

Centennial Elementary Guidelines for Parents and Students 2018-19

The purpose of this document is to highlight some of the most frequently asked questions, issues, and expectations that occur during the school year at Centennial Elementary. Please refer to the official Elementary School Handbook online at www.isd12.org/cte for more information.

SCHOOL HOURS: 9:15 a.m. - 3:45 p.m. (*see Arrival and Dismissal below)

- Arrival timeframe: 8:55-9:10 (students should not arrive to school before 8:55 unless they are eating breakfast at school. If so, they may arrive at 8:50 a.m. and proceed immediately to the cafeteria to eat.)
- Breakfast served: Preschool and Kids Club: 8:40-8:50
All other students: 8:50-9:10 a.m.
- School begins: 9:15 a.m.
- Dismissal ends: 3:45 p.m.

ATTENDANCE

Except for illness or emergency, we expect all children to be at school. For your child's safety, we ask you to **PLEASE CALL OUR SCHOOL'S ATTENDANCE LINE AT (763) 792-5307 or email CTEAttendance@isd12.org TO REPORT YOUR CHILD'S ABSENCE BY 9:15 A.M.** You may leave a message on the answering machine, which is on 24 hours a day. If we don't hear from you, we will try to contact you at home or work to find out where your child is. **IF THE SCHOOL RECEIVES NO PHONE CALL AND NO NOTE FROM YOU UPON THE CHILD'S RETURN TO SCHOOL, YOUR CHILD'S ABSENCE WILL BE CONSIDERED UNEXCUSED.** When a child has 3 unexcused absences, the school will mail you a letter and inform you of the truancy. After 7 unexcused absences the school is legally obligated to contact Anoka County to file truancy paperwork.

ANNUAL REGISTRATION AND EMERGENCY FORM

Every fall at our August Open House & Ice Cream Social parents/guardians will receive two forms to update your child's family, health, and emergency information before school begins. Please complete both forms at the Open House and return the forms to the teacher or to the school office before leaving the Open House or on the first day of school. This information is vital for your child's safety and security. With accurate and up-to-date information, we will be better able to address medical needs and to handle any emergencies. If parents aren't able to attend the Open House in late August, the forms will be sent home with students on the first day of school and should be returned with your student by the first Friday of the school year.

ARRIVAL AND DISMISSAL

Safety is a top priority at Centennial. Morning supervision is provided just 10 minutes before the start of the school day. Children should arrive at school between **8:55-9:05 a.m.** If they eat breakfast at school they may arrive at 8:50. Students are expected to wait respectfully while waiting for the bells to ring. We do not allow playing on the playground equipment during arrival or dismissal times. At afternoon dismissal time, please remind your children that you expect them to come home directly after school, too. We need everyone's cooperation so that all of the children arrive and leave school safely. Because parents are an important part of making this work, parents will be contacted if their child is having difficulty following the safety expectations.

BALLOONS, FLOWER BOUQUETS, ETC. DELIVERED FOR SPECIAL OCCASIONS

The delivery of balloons, flower/candy/fruit bouquets, etc. to students at school for special occasions is discouraged and will not be delivered to classrooms. These deliveries are disruptive to teachers and the learning process and are extremely difficult to transport home with children. All deliveries will be held at the front desk and a family member will be called to retrieve the item. Due to allergies, latex balloons are never allowed on school property.

BIKE LICENSES

Many children ask about riding their bikes to school. Only second through fifth grade students are allowed to ride their bikes to school with their parent's permission and a bike license issued by our school. Students may use their bike license from year to year. To get a new or replacement license, please have your student pick up and complete a bike license form from their teacher or the school office and return it to their classroom

teacher. The office will issue a bike license. Students should carry this license whenever they ride their bike to school. Students must follow the instruction of school patrols. Students must dismount their bikes before crossing any crosswalks, as well as walking their bikes while on school property. Students who ride in an unsafe or discourteous manner will lose the privilege of riding their bicycle to school. All riders are encouraged to wear helmets and lock their bikes to the racks provided. Students who choose to ride skateboards, Rollerblades, scooters or other types of self-propelled transportation to and from school are asked to follow the same safety expectations as bicycle riders. These items do not require a license.

