

# Centerville Elementary School

## Mission Statement

The mission of CES is to provide opportunities for knowledge to all students while nurturing the skills necessary for students to become lifelong learners and better understand their role as a citizen.

## Vision Statement

The vision of CES is to inspire the love of learning to create self-motivated, productive, and responsible citizens.

## Beliefs

- ❖ students learn in different ways and we plan our instruction to support this belief;
- ❖ a safe and physically comfortable environment promotes student learning and positive assessment results;
- ❖ each student is a valued individual with unique physical, social emotional, and intellectual needs;
- ❖ a student's self-esteem is enhanced by positive relationships, participating in decision making opportunities and mutual respect among and between students and staff;
- ❖ teachers, parents, stakeholders, and community share the responsibility for the support of the school's mission and school policies

## School Hours of Operation

7:30 AM - 3:30 PM

- The doors open at 7:15 to accommodate parents who need an early drop off time. Students will go to the cafe where they will be supervised by a CES staff member.
- Breakfast is served from 7:30-7:55AM
- We request that K-2 car riders are dropped off before 7:50. This gives them an opportunity to get breakfast and make it to class before 8:00. It will also help with safety as Pre-K parents start dropping off students at 7:50.
- All students arriving at school after 8:00 AM or leaving prior to 2:45 PM must be signed in/out through the school office by a parent or guardian.
- When signing out a child please have a photo ID ready.
- Car Riders are dismissed at 2:45 PM. Students must be picked up no later than 3:30.
- Please obtain a car rider pick up pass from the school office.

If you are picking your child up in the car rider line it is very important that you stay in your car and wait for your child's name to be called. This is for the safety of all the children at car rider time. Coming into the building to pick up your child is strongly discouraged between 2:45-3:00 as this disrupts traffic flow at CES



## Student Assessments

### AimswEB Plus

As part of our goal to ensure that our students receive the best instruction, students are tested through the AimsWebPlus platform. These short assessments provide data that help us adjust the level and intensity of instruction to the needs of each student. All students are tested in the fall, winter and spring. For students identified as needing additional instruction, we monitor their progress frequently. The aimswebPlus reading and math assessments are used for two main purposes:

- 1) Universal Screening, to identify students likely to struggle so that these students can receive extra instruction in a timely manner; and
- 2) Progress Monitoring, to track the progress of students receiving extra instruction and ensure that they are on schedule to meet their year-end reading and math goals.

## Attendance

School begins promptly at 8:00 AM and dismisses at 3:00 PM. Students will be counted tardy if they arrive after 8:00 AM. Tardies do add up and once multiple tardies are acquired they eventually can be counted as a whole day absent. If your child leaves before 2:45 this will be recorded and also counted towards instructional time lost in the form of a tardy. Good attendance in school begins in elementary school. It is vital to your child's academic success that he or she begins exhibiting good attendance now. If at any point in time your child does not want to come to school for reasons such as lack of interest in school, please contact your child's teacher. At Centerville Elementary we want to instill a love of school in each and every child that will stay with them throughout their educational journey.

\*Parent Note Guidelines: 8 days of parent notes, total, for the school year.

Only 8 days of excused absences are allowed using a parent note. They may be used consecutively, or 1 at a time, but only 8 days are allowed using parent notes. Centerville Elementary School teachers will call to check in once a child has been absent for two consecutive days or if tardy twice in a Positive Behavior System Period. The school administration will schedule an attendance committee meeting with parents of students who miss frequently or are tardy frequently to resolve the issue. Chronic absentee issues that cannot be resolved at the school level will be sent to truancy council at the district level. Warning letters will be sent prior to this. It is vitally important when your child misses school that you provide a parent or doctor note for the absence. Once a child has been tardy 10 times he or she will be recommended to the district level truancy council per district guidelines.

## Board Policy

You can access the Hickman County Schools Board Policy Manual online on the district website at: <http://hickmank12.org/>

The board policy manual, CES Student Handbook and CES Teacher Handbook are the guiding documents for procedure and policy for Centerville Elementary School.

