

Centerville Elementary School Student Handbook 2024-2025



Principal: Mrs. Marcie Shaw
Assistant Principal for Instruction: Ms. Bridget Snooks
Assistant Principal for Discipline: Mrs. Robin Mills
School Counselor and 504 Coordinator: Mrs. Mary Smith

Welcome to Centerville Elementary!

Our vision is to produce respectful, high-achieving students who share responsibility for their learning and behavior.

Our mission is to put children first.

“Mustang Mornings”

From 8:00 a.m. to 8:30 a.m., our students prepare for instruction by organizing their desks and materials. Homework is turned in and any messages or notes are given to the teacher. Students’ complete morning work given by the teacher during this time. After morning announcements, the national anthem is played, and students are given the opportunity to pledge allegiance to the flag. A moment of silence is observed once the pledge is complete. After the moment of silence, the instructional day begins. If your child arrives after the starting time of 8:30, he/she is considered tardy. Please walk your child to the office and sign your child in at the front desk. We appreciate you having your child here on time.

Arrival

It is imperative that we make safety a priority here at Centerville. We have incorporated a few procedures that we feel are necessary to ensure students are well protected inside and outside of our building. 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 whether or not they are eating breakfast.

If you are bringing your child to school, we have a change in procedures this year. ALL students will need to be dropped off in the morning at the car rider line. There will not be 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 the student in.

Car Rider Line

You may 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. Drop off will end at 8:30 each morning.

You may not park or drop off students in the front or side parking lot of the school between 7:45-8:30 and 3:20-4:15. This is reserved for buses and daycare vans only.

If a student is tardy, an adult must accompany them into the building to check them 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. This school year to help provide even more confidentiality and security 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. We cannot accept DOJO or email because the teacher may be absent or not have time to look at their phone during the day. If you are going to change the way your child goes home, you may send a note in with your child or bring a note to the office. We will not take changes over the phone after 3:00.

We will begin dismissing students at 3:30. There will be four ways that a student can leave campus: a bus/daycare van, car rider, pre-K walkup, or walker.

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. This will hopefully make the dismissal process easier. 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 5 cars pull up from one side and then 5 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 your children, so you do not have to get out of your car. All students must be picked up by 3:50. Those not picked up by 3:55 will go to our afterschool program, and they will be charged a fee for those services.

Please remember the traffic is usually very congested the first few days of school because many parents bring and pick up their children on these days. Please be patient with us and each other. It usually takes a week before everyone is settled into their routine. The safety of our children is our number one priority. Please help us ensure their safety by following these procedures.

Pre-K Walkup

We are offering a special option for our youngest students. Parents of Pre-K students only may park in the 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 they will be dismissed at the walker bell, and a walker dismissal form must be completed and turned in. The walker form will indicate if your child walks on their own to their home 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. Thank you for all your support as we focus on dismissal safety.

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 may pick up your student through the car rider line. Please remember on these days to visibly display car rider numbers.

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 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.

Absences

As part of the Federal Child Protection Act, we are required to know why a child is absent from school. Therefore, you are required to send a note to your child's teacher stating the reason for the absence. If the student will be out more than two days, please call and let us know. We have a hospital homebound program for students who are expected to be out of school for ten or more consecutive days. Please let us know if your child's doctor requests an extended illness leave for your child. Your child is not counted absent if he or she arrives at or before 12:00 p.m. or leaves after 12:00 p.m. However, your child would be considered tardy or considered as an early dismissal. The Board of Education has adopted very strict policies on absences, tardies, and perfect attendance honors. These policies are explained in the Houston County Student Handbook. Please refer to the Houston County Student Handbook for clear guidelines on attendance.

Cell Phones and other Electronic Devices

Students are permitted to possess cell phones and other electronic devices while on school property; however, students should not use their devices to contact their 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. A phone in hand is a phone in use. Students should not have a phone in their hand during class, in the hallway, or when going to the restroom. If a student does not have pockets, the phone should be kept inside of their bookbag. Students who violate this policy shall be subject to appropriate disciplinary action.

1st offense - Warning and parent contact

2nd offense – PFI 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 outside of the media center.

Communication

We will utilize agendas (except for 5th grade), Class 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.

Our Discipline Plan









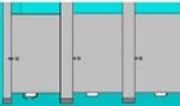







Our discipline plan is based on the values of character, expectations, and safety. We are a PBIS School that promotes school safety and good behavior. We teach students our behavior expectations in all school areas. As students earn Mustang Bucks for good behavior, they may then choose to redeem their bucks for an item at our school store or save and collect more.

What is PBIS?