CELL PHONES and other electronic devices

It is our preference that students not bring cell phones or other electronic devices to school for security, privacy and theft avoidance reasons. However, if a parent feels strongly about their child having a cell phone with them, the phone must be turned OFF and stowed away in a backpack or locker at all times while the student is on school property (this includes the school bus). If a student is seen using/carrying/showing off a cell phone on school property (this includes taking photos, videos, playing music, etc.) , the teacher or other supervising adult will confiscate the phone immediately until the end of the school day. The phone will be returned to the student with a firm reminder of the cell phone expectations at days' end. If the same student is seen using a cell phone on school property a second time on that day or any future date, the phone will be confiscated and brought to the school office. A parent or guardian will be called to come personally to school to meet with the Principal or designee to recover the phone and discuss the situation. Please remind your child/children that cell phones and all other electronic devices are strongly discouraged for students at our school.

CENTENNIAL ELEMENTARY PARENTS ORGANIZATION (CEPO)

Centennial parents have an active and important role in our school. Our Centennial Elementary Parent Organization (CEPO) meets monthly at 5:30 p.m. in the school conference room which is located in the hallway just a few steps from the office. All parents or guardians are welcome to attend all meetings. No childcare is provided.

CLOTHING (Appropriate for school)

Centennial School district respects the right of students to dress in a way that expresses their personal style as long as it is not offensive to others or interferes with learning. Students must be appropriately dressed and groomed for school. Clothing and accessories should not reflect extreme styles, compromise safety, or distract from the learning environment. The following guidelines apply to student dress while at school include but are not limited to the following:

- Head coverings (i.e. hats, ball caps, scarves, hoods, etc.) may not be worn in school from the time students enter the school building through the time they leave the school building unless they are related to religious practice or function, and/or are needed as a matter of health. This includes baseball caps. These items, however, may be worn during outdoor recess.

Hat /headwear consequences are as follows:

- 1st offense – Verbal reminder to the student to remove the item
- 2nd offense – Item is confiscated from student until the end of the school day
- 3rd offense – Item is kept in the office until a parent or guardian can pick it up
- 4th offense - Item is kept in the office through end of the school year

- Clothing or accessories that are obscene, sexually suggestive or display images/slogans referring to weapons violence, alcohol, other chemicals, tobacco, or gang affiliation are not acceptable.
- Clothing may not display demeaning, discriminatory, inflammatory, or intimidating language.
- Shorts and skirts must be the length of fingertips when arms are fully extended at sides.
- Bare midriffs, bare backs, short skirts, short shorts, tube tops, halter tops and visible undergarments are not permitted.
- Tops with spaghetti straps are not permitted unless a cover shirt or sweatshirt is worn over it.
- Make-up is not allowed
- Clothing must cover the back, midriff, cleavage, etc., and may not be revealing.
- Pants, shorts, and skirts must be worn at the waist and must cover undergarments.
- Students must wear appropriate footwear during the school day and any school activities (i.e. dances, sports, etc.).
- Heelies (shoes with wheels) are prohibited on school grounds.
- Coats and/or hoods may not be worn in the classroom

- Any accessories that may offend or create a danger to self or others (i.e. spikes, chains, etc.) are not permitted.

Students need to adhere to the dress code except for during special pre-planned days, such as Spirit Days or classroom theme celebrations. No masks covering the face will be allowed. Dress code will be enforced with costumes as well.

Students whose appearance does not comply with these guidelines will be given appropriate clothing to wear for the remainder of the school day or may call their parent or guardian to have them bring in appropriate clothing. Classroom teachers may have additional expectations so as to limit distractions to student learning, and have the right to ask students to remove coats in their classrooms. Clothing items that violate these guidelines will be held in the office until the end of the school day or until the student's parent or guardian can come to school to retrieve them.

ELEMENTARY STUDENT HANDBOOK

There is a standard handbook in District 12 for all five of our elementary schools. The handbook is available online www.isd12.org/cte then click on "elementary handbook". For those who do not have web access, please request a copy of the handbook from the school office.

FRIDAY FOLDERS

Friday Folders are provided for students in grades 1-5 (kindergarten has their own folder system). School information is typically sent home on Fridays in this folder. Children are expected to return their Friday folders to school on the following Monday.

GUM

Students are not allowed to chew gum in school.

INJURIES

When accidents occur, students are given first aid according to American Red Cross recommendations. Students are cared for until a parent/guardian or person listed on the emergency card is reached.

LATE START DATES

Centennial School District typically has four late-start days during the school year to provide teachers time for training and workshops. All students will report two hours later than their scheduled start time. Buses will run two hours late. Breakfast will not be served in our cafeteria on the late start days. Please call the office with questions and refer to the school calendar for dates.

