



CES School Procedures Guide 25-26

In this guide, you will find information regarding procedures specific to Centerville Elementary School. All other system-wide procedures can be found in the HCSD Elementary School Student Handbook. <https://www.hcbe.net/districtstudenthandbooks>

CES Administrative Team

Principal: Marcie Shaw, API: Bridget Snooks, APD: Rachada Page, Counselor: Mary Smith

Mission: To produce respectful, high-achieving students who share responsibility for their learning and behavior
Vision: Putting children first

Arrival

- School begins at 8:30, but students may arrive as early as 7:45. Students may not go down to their classrooms until 8:00, so if they arrive between 7:45 – 8:00, they will wait in the lunchroom.
- If you bring your child to school, ALL students must be dropped off in the morning at the car rider line. **There is NOT a morning walk-up option.** The car rider line is open from 7:45-8:30 each morning. After 8:30, parents will need to park and come to the front office to sign their student(s) in.
- To utilize the car rider line, drive around the back of the school and come up along the side of the gym where staff members will help unload and make sure your child safely gets in the building. You may only unload at the ramp, do not unload in the lane furthest from the ramp. Do not drop your child off earlier than 7:45 unless they are attending an assigned club practice.
- You may not park or drop off students in the front parking lot (located in the very front of the building) between 7:45-8:30 and/or 3:20-4:15. This is reserved for buses and daycare vans only. If you need to enter the building between these hours, you must park in the side parking lot of the school closest to the fire station.
- **If a student is tardy, an adult must accompany the student into the building to for check in.**

Dismissal

- Students will NOT be permitted to leave the campus with someone who has not been authorized by the enrolling parent.
- Early Dismissal – If you need to check your child out early, please make plans to get them before 3:00. No early dismissals will be made after 3:00. Parents will be asked to enter their student's school ID number for tardies and dismissals. Their school ID is their lunch number.
- Change in Dismissal – Our standard procedure is that the child goes home the same way everyday unless we have a written note from you or you have contacted the front office by phone at 478-953-0400 before 3:00 PM. **We cannot accept a change in dismissal through the HCSD app or email communication** because the teacher may be absent or not have time to look at their phone during the day.

Car Riders

- You must have the student's carpool number to pick them up from the car ramp. Parents should display their pick-up cards on the front dash of their vehicle. Without the number, you will have to get out of line and come to the front office with your ID. Car riders must drive around to the back of the school and pull up along the side of the gym. Please form two lines. We will have staff members directing traffic and making sure that five cars pull up from one side and then five from the other. Students will be called by a CES staff member to stand by a numbered cone. Slowly move up to the appropriate cone. Staff members will be at the ramp helping load students, so you do not have to get out of your car. Those students not picked up by 3:55 will go to our afterschool program, and they will be charged a fee for those services.

Pre-K Walkup

- We offer a special option for our youngest students. Parents of Pre-K students only may park in the side parking lot by the fire station and walk up to the labeled side door with their carpool number. CES staff members will be there to assist and verify carpool numbers. You must have the carpool number to pick your student up from the Pre-K walkup door. Only Pre-K students and their siblings will be allowed to dismiss from this area, all other students must be dismissed from the car rider line. Pre-K walkup will be available from 3:30-3:45. Guardians must indicate this as their dismissal procedure.

Walkers

- If your student is a walker, he/she will be dismissed at the walker bell. A walker dismissal form must be completed and turned in. The walker form will indicate if your child walks home unaccompanied or if a parent will meet them at the gate. Unless indicated, your child will not be released without a parent at the gate. No car pick-up is allowed at the walker's gate.

Dismissal Continued

Walkers

- Inclement Weather Dismissal for Walkers: In the event of inclement weather (heavy rain or thunder/lightning), no student will be released as a walker, you must pick up your student through the car rider line by showing the student car rider number. If there is inclement weather, a decision will be made by 3:00 PM and communicated to parents.

After School Program

- We offer an After School Day Care Program from 3:45 p.m.-6:00 p.m. for grades Pre K through fifth grade. Please see the HCSD Handbook or call the school for prices and specifics. Ms. Smith or Mr. Mackey, the supervisor/director, can be reached between 3:45 p.m. and 6:00 p.m. for more information. NO student can stay in the ASP until all on-line forms are completed.

Cell Phones and other Electronic Devices

(to include smart watches, smart glasses, and music headphones/earbuds)

- Students are permitted to possess cell phones and other electronic devices while on school property; however, these devices must be stored in students' book bags. A phone in hand is a phone in use (to include smart watch and/or smart glasses). Students should not have a phone, smart watch or smart glasses in use anywhere in the building during the school day.
- Students are not allowed to use their devices to contact parents or others during the school day but should instead utilize the phone inside the front office. All students are issued a Chromebook to use in class therefore eliminating the need to use a cell phone or other personal device. Parents should also refrain from contacting their students through their devices and should send any necessary messages to the front office.
- Headphones or earbuds are to be used for academic purposes only as instructed by the teacher. They are not allowed to be worn in non-academic times.
- Students who violate this policy shall be subject to appropriate disciplinary action.
 - 1st offense - Warning and parent contact
 - 2nd offense – Office referral and the device will be turned into the office. A parent/guardian may pick up all confiscated electronic devices between 4:00-4:30pm. CES is not responsible for lost or stolen electronic devices.
- Student Chromebooks and chargers will stay at school unless an at home assignment that requires the use of technology is assigned.