## Breakfast

Students wanting to eat breakfast at school should arrive by 7:45 to allow time to eat breakfast prior to the beginning of instructional time at 8:00.

## Cellphones

Students are encouraged not to bring cellphones to school. If they do bring them they must remain in backpacks during school hours. Parents should contact the front office if it is necessary to leave a message for their child.

## Communication and Parent Involvement

Parents are strongly encouraged to communicate with their child's teacher throughout the year. Centerville Elementary believes that parents are children's first teachers; therefore it is vital that lines of communication remain open and are frequently used. Please communicate both concerns and praise to your child's teacher through notes, phone calls, Class DOJO, and/or emails. Teachers will communicate daily about a child's behavior and/or assignments through a folder or binder. Please sign the folder each day.

### Channels of Communication

- School website <http://hickmank12.org/centerville-elementary-school-2/>
- School Facebook Page <http://www.facebook.com/CESisthebest/>
- Weekly Teacher Newsletters
- Behavior Passport
- Monthly Principal Newsletters
- SkyAlert Calls or texts from Principal
- Notes / Emails / Classroom Communication App (such as DoJo or Remind)
- Phone Calls

## Confidentiality

Centerville Elementary School has established written educational and discipline record policies. These policies ensure the privacy of student information and are in compliance with state and federal guidelines. Records are maintained on the school campus and are available ONLY to teachers and staff members working directly with the students. Records are not released to anyone without prior consent from the parent or guardian of the child. Parents of special education students are advised of confidentiality of records during IEP meetings.

## Dress Code

Students represent CES to the community through their behavior and their appearance. It is expected that students will wear clothing that is appropriately sized, neat and clean while attending classes and school functions. Appearance, including dress, makeup, and hairstyles, may be regulated by the school when the health or safety of a student is endangered. If the appearance is disruptive, and thus, distracting to the educational process; or there is an existing ordinance or law, students may be asked to change clothing or be sent home. All final decisions regarding the appearance or dress of any student will be left to the discretion of the principal. (Board Policy 6.310)

## Field Trips

From time to time teachers plan activities away from school designed to give students first-hand experience in what they have been learning in class. A teacher will accompany students on all school-related field trips. Parents must sign a permission form in advance for each trip. The form will describe the purpose of the trip and will include whether there is a fee for the activity. Usually a small fee is requested to cover transportation and admission charges. Once a fee for a field trip has been paid, a refund will not be made for any reason including but not limited to illness or misbehavior. Students are expected to ride the bus with the class to the field trip and will return to school with the class on the bus. On occasion, parents are needed to chaperone field trips. Some field trips do not allow for extra guests. Parent that will be a chaperone will arrange for his/her own transportation and will not bring other children on field trips. Students must have good behavior to attend field trips. Principal discretion will be used to determine if a student is allowed to attend field trips due to discipline issues.

## Homework

Centerville Elementary School believes that parents are our partners in education. Through a shared responsibility between the child, teacher, and parent, students can reach their fullest potential. Students must complete their homework each night. Most teachers will only assign homework Monday through Thursday with a time limit not exceeding the Hickman County Board Policy limit. We believe it is vital to your child's educational success that good homework habits begin in elementary school. This will instill in your child responsibility and ownership in their own education. If at any point in time your child becomes frustrated with their homework please contact your child's teacher. Note that the principal will have the discretion to waive any extenuating circumstances. If your child does not complete his or her homework repeatedly, the teacher and or principal will be in touch to discuss how to remediate this issue. \*See board Policy 4.6011

## Enrichment Classes

CES offers a variety of enrichment classes.

