly scheduled start times. Bus schedules will also start 2.5 hours later. Half day AM kdg will be canceled and half day PM will follow normal schedule.

On rare occasions, our district or individual schools have found it necessary to close schools before the normal dismissal time. Deteriorating weather, road conditions, or other emergency situations often have accompanying loss of electricity, water or phone services. These conditions are considered very carefully and the final decision rests with the Superintendent. It is imperative that we know where each child would go, especially if the parent will not be home prior to normal dismissal time, or in occasional situations when parents are temporarily away from the home and not aware of the early emergency dismissal.

Parents should have a completed **Early Dismissal Emergency form** on file with their child's teacher.

Standard Response Protocol

Below is a picture of our Standard Response Protocol We utilize these procedures in emergency situations. We practice fire drills monthly, along with two lockdown, lockout, and shelter in place drills every school year.



**LOCKOUT
SECURE THE PERIMETER**

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



**LOCKDOWN
LOCKS, LIGHTS, OUT OF SIGHT**

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



**EVACUATE
TO A LOCATION**

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



**SHELTER
FOR A HAZARD USING SAFETY STRATEGY**

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://loveugays.org>



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Telephone

Students will NOT be allowed to make phone calls during the school day unless it is an emergency.

Electronic Devices

Cell phones are not permitted to be on during the school day. If students bring phones, tablets, or portable gaming devices they should be turned off and left in the student's backpack.

Games and Toys

Games and toys, including trading cards and fidgets, are not permitted at school. Fidget spinners may be allowed when included as a required accommodation in a 504, ELL, IEP, or specialized student plan.

Individual teachers may allow for balls to be brought for recess and must be clearly marked with the student's name.

Students are responsible for the safety of their own personal property. The school cannot guarantee the personal property of students. Students bring valuable items to school at their own risk.

Child Abuse Policy

If child abuse is suspected, it must be reported to the Department of Human Services.

Weld County Social Services child abuse phone number is 970 352-1923.

<http://safe2tell.org/>

Student Dress Code

District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

- Any clothing or accessory that presents a reasonable threat or hazard to the safety of others in a school environment, e.g., sharp jewelry, some chains, etc.
- Sunglasses and/or hats worn over the eyes inside the building.
- Clothing that bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
- Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs or controlled substances, tobacco, alcohol, or weapons
 - Are of sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote affiliation with gangs or which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other students
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Otherwise disrupt the teaching-learning process

Students are required to wear appropriate footwear to ensure the safety and health of the student and others while on district property.

Building principals, in conjunction with the school accountability committees, may develop and adopt school-specific dress codes containing additional or specific criteria for student dress provided that such school standards are consistent with this policy. In addition, principals may identify certain events or occasions for which the dress code may be suspended or modified, e.g., pep assemblies, prom, spirit days, and attendance at after school events, etc.

Lunchroom Policies/Procedures

Costs

Every effort is made to make sure that District can provide enjoyable, healthy meals at the lowest possible cost.

Breakfast	\$1.25
Lunch	\$3.00

Reduced	K-2 - No Charge
	3rd-5th - \$.40
Individual Milk, Juice, or Water	\$.50 each

Students should pay for lunches in advance by **check made payable to Centennial Elementary**. If you're writing a check to be split into two or more student accounts, please indicate the amounts clearly on the check or on an accompanying note. If you must pay with cash, please put the cash in a sealed envelope with your child's name and their teacher's name on the front with the amount. The lunchroom cashier will debit each student's account on the computer. Students will be notified when they are low on lunch credits so you can send in a new check. Students qualifying for free or reduced cost lunches will use the same process. (Families may apply for free or reduced lunches at any time during the school year. Application materials are available in the school office.)

The District offers all parents of St. Vrain Valley School District students the opportunity to electronically deposit funds into their student's lunch account. The system makes use of an online account and requires the use of a credit card. For more information, please visit: myschoolbucks.com

Illnesses

School attendance is very important for your child's academic success. However, if your child is not feeling well or complains of illness before he/she leaves for school, it is advantageous to keep him/her home. This helps protect healthy students and also prevents a sick student from contracting further illness. Any student with a fever needs to remain home during the fever and for 24 hours after it breaks. **Children who come to the health office having vomited or with a fever will be sent home**, other conditions will be reviewed on an individual basis. In extreme emergencies, arrangements may be made for a student's immediate transportation to a hospital, whether or not the parent or guardian can be reached.

Medication Policy

Any medication, prescription or over-the-counter medication, to be administered to a student by delegated staff during the school day or during school related activities, must include a doctor's order (MD, DO, DDS, NP, or PA) and parent's permission on the **Permission to Medicate form**. Forms are available at the school health office. Only a delegated staff member, or the District RN, may administer the above medications.

Exceptions to the policy are:

- Sunscreen
- Cough Drops
- Lotion
- Lip Balm
- Contact Wetting Solution

These items must be provided by parent or guardian.