LIBRARY MEDIA CENTER

Our library media center is open for checking out books. While normal wear and tear is expected on borrowed library materials and textbooks, items that have been damaged, lost, or defaced will be issued a fine for repair or replacement. Parents/guardians will be notified of the fee by email and paper notices and charged according to the damage (or full replacement price if the item is destroyed or lost). If the damage is minimal a fee may not be issued.

Books are expensive. If students do not learn to take care of these books, we won't have a collection to share with them. At our school we open and examine all books when they are returned to our library to check the book's condition. The reason we do this is to catch any books returned that have been damaged, such as moldy/torn/muddy/food spills/water damage, etc. We only feel comfortable charging fines that we know are legitimate. If we aren't sure, we note the damage and no fine is assessed. These small fines help us to replace the lost and damaged books from our collection.

PROCEDURE FOLLOWED FOR LATE/LOST/DAMAGED BOOKS:

1. An automated e-mail is sent every week to parents/guardians of students with overdue or damaged books.
2. After several weeks a paper notice is sent by the principal to the student's parent/guardian if the book still is not returned or paid for.

3. During this time, students with missing or damaged books have restrictions on checking out additional books from our library. This is explained on the emails and paper notices.
4. If missing books were shelved improperly and later discovered, it will be removed from that student's library account and the fee (if paid already) will be returned to the parent(s).

MEDICATIONS

Parents should administer medication to their child at home whenever possible. Short term medicine (antibiotics) usually can be taken before and after school, and before bedtime. Sometimes students must have medication at school, such as short-term antibiotics given four times a day, long-term medications that need to be taken at noon, and medications such as inhalers used to treat asthma problems (inhalers maybe carried per state law, but only if doctor's order states "self carry" is approved). In order to comply with district medication procedures and for the safety of your child, the school must have a completed medication consent form containing: student's name, name of medication, diagnosis, time and directions for administration, dosage and route, possible side effects, termination date of administration, doctor's signature and parent/guardian signature. All medications are locked in the health service office and are administered by the health staff or approved personnel.

PERFECT ATTENDANCE

In order for a student to qualify for perfect attendance at the end of the school year, they may not have any absences, tardies, or early releases on their attendance record. If school is canceled due to weather or other reason, that absence is not counted against the student's attendance record.

PETS

Dogs and other domestic animals are prohibited on school property. Service animals, however, are allowed.

PROHIBITED ITEMS

Centennial Elementary prohibits any and all items that could be used as a weapon. This includes baseball bats, pocket knives (regardless of size), Swiss Army knives (or knock-offs), tools, nail cutters, and toy weapons. Please discuss our zero-tolerance policy with your children.

SECURITY PLAN

For the safety of our students and staff, we have implemented the following security plan:

- ❖ All outside doors to the school will be locked during the student day except the front door.
- ❖ All visitors, parents, and volunteers will enter the building through the front door and must check in at the kiosk in the lobby where a visitor's sticker will be issued. All visitors must scan their visitor's sticker at the front desk as they leave the building. The process is very quick and simple.
- ❖ All students who leave school early will be called to the front door by the office. No one is permitted to go to the classroom to pick up a child.
- ❖ **If a student needs to change his/her typical end of the day plans, the student must bring a note to show his/her teacher. The teacher will forward the note to the office. Parents should not rely on a voicemail message to classroom or the office to change request a transportation change. If possible please notify the office of the change before 12:00 p.m.**
- ❖ The office should have all transportation change requests by noon on the day of the request if possible. If the change includes a change in buses, the change must be approved by the transportation department and Bus Company.
- ❖ The student must bring two notes: one note stays at school in the main office and the child gives the other note to the bus driver. Buses cannot be used to transport groups of students to activities such as Girl Scouts, birthday parties, etc.
- ❖ If someone is picking up a child on behalf of a parent, a note signed by the parent must be brought to the office. You may be called to ensure that the note is authentic. The alternate person transporting the child may be asked for identification by office staff. The child will meet the designated person in the office.
- ❖ If parents bring drop-off items (lunch, shoes, money, etc.), the office will call the student to come to the office to retrieve the item. Parents should not take the item to the classroom.
- ❖ If the court has issued a specific restraining order guarding your child from being picked up by certain people, a copy of that order must be given to the office annually. If you have concerns about who might

come to school to see your child, please let the office know. **Legally, school may not restrict access to a child by a parent unless a valid court order is on file.**

- ❖ If your child is late, please accompany your child to the office and sign him/her in. You are also asked to check in with the attendance clerk so our official records are accurate.
- ❖ If your child goes to Kids Club, please call Kids Club if your child will be absent so they don't become concerned when your child doesn't arrive after school.