Enrichment Class	Teacher	Special Activities in this Class
Art	Justin Warren	Painting, Creation of Variety of Art Pieces
Guidance	Stacia Anglin	Health and Safety, Check in Check Out, Career and College Readiness Curriculum
Library	Lori Cochran	AR Parade, Checking out Books, Exploring a Variety of Texts and Medias, Read Me Week
Music	Daniel Bey	Exploration of playing a variety of musical instruments
Physical Education	Nick Bentley & Stacy Larue	Field Day, Curriculum in a Variety of Sports,

## Medication Guidelines

Medication will only be administered at school when the student's health requires that it be given during school hours. Parents must complete the required consent forms. The following information must be included:

- |  |                                    |
|--|------------------------------------|
| 1. Child's name                                  | Non-prescription medicines:        |
| 2. Name of medication                            | 1 Must have label directions.      |
| 3. Name of physician                             | 2. Possible side effects, if known |
| 4. Time to be self-administered                  | 3. Termination Date For self-      |
| 5. Dosage and directions for self-administration | administration of the medication.  |

Doctor's signature on the assigned form will be required for all prescription medication.

The medication must be delivered to the school's main office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma).

## Transportation of Medications on School Buses

In an effort to ensure the safety and well-being of all students, no medications except inhalers or other medications which a physician has indicated in writing should be kept on a student's person, may be transported on school buses. Parents must make arrangements for delivery of medications to the school. In the event that medication is sent to school on a bus in violation of this policy, the following procedure will be utilized:

1. First Non-Compliance Incident—A letter will be sent to the student's parent(s) or guardian by the principal. Parents will be requested to set up a conference with the principal regarding the issue. A copy of the policy will be attached to the letter.
2. Second Non-Compliance Incident—A referral will be made to the Juvenile Court of Hickman County and/or the Department of Children's Services for disposition of the matter.

**\*No medication is to be brought to or taken from school on school buses!**

## Head Lice

School systems serve as a focal point for the transmission of various communicable conditions including head lice. Please refer to Board Policy 6.4031 to view the school system policy. If you need more information or help please contact the school nurse or principal.

## Permanent Records

According to the Family Rights and Privacy Act of 1974, the parent/guardian or student aged 18 or over, is permitted to inspect and review educational records relating to the student. Please give at least 48 hours notice if you would like copies of these records.

In cases where the parents are divorced or separated, the non-custodial parent has rights to records, notice of meetings, conferences, etc. upon notice to the building principal, unless denied by a court order.

## Positive Behavior System

Centerville Elementary implements a school wide behavior matrix in accordance with a positive behavior system model. Students will be rewarded throughout the year for exceptional behavior including but not limited to behavior, attendance, and homework completion. The school will follow board policy when serious offenses occur. Note that the principal and/or assistant principal will intervene when students have repeated behavior problems in the classroom.

Discipline Reports will be sent home when a severe behavior occurs or when a student repeatedly continues to disobey a rule. Obtaining a Discipline Report automatically results in a loss of the privilege for the PBS Reward Day for that time period. Students with 3 or more classroom behavior incidents or 1 office discipline report will not be able to participate in the PBS Reward Day for the respective reward period. Discipline Reports are to be signed by a guardian and returned to the school to keep on file.

## Report Retention Guidelines

Retention of a student at CES is a last resort. It is our goal to get students on grade level prior to going to third grade. Retentions are made on a case by case basis. Parents will be notified if their child is at risk for retention frequently throughout the year. Ultimately, based on parental and teacher input, the principal will make the final decision in retention cases. The principal will use the data guide set by the district to make the decision to retain or promote. Formal report cards containing an evaluation of student progress and attendance are sent home each 9 weeks (Board Policy 4.600). Progress reports will be sent home between report cards. Report cards are designed to inform you of your child's level of instruction, academic progress and growth in desirable habits and attitudes. The report card provides a means of communication between you and the teacher. If your child has any outstanding balances with the school at the end of the year, the report card will be held in the front office until all debts are paid. There will be two parent teacher conferences throughout the year, in the fall and the spring. Please take this time to meet with your child's teacher about your child's progress. If additional conferences are needed please contact your child's teacher for a good time to meet. (Board Policy 4.603)

## Response To Intervention

Response to Intervention (RTI) is an assessment and intervention process for monitoring student progress and identifying students that are at risk for academic failure. The goal of RTI is to improve reading and math levels of struggling students early on in their educational journey. It addresses the prevention of reading and math difficulties using a series of effective classroom practices, progress monitoring, tiered instruction, and assessment. CES is fortunate to have three experienced interventionists on staff who are committed to helping any student who is having difficulty.