Coats, Jackets, and Hats

- Please write your child's name on all coats, jackets, and hats. We have a lost and found area within the school. Items in lost and found are posted on our school's communication app for easy identification of lost property.
- At the end of each week, unclaimed coats, jackets, and hats will be collected and donated.

Communication

- We will utilize agendas (except for 5th grade), Thrillshare by Apptegy (new HCSD communication App to replace DOJO) take home folders, email, and other forms of communication.
- We also use social media as one form of communication so please follow us on Facebook and Instagram.

Our Behavior Management Plan

- Our behavior management plan is based on the values of character, expectations, and safety. We are a PBIS school that promotes school safety and good behavior. We teach students our behavior expectations in all school areas. As students earn Mustang Bucks for good behavior, they may then choose to redeem their bucks for an item at our school store or save and collect more.
- When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process as appropriate considering the student's discipline history and conduct.

PFI Guidelines

- Plan for Improvements (PFI) are used as a consequence for the teacher and student to conference about his/her behavior. The teacher and student will discuss, create, and carry out a plan for improving behavior. If your child receives a PFI, please sign and return it the following day. PFIs start over each nine-week period.
- After School Detention (ASD) and reflection time are used as consequences for student behavior. ASD is assigned based on the number of PFIs your child receives. ASD is held on Tuesdays and Thursdays from 3:45-4:20. You are responsible for picking up from school in the front office if your child is assigned to ASD. If a student is not picked up on time, he/she will be sent to the After School Program and will be charged for attending on that day.



CES Club Offerings 25-26

Centerville Elementary will offer several student organization membership opportunities for students in grades 3 – 5 that will meet before and/or after school. Please note that students participating in the clubs at Centerville Elementary must be picked up promptly after each club meeting. No students will be permitted to walk home unsupervised. Students' behavior must be exemplary. See list below of all the Mustang Clubs.

Name of Club/Organization: Academic Bowl Club

Faculty Sponsor/Contact: Samantha Williams and Amber Washington

Membership Requirement: 4th and 5th grade students (try-outs required)

Financial Obligations/Dues: none

Mission/Purpose: The goal of the Academic Bowl Club is to foster the pursuit of academic excellence; promote a spirit of academic competition and good sportsmanship.

Planned Activities: Academic Bowl Team will meet twice a month. We will be competing in the Houston County Elementary Academic Bowl. When we get closer to the competition day, we will meet more often. Most meetings will take place after school.

Name of Club/Organization: Chorus

Faculty Sponsor/Contact: Kam Hardee

Membership Requirement: 3rd- 4th grade students rehearse on Tuesdays from 3:30pm - 4:30pm. 5th grade students rehearse on Thursdays from 3:30pm - 4:30pm.

Financial Obligations/Dues: Purchase a Chorus T-shirts for \$12. This is the chorus uniform. Students selected for Honor Chorus (5th grade only/auditions required) are required to pay fee of \$20 for T-shirt and music.

Mission/Purpose: "A music teacher helps their students find the song in their heart, the beat in their feet, and a passion for life." Music helps develop language and reasoning, enhances emotional development, instills creative and critical thinking skills, builds teamwork, and much more!

Planned Activities: Mercer sporting events, Holiday concert at the Museum of Aviation, Nursing Home Performance, Christmas Performance at The Pavilion, Field Day, Perry Dogwood Festival, Honor Chorus (5th grade members only) and Spring Concert, etc.

Name of Club/Organization: Growing Gardeners

Faculty Sponsor/Contact: Delana Chatfield, Erica Kerr, Chip Mackey, Melissa Bryant

Membership Requirement: 5th grade students only (20 students max.) The first 20 students who meet the financial and application requirements will be accepted.

Financial Obligations/Dues: \$10

Mission/Purpose: To create meaningful engagement opportunities for families to learn about and participate in gardening/plant education.

Planned Activities: Parent Volunteer Day, garden planning workshops, seed swapping, winter sowing, spring preparation, planting seeds, creating plant labels, signs, watering, harvesting, seed saving, & science lessons.

Name of Club/Organization: Kindness Squad

Faculty Sponsor/Contact: 4th grade teachers

Membership Requirement: 4th grade students who have shown kindness & positive Mustang behavior are selected by their homeroom teacher to be a Kindness Squad member.

Financial Obligations/Dues: Purchase the Kindness Squad T-shirt

Mission/Purpose: To promote a culture of kindness, acceptance, and tolerance at Centerville Elementary

Planned Activities: Greet students monthly at car ramp and bus ramp, Kindness Spirit Week, Great Kindness Challenge; monthly meetings

Name of Club/Organization: Mustang Men

Faculty Sponsor/Contact: Rachada Page & Malik Spratling

Membership Requirement: 4th and 5th grade students

Financial Obligations/Dues: None

Mission/Purpose: Our mentoring program is dedicated to developing young men into outstanding students, friends, siblings, sons, fathers, and citizens through the MUSTANG MEN Core Values.

Planned Activities: Monthly Meetings and guest speakers