TOYS

Toys are not allowed at school. This includes electronic toys, trinkets, trading cards (Pokemon, baseball cards) and other items. When a toy is brought to school it often causes a distraction and waste of valuable learning time when it is lost, broken, other issues arise. The only exception in this is when specific teachers are planning a special occasion; if that is the case the teacher will communicate this ahead of time with their families and with the office. Consequences for student bring these items to school are similar to "head coverings/hats" (see Appropriate Clothing above).

TRANSPORTATION SAFETY RULES (BUSSING)

Safe transportation of students is the first objective of the transportation system. Students' commitment to the respect, responsibility and good choices will help us achieve this objective. School bus transportation is a privilege, not a right. This privilege may be revoked if expectations are not followed. Parents should understand the importance of good bus behavior and make sure their children understand and remember the following:

Be respectful on the school bus by:

- Using only respectful, acceptable language toward ALL others on the bus
- Not diverting the driver's concentration by shouting, screaming, bothering others, talking to the driver, or any other distracting actions
- Not spitting, punching, fighting with, assaulting or harassing others on the bus or at bus stops
- Respecting property and privacy and being orderly at bus stops
- Not damaging the bus in any way

Be responsible by:

- Staying seated and facing forward while the bus is in motion
- Only board/depart from designated stops
- Keeping the aisle clear
- Keeping your whole body inside the bus
- Not hanging onto or attempting to ride on the outside of a bus
- Not tampering with emergency doors or safety devices
- Not throwing objects from, in or at a bus
- Waiting in a single line at the side of or off the road until the bus comes to a complete stop
- Walking away from the immediate area of the bus when getting off the bus
- Crossing the street in front of the bus in clear view of the driver
- Students should go to a spot 10 feet in front of and to the side of the bus and wait for the driver to signal them when it is safe to cross
- Waiting on the curb until the bus is at a complete stop, the stop arm is extended and the driver signals that it is safe to cross when crossing a street to enter the bus

Make right choices by:

- Not bringing aboard objects of a dangerous or objectionable nature (guns, flammables, animals, etc.)
- Being tobacco and drug free
- Only riding buses you are assigned to

Riding the bus as a guest:

If a student is riding home on a bus as a guest with a friend, (1) BOTH students' parents (the rider and the guest) are required to call Rehbein Bus Company one day in advance to inform them and (2) a note from both students' parents must be signed off by the Principal or office designee.

When respect, responsibility and/or right choices are not demonstrated, the school principal or lead teacher will consider disciplinary action:

Class 1 violations (more serious)	Grade(s) K-5
1 st Violation	Warning or 1-5 day suspension
2 nd Violation	1-10 day suspension
3 rd Violation	10 day to indefinite suspension
4 th Violation	Indefinite loss of bus privileges
Class 2 violations (less serious)	Grade(s) K-5
1 st Violation	Warning
2 nd Violation	Warning or 1 day suspension
3 rd Violation	1-3 day suspension
4 th Violation	3 day to indefinite suspension

If a student loses the privilege to ride the school bus due to a violation, the parent will be contacted by the school to review the matter. It is the responsibility of the parent/guardian to arrange alternative transportation for their child during the suspension of bus riding privileges. Tardies or absences due to lack of transportation during this time will be marked *unexcused*.

TRANSPORTATION INFORMATION

The district provides transportation for 1-5 graders living more than one mile from school, living in designated hazardous zones, or to kindergartners who live more than 1/2 mile from school.

Students are to arrive at bus stops five minutes prior to the scheduled stop time. Students may walk up to 1/2 mile to a bus stop (if the bus stop is more than 1/2 mile, please call the transportation office). Bus routes are tentative and subject to change.

VOLUNTEERS

Volunteer resources and skills make schools a more effective place to learn. Consider attending parent/teacher association meetings, serving on the Site Council, helping at the carnival, etc. Volunteer opportunities will be published in the weekly Cub Chronicle school newsletter and/or via CEPO link on our school's webpage.

WEATHER/EMERGENCY CLOSINGS

School is held every day unless weather or some emergency does not permit. In this event, an announcement will be made in the following ways: via parent email / phone numbers, on local TV stations or can be obtained by calling 763-792-6000. PLEASE DO NOT CALL THE SCHOOL.