The Principal oversees RTI at CES. Every other month the principal, assistant principal, interventionists and teachers will meet to “dig into the data” and assess student progress, plan interventions, and set goals. When and if your child is placed in Tier II or Tier III, a notification letter will be sent home after these meetings occur. CES has a 45 minute intervention block built into its schedule for each grade to allow time for interventions to occur and also for enriching activities for all students.

## Social Media

At CES we instill in students to be respectful, be responsible, and be safe everyday. In today’s society, social media is a great way to keep up with events and activities at CES through our facebook page. Threats and slander made towards the school, staff or students of CES will not be allowed as it violates our no bully policy. We ask that you “pause” before you post and think to ensure it sends a positive message. (See school board policy 6.304)

## Student Information Form

During the first week of school your child’s teacher will be sending home an information sheet for you to complete. This information is kept in the school office and with your child’s teacher in case of an emergency. Please make sure all telephone numbers and addresses are current and available. Remember to put the name and telephone number of a person who can be contacted in case you can not be reached. Notify the school if you change addresses or telephone numbers during the year. IT IS VERY IMPORTANT THAT OUR RECORDS ARE KEPT UP TO DATE.

## Suspension from School

When a student is endangering other students or staff, suspension will be considered. Parents will be notified of the behavior and discipline decided on by the principal. The principal will suspend accordingly based on board policy \* 6.316. If suspension is deemed necessary by the principal the parent or guardian will need to attend a re-entry meeting for the student to return to school. The parent or guardian will be responsible for bringing proactive ideas to share and discuss at the re-entry meeting to help resolve and prevent the issue in the future.

## Transportation and Transportation Changes

Changes in transportation must be made by the parent or guardian by calling the front office between the hours of 7:30 and 2:00 or by note sent to the school. Keep in mind bus changes in transportation must include the address to the destination desired and a date on the note. Bus drivers are not permitted to

make a change to a student's regular bus stop without a signed note from the parent or guardian (Board Policy 3.400) Verbal changes in communication by students telling the teacher will not be accepted. Be sure each morning your child knows how he or she gets home to prevent stress and anxiety for you child.

### Car Riders

#### Morning Drop-Off:

- Parents will remain in the car. A staff member will be present from 7:30 - 8:00 to help students cross the crosswalk. Any student who arrives after 8:00 must be signed in at the office.
- Pre-K students cannot be dropped off until 7:50 each morning.

#### Afternoon Car Rider Pick-Up:

- Do not enter the parking lot before 2:30 (Pre-K can enter at 1:45)
- K-2 families must have the car rider name tag visibly placed in the front window. Any parent without a visible tag must sign the student out at the office.
- Anyone picking up a child must be prepared to show ID.

### Bus Riders

Students are required to follow all safety rules. Students are expected to remain seated, wear a seatbelt, and keep hands and feet to themselves. Students should never place hands, head or objects outside of the bus window. Students should not yell or use inappropriate language. Inappropriate bus conduct may result in bus suspension. (See board policies 3.400, 3.401 for more information concerning transportation.

### Visitors

Children are our most precious gifts; therefore please be understanding when we ask to verify who you are by requesting a state-issued ID upon entrance to Centerville Elementary. Each ID is run through a registry before allowing you to enter the building. While in the building you must wear a visitors pass. You must also check out prior to leaving the building. Visitors are encouraged during lunch and other fun events at school where parents are invited, however, visitors will not be allowed to interrupt classroom instructional time during a regular day unless under extenuating circumstances per approval of the principal.

### Withdrawal of Students

If you are moving or withdrawing your child from school, please come by the school to properly withdraw your child. Please remember to return all school items and be sure your child's lunch is paid in full.





**Appendix of:  
Frequently Used Board Policies and Other Policy Reference  
Materials may be accessed at [www.hickmank12.org](http://www.hickmank12.org)**