Positive Behavioral Interventions and Supports (PBIS) is an evidence based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. More than 1,000 Georgia schools and 27,000 schools nationwide have been trained in PBIS. Implementation of PBIS is saving countless instruction hours lost to discipline issues. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary issues and promote a climate of greater productivity, safety and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and support to improve school climate for all students. (OSEP Technical Assistance Center on Positive Behavior Interventions and Supports). Our goal through this PBIS initiative is to create a strong, positive school culture where each child and staff member feels safe and supported in an effective learning environment to achieve academic success.

Behavior Management Plan

The faculty and staff are committed to making this a successful year for our students. Principles from the implementation of the PBIS system will teach students proper behavior for interacting with their peers and responding appropriately in the learning environment. Please read and discuss this plan with your child(ren) and assist us in maintaining a positive learning environment. The staff of Centerville Elementary strives to recognize students who are cooperative and considerate of others. We encourage you to continually review the rules and procedures below with your child(ren). Your support in helping us implement this program will ensure a safe and healthy environment for all our students.

 <h1 style="display: inline; margin-left: 20px;">CES Matrix Mustang Pride</h1>					
	Hallway Voice Level = 0	Playground Voice Level = 3	Restroom Voice Level = 0	Lunchroom Voice Level = 1	Bus Voice Level = 1
<h2 style="font-size: 48px; margin: 0;">C</h2> <h3 style="margin: 0;">Character</h3>	 Show respect with your words and body language.	 Put garbage in the trash can, even if it's not yours.	 Use restroom equipment properly.	 Clean your area before leaving.	 Keep hands, feet, and other objects to yourself.
<h2 style="font-size: 48px; margin: 0;">E</h2> <h3 style="margin: 0;">Expectations</h3>	 Stop to allow others to pass. Hold the door for others.	 Practice good sportsmanship.	 Allow others privacy.	 Face forward. Talk only to your bench buddies.	 Follow bus driver's directions.
<h2 style="font-size: 48px; margin: 0;">S</h2> <h3 style="margin: 0;">Safety</h3>	 Walk quietly on the blue line on the right side. Eyes and feet facing forward.	 Keep hands, feet, and objects to self. Use playground equipment correctly.	 Wash hands quietly and return to class quickly.	 If you drop anything, pick it up.	 Remain in your seat.

PFI Guidelines

Plan for Improvements (PFI) are used as a consequence for the teacher and student to conference about their 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 a consequence for student behavior. ASD is assigned based on the number of PFIs your child receives. ASD is held from 3:45-4:30. You are responsible for picking up and signing your child out from school in the front office if they are assigned to ASD.

Dress Code

Students will be required to follow the dress code adopted by the Houston County Schools. Please see the county handbook regarding the general and specific rules of the county dress code, along with the specific requirements for accessories, hair and grooming, and coats.

Medicine Given at School

We are more than happy to administer medicine to your child when needed. You must send the medicine in the original container with specific instructions for your child. If medicine must be given on a daily basis for more than two weeks, we need to have your doctor complete and sign a special form. This will be sent home with your child, or you may pick it up in the office. Please see the Houston County Board of Education Student Handbook for additional information in regard to student illnesses and medication procedures.

Parent Volunteer Program

We have a Board Policy for our Parent Volunteer Program. Please note that every 5 years a background check must be completed. If you are new and have not filled out a background check form, please do so in our office immediately. We are required to have a certified/completed background check on every parent BEFORE he/she begins volunteering, or

BEFORE going on a field trip. This is for the safety of all our students. All parent volunteers should receive a “Volunteer DO’s and DON’T Form” before volunteering each year. The following areas require you to have a completed/certified background check BEFORE volunteering: the Read United Program, helping with our PBIS store or any school activity within the school day, proctoring, and chaperoning a field trip. Contact our Family Engagement Liaison for assistance.

Clubs

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: Amanda Walters & Tiffany Coder

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: CES Girl Code

Faculty Sponsor/Contact: Cate Dowell & Caroline Gowan

Membership Requirement: 3rd - 5th grade girls.

Financial Obligations/Dues: \$10

Mission/Purpose: To develop confident young ladies by strengthening their communication, social, and leadership skills.

Planned Activities: Monthly Meetings

Name of Club/Organization: Chorus

Faculty Sponsor/Contact: Joy Etheridge

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 who are selected for Honor Chorus (5th grade only/auditions required) are required to pay a 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, and science lessons.

Name of Club/Organization: Kindness Squad

Faculty Sponsor/Contact: Amber Washington, Samantha Williams, Storm Collins, Ciera Tims

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 School.

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: Robin Mills

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

Name of Club/Organization: Safety Patrol

Faculty Sponsor/Contact: Marcie Shaw and Mary Smith

Membership Requirement: Students will be nominated by their teachers to join the group.

Financial Obligations/Dues: None

Mission/Purpose: To help ensure safety and organize movement to and from our classrooms

Planned Activities: Hallway Patrol, assist with school events, and Centerville Christmas Parade