Immunization Requirements

If your child's immunization records are not up to date, PLEASE supply our office with the necessary documentation right away. The State of Colorado requires that all children in school have an immunization record on file.

Below you will find the State of Colorado requirements for the 2017/18 school year. If you have any questions, please contact our Health Office @ 720-652-8240 ext. 24412.

Requirements for K–5th

5 DTaP
4 Polio
3 Hepatitis B
2 MMR
2 Varicella

If your child cannot receive immunizations because of medical reasons or because you have a religious or personal reason to exempt your child, the exemption line on the Certificate of Immunization must be signed and exempted vaccines must be listed. This certificate is available at the school health clerk office.

Kindergarten students entering school for the first time must submit proof of full immunizations by their first day of school. No student shall be permitted to attend or continue to attend any school in this district without meeting the legal requirements for immunizations against disease unless the student has a valid exemption for health, religious, personal, or other reasons as provided by law.

Students who do not submit a certificate of immunization or present a valid exemption can be denied admission or suspended from school until requirements are met.

Emergency Dismissal Form

Yellow Emergency dismissal forms need to be filled out completely and returned to the teacher as soon as possible. It is IMPERATIVE that we have the names and numbers of authorized individuals who are authorized by you to pick up your child in the event that you are delayed in picking them up after school, or if we encounter a weather situation or an emergency. Please remember to update us throughout the school year if phone numbers change. We want to keep our information current to ensure the continued safety of your child.

**PLEASE NOTE ANY HEALTH CONCERNS AND MEDICATIONS
ON THE CENSUS VERIFICATION FORMS.**

Positive Behavioral Interventions and Support

At Centennial Elementary School we focus on positive behaviors and helping every child develop positive social skills. We are part of the Positive Behavior Support (PBIS) system and continue to implement processes that guide students to becoming productive citizens.

Our school-wide values are represented by the acronym:

Trust

Respect

Attitude

Cooperation

Kee*p Safe*

These values are taught in all school contexts.

Positive reinforcement related to the Positive Behavioral Interventions Supports plan:

For positive reinforcement, students will receive a TRACK from a staff member who sees a student showing an expected behavior. The staff member will circle what behavior the student did to receive the TRACK and give it to the student. Track coupons are perforated. Teachers will keep top portion in their classroom. Students take large portion with the circled behavior home to show parents.

Home to School Academic Expectations

Homework has 2 purposes:

1. To provide opportunities for parent / student / school communication and partnership
2. To provide students with additional practice opportunities

Homework will:

- Include a weekly or monthly reading log that will be turned into classroom teachers. Students are to read (or be read to) for 10-20 minutes each evening, depending on their grade level. If you need help finding reading materials, please reach out to our librarian, Beth Colvin. Grade level teams will decide if they will have weekly or monthly homework and they will communicate that with parents.
- Include a weekly or monthly math log to share what the student did to work on their grade level fluencies
- Possibly 1-2 additional projects throughout the year; to be determined by teachers
 - Students needing additional school support to complete projects shall be provided with support, when advance notice is given to the classroom teacher.

The nightly reading and math practice may, on occasion, be replaced with unfinished school work or differentiated practice. Due to the implementation of our new Math Curriculum, we will be exploring other Math homework options.

Teachers will:

- Communicate weekly about what students are learning
- Support parents if they feel their child needs a different type of homework

Maximum time frames for home to school academics (barring special projects):

	At Home Reading (Minutes per Week)	Math Practice (Daily Maximum)
Kindergarten	50 minutes (10 x 5 days)	10 minutes
1st Grade	75 minutes (15 x 5 days)	10 minutes
2nd Grade	100 minutes (20 x 5 days)	10 minutes
3rd Grade	100 minutes (20 x 5 days)	10 minutes
4th Grade	100 minutes (20 x 5 days)	10 minutes
5th Grade	100 minutes (20 x 5 days)	10 minutes

PTO (Parent Teacher Organization)

The mission of the Centennial Elementary PTO is to promote and support the educational community and social activities of our school and the St. Vrain Valley School District. As a team of parents, staff members, and community members, we are committed to investing our time, energy, and resources toward enabling all students to reach their full potential academically and otherwise. Through volunteering and fundraising, we support efforts to create the best possible learning environment at our school with an emphasis on making the school experience enjoyable, meaningful, and memorable for everyone connected to Centennial Elementary.

Please join us for our monthly meetings, the second Tuesday of every month from 6:30-7:30 in the Library. Daycare will be provided for children ages 3 and up.

Meet the Board:

President: Robin Henson

Vice-President: Casey Jo McKim

Co-Secretaries: Alyssa Mriscin and Nicole Villani-Skaggs

Treasurer: Hillery Gedeon

Facebook: Centennial Elementary PTO

Website: <http://www.ptocentennial.com>

